



# ANNUAL PARISH COUNCIL MEETING MINUTES

Pursuant to the Local Government Act 1972 (various sections), notice is hereby given that the Annual Meeting of Grendon Underwood Parish Council will be held in the Village Hall, Main Street, Grendon Underwood on

**Monday, 18th May 2026 at 18.30hrs**

The first duty of the Annual Meeting is to elect the Chairman and Deputy Chairman by Members present.

## **Election of the Chairman-**

Proposed: Cllr K Moloney Proposer: Cllr P Jackman Seconded: Cllr C Scanlon

Vote: Unanimous

## **Election of a Vice Chairman-**

Proposed: Cllr A Benfield Proposer: Cllr C Scanlon Seconded: Cllr B Martindale

Vote: Unanimous

Prior to the meeting being formally constituted for Council business, the Chairman held a discretionary Open Forum, for contributions from Parishioners and other stakeholders attending, (under adjournment): Items requiring decisions must be deferred for inclusion in the next agenda. During the Open Forum, County Councillors present would have the opportunity to provide updates.

## **1. Attendances**

**Councillors Present** - Cllr Moloney (Chairman), Cllr Jackman, Cllr Martindale, Cllr Scanlon

**In Attendance** - Clerk

**Apologies** - Cllr Benfield, County Cllr Fealey

**Declarations of Disclosable Interests** - None

## **2. Administration Matters**

### **2.1 Appointment of officers**

The officers for 2026-27 were appointed as follows:

- EKFB Lead – Cllr Moloney
- Energy from Waste Lead – Cllr Moloney
- Environment Lead – Cllrs Moloney, Benfield, Jackman, Martindale and Scanlon
- Faith Beaumont Charity – Cllr Benfield
- Finance Lead- Cllr Moloney and Reporting Financial Officer (RFO)
- Governance Lead – Cllr Martindale
- HSE Leads – Cllr Jackman
- MVAS Lead – Cllr Moloney
- New Prison Leads – Cllrs Moloney and Jackman



- Personnel – Cllrs Jackman and Scanlon
- Planning Lead – Cllr Jackman
- Saye & Sele Foundation Trustee – **NOTED:** Parish Council agreed to appoint Emma Dearn. **ACTION:** Clerk to inform Saye and Sele trustees
- Website Lead – Cllr Martindale and clerk

## **2.2 Review the Council bank account authority**

**NOTED:** At least two members will continue to authorise the Chairman (or Deputy) to pay invoices by BACS. The RFO now has view only access to the bank account.

**ACTION:** RFO to issue monthly statement PDF and summary to councillors.

**2.3 Review and adoption of Standing Orders, Council Policies, Procedures and Protocols.** Cllr Martindale presented the 2026 Policy Register and Review Status document. The 2026 list of 20 policies were agreed and signed by the Chairman and will be posted on the website.

**2.4 Confirm the 2025-26 meeting schedule** – meetings will be held on the 4<sup>th</sup> Monday\* of every month at 18:30, excluding August and December. A budget meeting will be held on 7 December 2026.

\*where a Monday falls on a bank holiday the meeting will be held on the Monday of the preceding week.

**3. Minutes of last meeting**, held on 22 April 2026, to be agreed & signed by the chairman. Draft minutes have been circulated & will be deemed to have been read. **NOTED:** The hard copy of the minutes was not printed and brought to the meeting. **ACTION:** Clerk to print and present for signature at next meeting.

## **4. Matters arising from last meeting:**

4.1 New e-mail addresses – these have been created by TEEC. Cllrs need to undertake activation activity and confirmation of a uniform effective date for use will be given to TEEC. The aim is for all addresses to be operational by 22 June.

**ACTION:** Clerk to issue instructions to Councillors to set up accounts, provide outstanding information to TEEC and confirm effective date for use.

## **5. Planning Applications:**

5.1 Reserved matters – new prison PL26/03123/CONDA - ongoing

5.2 Rosefield Solar Farm - ongoing

## **6. Finance**

6.1 Expense Claims – Clerk, travel expenses £9.90 – **MINUTE:** approved.

6.2 Invoices to be approved

To authorise payment of the following invoice:

- TEEC £319.19
- To authorise the purchase of two defibrillator pads at £73.44 each

**MINUTE:** Approved and authorised.

6.3 Annual Governance and Accountability Return (AGAR)

The recording of the deposit account in last year's return has been agreed with the external auditors. The 2026 return is being prepared.



**7 Environment**

- 7.3 Playground lease – Cllr Jackman presented the new plan from Will Abbott.  
**NOTED:** Council would prefer confirmation that where a boundary is defined only by a hedgerow, the boundary for maintenance and other purpose shall be defined by the centre line of the hedgerow. **ACTION:** Cllr Jackman to ask Saye and Sele if a statement can be included in the text of the lease addressing Council's preferences in connection with any hedgerow boundaries whilst finalising the lease details.
- 7.4 Village gates – ongoing
- 7.5 Litter bins – ongoing
- 7.6 Springhill – abandoned vehicles. Cllr Scanlon is meeting with a prison official representative.
- 7.7 Springhill – vandalised bus shelter. Thames Valley Police have concluded their investigation. The graffiti has been removed. **CLOSED**
- 7.8 Noticeboard – repaired. **CLOSED.**

**8 Biodiversity**

- 8.1 Local update – **MINUTE:** Nothing to report.

**9 Health & Safety**

- 9.1 Playgrounds Inspection – Cllr Jackman submitted the local, April, hard copy inspection for filing.
- 9.2 Defibrillators Inspection – Cllr Moloney will complete and upload the information to The Circuit by the end of May.

**10 Stakeholders**

- 10.1 Saye and Sele – **NOTED:** It was reconfirmed that Parish Council agree to appoint Emma Dearn as the new Parish Council Trustee. **ACTION:** Clerk to inform Saye and Sele Trustees.
- 10.2 Thames Valley Police – **MINUTE:** Nothing to report

**10 Personnel – Confidential Information**

The Parish Council will Make a Resolution to exclude the public from this part of meeting in accordance with Public Bodies (Admission to Meetings) Act 1960.

Whilst on holiday the Clerk will set an out of office notification. Cllr Moloney will be detailed as the referral point for any urgent matters.

**12. Date of next meeting - confirmed 22 June at 18:30hrs.**

Signed as a true and accurate record..... Dated.....

Cllr K Moloney, Chairman