



TINGEWICK PARISH COUNCIL  
27 The Maltings, Tingewick  
Buckingham, Bucks  
MK18 4LQ  
07984 055185  
clerk@tingewickparishcouncil.org.uk

I hereby give notice that the Meeting of TINGEWICK PARISH COUNCIL will be held at Tingewick Village Hall on **Thursday 13<sup>th</sup> May 2021 at 7.30pm.** All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

**663 Chairperson:** To elect the Chairperson of the Council and to receive the Chairperson's Declaration of Acceptance of Office.

**664 Vice Chairperson:** To elect the Vice Chairperson and to receive the Vice Chairperson's Declaration of Acceptance of Office.

**665 Councillor Roles and Responsibilities:** To agree the Councillor Roles and Responsibilities for the coming year.

**666 Apologies:**

**667 Declarations of Interest:** Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Tingewick Parish Council Code of Conduct for Members and by the Localism Act 2011.

**OPEN FORUM:** *Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chair. The time allocated is at the discretion of the Chair. Members of the community may not take part in the Parish Council Meeting itself. This period is not part of the formal meeting; when required, brief notes will be appended to the minutes as an aide memoire.*

**668 Unitary Authority Councillor's Reports:** For information. (Items raised for decision will appear on the agenda for the next meeting)

**669 Minutes:** To consider the approval of the minutes of the last meeting held on Thursday 1<sup>st</sup> April 2021.

**670 Standing Orders:** To approve and adopt the Standing Orders for Tingewick Parish Council.

**671 Financial Regulations:** To approve and adopt the Financial Regulations for Tingewick Parish Council.

**672 Asset Register:** To review the Council Asset Register & Maintenance Schedule.

**673 Risk Assessment:** Annual review of risk

**674 Policies:** To review and decide on amendments to Council policies;  
a) Code of Conduct



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- b) Complaints Procedure
- c) Data Protection Policy
- d) Disciplinary & Grievance Arrangements
- e) Document Retention & Disposal
- f) Equality & Diversity
- g) Freedom of Information requests
- h) Grant Awarding Policy
- i) Model Publication Scheme
- j) Privacy Policies (4)
- k) Social Media & Electronic Communications Policy
- l) Subject Access Request Procedure

**675 Council Meetings 2021/22:** To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

**676 Matters Arising:**

- *Item 615 – Tree Planting Project.*  
*Action: Clerk to complete the Cultivation Licence application.*  
*Clerk advised that the Cultivation Licence does not seem applicable to the PC and has asked Cllr Clare for help navigating this with the forms.*
  
- *Item 635 Councillors Reports: Village Duck Pond.*  
*Action: Cllr Lightfoot to obtain a quote for the metal grill only.*  
*Action: Cllrs Lightfoot, Hornsey and Newman to meet at the pond Friday and check the water level and the inlet pipe for signs of debris and order the waders.*
  
- *Item 635 Councillors Reports: School Clock.*  
*Action: Cllr Maxwell to pass on the Clerks details to the repairer so they can directly coordinate the electrical repair.*
  
- *Item 648 Councillors Reports: Street Lighting*  
*A suggestion has been made to replace three old lights: Corner West Well & Back Lane / Old Bakery / Inside West Well Close.*  
*Action: Cllr Lightfoot to check with nearby residents that they are happy with a new lamp being fitted, which will be brighter than the old ones currently in situ.*
  
- *Item 648 Councillors Reports: Footpaths – Gorrell Lane side banks.*  
*Action: Cllr Maxwell to follow up with Paul Foot / TfB.*
  
- *Item 648 Councillors Reports: Footpaths – Broken gate at junction of Tin22, 23, 24 and 25*  
*Action: Cllr Newman to ascertain the details of the landowner and advise them that the gate needs to be repaired.*  
*Action: Cllr Hornsey to take a look at the gate to ascertain how it is broken.*



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- *Item 648 Councillors Reports: Footpaths – Multiple, overgrown / repairs.*  
*Tin25 – Cllr Hornsey advised that this footpath has always been a bit tricky in places but that it is due to the lie of the land; it is a rural footpath, not a pavement. He will check the footpath again.*  
*Tin38 – will be checked again at the weekend.*  
*Tin6 – being an issue with the styles, the landowner will need to be notified.*  
*Action: Cllr Lightfoot will ask Cllr Fenemore if he knows who the landowner is.*
- *Open Forum, April 2021 – Basketball hoop at the rec ground.*  
*All present agreed to replace the broken backboard. Cllr Newman to meet with Mr Boyle at the rec ground to inspect the backboard.*  
*Action: Clerk to contact Wickstead to ask why this was never raised during the annual playground inspections and arrange a quote for a replacement.*
- *Item 659 Councillors Reports: Cemetery - Request for information from the Valuation Office Agency of HM Revenue & Customs.*  
*To be completed when the Annual Return has been completed.*

### **677 Planning**

### **678 Accounts**

To consider the list of payments as presented to the meeting.

**679 Annual Return:** To Approve Annual Governance Statements

**680 Annual Return:** To Approve Accounting Statements

### **681 Councillors' Reports and Items for Future Agenda**

For each Councillor to report matters of information not included elsewhere on the agenda, to agree urgent actions and to raise items for future agendas.

- Cllr Lightfoot – Street Lighting & Defibrillator.
- Cllr Hornsey – Playgrounds, Footways and Street Furniture.
- Cllr Swinburne – Cemetery, Grass Cutting and Special Projects.
- Cllr Fenemore – Recreation Ground.
- Cllr Maxwell – Roads.
- Cllr Newman – Footpaths and Pond.

### **682 Correspondence**

**683 Tingewick Community Park Trust Update** (standing item)

### **684 Date of next Meeting:**

The next Parish Council Meeting is scheduled for Thursday 3<sup>rd</sup> June 2021 at 7.30pm.