



## ANNUAL PARISH COUNCIL MEETING – MAY 2025 MINUTES

Pursuant to the Local Government Act 1972 (various sections), the Annual Meeting of Grendon Underwood Parish Council was held in the Village Hall, Main Street, Grendon Underwood on

**Tuesday, 27th May 2025 at 20.30hrs**

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

### **Election of the Chairman-**

Proposed: Cllr K Moloney..... Proposer: Cllr B Martindale..... Seconded: Cllr P Jackman.....

Vote: Unanimous..... Abstentions: None.....

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

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

Vote: Unanimous..... Abstentions: None.....

### **OPEN FORUM**

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.

**MINUTE** – nothing arising

**Councillors Present.** Cllr Moloney (Chairman presiding), Cllr Jackman, Cllr Scanlon, Cllr Martindale, County Cllr Mahon

### **4 Members of the Public present.**

1. **Apologies.** Cllr Benfield
2. **Minutes of last meeting**, held on 22 April, 2025, to be agreed & signed by the chairman. Draft minutes have been circulated & will be deemed to have been read. **MINUTE** Approval unanimous, signed off by Chairman.
3. **Matters arising from last meeting:**
  - 3.1 East West Rail defibrillator grant to SRG update: **MINUTE** - the Secretary of Springhill Residents Group (SRG) agreed to take the release form previously supplied to the SRG Chairman and complete it to allow Council to transfer ownership from the Council to SRG on behalf of East West Rail (EWR).
  - 3.2 Saye & Sele grant application. **MINUTE** - Grant for £1,000 (one thousand pounds) for a specific piece of playground equipment is pending due to the item being identified as having a safety issue. Cllr Jackman agreed to discuss with S&S to allow some flexibility for an alternative purchase decision.
  - 3.3 Energy Contract Update. **MINUTE** – Cllr Martindale advised the energy market is currently in a state of uncertainty due to revised Ofgem directives due to become effective 1<sup>st</sup> October 2025. He recommended Council stay with current supplier until competitors are able to offer new fixed contracts. Agreed unanimous.
  - 3.4 Topsoil Update to New Play Equipment area. **MINUTE** – the Clerk was authorised to place an order for 3 Large Builders sacks of soil, through the official council Procurement Policy, CP19.
4. **Planning Applications:**
  - 4.1 None received
5. **Finance**
  - 5.1 Expense Claims - **MINUTE** - None received
  - 5.2 Invoices to be approved - **MINUTE**
    1. Ross & Searle, CCTV. Approved.
    2. Wicksteed, Playground Update. Approved.
  - 5.3 Grants Incoming - **MINUTE** - None received  
Grants Outgoing - **MINUTE** - None received.

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- 5.4 Internal Audit - **MINUTE** - Cllr Martindale tabled the Internal Audit submission, circulated prior to the meeting for Council scrutiny, to include the unaudited Annual Governance and Accountability Return (AGAR), and was unanimously authorised to issue it to the previously approved Internal Auditor.
- 5.5 Review of Direct Debits & Standing Orders - **MINUTE** – all still current and valid.
- 5.6 Review of Reserves Management - **MINUTE** – operational and earmarked reserves noted as minimal risk in line with the RFO annual report at the Annual Parish Meeting held just prior to this meeting.
- 5.7 Review of Financial Regulations - **MINUTE** – the Regulations, Standing Orders and the entire Policy Register was reviewed and approved for upload to the Council website.

**6. Environment**

- 6.1 Play Equipment – To consider purchase of new items. **MINUTE** - Cllr Moloney to advise progress by next meeting.
- 6.2 Village planters – to review arrangements. **MINUTE** – the Chairman recorded the Council appreciation of free of charge support from Divide & Conker as making a much appreciated contribution to the community and would write with thanks. Cllrs Moloney & Scanlon are carrying out regular watering.

**7. Health & Safety**

- 7.1 Playgrounds Inspection. **MINUTE** - Cllr Jackman tabled his monthly inspection report – could do with some weed treatment. He was authorised to buy the necessary according to his assessment of what was required and submit an expense claim.
- 7.2 Defibrillators Inspection. **MINUTE** – Cllr Moloney inspected and updated on National Circuit.

**8. Personnel – Confidential Information**

- 8.1 The Parish Council made a resolution to exclude the public from this part of meeting in accordance with Public Bodies (Admission to Meetings) Act 1960.
- 8.2 Councillors declaration forms. **MINUTE** – All Members' forms were witnessed and Cllr Scanlon agreed to submit them by hand to Democracy at County by deadline.
- 8.3 Appoint the following Lead Councillors to operate in conjunction with, and subject to, full council approvals: -

- EKFB Lead – Cllr Moloney.
- Energy from Waste Lead – Cllr Moloney
- Environment Lead – Cllr Moloney
- Faith Beaumont Charity – Cllr Benfield
- Finance Lead – Cllr Moloney
- Governance Lead – Cllr Martindale
- HSE Leads – Cllrs Jackman & Scanlon
- MVAS Lead – Cllr Moloney
- New Prison Lead – Cllr Moloney
- Personnel – Cllrs Jackman & Martindale
- Planning Lead – Cllr Jackman
- Saye & Sele Foundation Trustee – Cllr Jackman & Mr Avery
- Springhill Estate Lead – Cllr Scanlon
- Village Hall Charity Council Trustee – Cllr Martindale
- Website Lead – Cllr Martindale

**9. Open Forum for Members Only** (under adjournment) for Councillors to bring items to go on the agenda for discussion at the next meeting. **MINUTE** – i) Final decision on playing field lease. ii) Two items of play equipment. iii) Parish Council workload.

**10. Annual Meeting Schedule 2025-26. MINUTE** – 4<sup>th</sup> Tuesday of each month except August & December - agreed unanimously and authorised to be published to the website. An additional ad-hoc budget meeting will be convened in December.

**The Chairman closed the meeting at 21.35 hrs.**

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TRANSACTIONS

GRENDON UNDERWOOD PARISH COUNCIL

MAY 2025

| Date       | Type | Payee            | Description                   | Debit       | Credit   |
|------------|------|------------------|-------------------------------|-------------|----------|
| 01/05/2025 | DD   | BC               | General Waste                 | £ 45.50     |          |
| 01/05/2025 | SO   | MARION RYLEY     | Professional Services         | £ 10.00     |          |
| 15/05/2025 | BGC  | ZURICH INSURANCE | Refund revised playground     |             | £ 145.68 |
| 19/05/2025 | PAY  | BANK             | Service charge                | £ 4.25      |          |
| 19/05/2025 | PAY  | TRANSFER         | to deposit account            | £ 5,000.00  |          |
| 19/05/2025 | FPO  | WICKSTEED        | playground upgrade inv828226A | £ 22,178.88 |          |
| 30/05/2025 | FPO  | ROSS SEARLE      | CCTV Service                  | £ 60.00     |          |
| 30/05/2025 | FPO  | HMRC             | Accounts                      | £ 104.00    |          |
| 30/05/2025 | FPO  | CLERK            | May Salary                    | £ 416.00    |          |
| 30/05/2025 | DD   | ICO              | Annual Subscription           | £ 47.00     |          |

Signed as a true and accurate record: ..... Dated: .....  
**Cllr Moloney, Chairman presiding.**