



HALTON PARISH COUNCIL –MINUTES

Meeting held on Wednesday 12 November 2025 at 7.00pm

Halton Village Hall

Attendees: Cllr J MacKinnon (Chair), Cllr J Lord, Cllr S Holcroft, Cllr H Veloso, Cllr R Hendrix. M Parker & Cllr Chris Poll - East Bucks Community Board, Cllr P Strachan. N Feildman. Members of the public (0)

25.074 Apologies

Apologies were received and accepted from Cllr B. Thompson, Sqn Ldr Tim Hynes

25.075 Declarations of Interest

No declarations of personal or pecuniary interest were made.

25.076 Open Forum

Cllr Strachan noted that Buckinghamshire Council laid the Remembrance wreath at Halton. Funding pressures at Bucks Council noted; further communication expected from Bucks Council before the January newsletter.

The Chair asked for clarification of the status of the Supplementary Planning Document (SPD) for the Halton site in relation to the new local plan. Cllr Strachan provided the following statement from Buckinghamshire Planning Department:

Under the Levelling Up and Regeneration Act, SPDs are being phased out and replaced by Supplementary Plans. Supplementary Plans will have statutory weight for determining a planning application, but will require an independent examination, therefore taking away the current advantage of being able to develop an SPD relatively quickly. This means we are unlikely to have any new SPDs for the new Local Plan.

We all agree a lot of time and resource was put into the SPD. To ensure the outputs of the SPD remain a material planning consideration, a new policy for the Local Plan will

need to include details of the SPD. Once the VALP is replaced with the new Local Plan, the SPD will not have the same weight but instead become a guidance document (this is because it will be hooked off of an out of date Local Plan policy), therefore it will be important to ensure the new policy includes details of the SPD so that this policy position can continue for the next plan period up to 2045.

25.077 Approval of Minutes

The minutes of the previous meeting were approved and signed.

25.078 Introduction to Temporary Bookings Clerk

The Council welcomed Natalie Fieldman, contracted until December.

25.079 Community Projects

Updates were received from Michelle Parker of the East Bucks Community Board. A range of potential community events were discussed which may be eligible for part-funding, including a summer BBQ and community involvement in the Village Hall heritage renovation project. Ideas included a heritage-themed community celebration to mark the reopening of the hall, share local history, and gather community feedback to support grant evaluation requirements.

25.080 Clerk's Report

The Clerk's detailed written report was received and noted, including finance, staffing, hall management, policy updates, grant applications, sickness absence and streetlight mapping. The Clerk presented an update covering administration, finance, Village Hall operations, policy reviews, and ongoing project work. Including

- Supplier payments and financial records are up to date.
- PRS/PPL music licensing for the Village Hall renewed.
- Streetlights have been catalogued for Parish Online mapping.
- Joint streetlight maintenance tender prepared with Wendover PC.
- New Councillor Report and Project Request templates introduced.
- Out-of-Hours Support Protocol implemented for hall hirers.
- Temporary support ongoing (estimated £840–£1,180 total for Nov–Dec).
- Sick pay liabilities noted & Sickness Absence Process Produced

2026 Meeting Dates

Dates approved,

14 January 2026 – Halton Parish Council Meeting

31 March 2026 – Finance Committee Meeting

13 May 2026 – Annual Halton Parish Council Meeting

- *Annual Parish Meeting (6.30pm)*

15 July 2026 – Halton Parish Council Meeting

18 November 2026 – Halton Parish Council Meeting

2 December 2026 – Finance Committee Meeting

25.081 Finance

Payments approved and bank balances agreed. Including

-Replacement Defib rental: £210

-Music license £420

-Approval for temporary, self employed, admin support to cover absence of Assistant Clerk & Caretaker approved to cover for the months of November and December 2025

25.082 Planning

Planning application 25/01771/APP discussed.

The SPD consultation in relation to the Local Plan was noted. The Parish Council fully expects the policies from the SPD to be adopted into the Local Plan, and we will be actively monitoring progress to ensure that the policies are included. The SPD was designed and endorsed by the local community, which expects it to be delivered on the closure of RAF Halton.

25.083 Neighbourhood Plan

Councillor Report received. Halton, Wendover, and Weston Turville exploring a shared cross-boundary spatial plan. Cllr J MacKinnon reported on the recent joint meeting held with Wendover and Weston Turville Parish Councils to explore a shared cross-boundary Spatial Plan. All parties agreed in principle to work collaboratively to shape a united vision for their villages, challenge the emerging Local Plan where necessary, and protect individual village identities through an evidence-based approach including technical and landscape assessments.

Both Wendover and Weston Turville will now seek their Councils' formal endorsement. It was agreed to begin quarterly informal meetings to strengthen joint working and information sharing.

The Parish Council agreed to continue a strategic and joint approach.

Actions:

- Seek endorsement from Wendover and Weston Turville PCs.
- Hold a separate meeting with Aston Clinton Parish Council.

Cllr J MacKinnon to write to Cllr Strachan and Bucks Planners on the cross-parish approach.

25.084 Closure of RAF Halton

Update noted. Closure delayed to 2030.

Action:

Arrange to meet with DIO and invite neighbouring parishes.

25.085 Policies, Procedures, and Contracts

1. GDPR Policy / Data Protection & Disposal Policy

(updated and approved)

2. GDPR Data Privacy Notice

(updated and approved)

3. Complaints Procedure

(updated and approved)

4. Safeguarding Policy

(updated and approved)

5. Volunteer Policy

(updated and approved)

6. Village Hall Booking Terms & Conditions

(reviewed and approved as part of Policies & Village Hall section)

7. Sickness Absence Process

(reviewed and approved)

Action:

Clerk to upload to website

25.086 Consultations

Buckinghamshire Council Local Plan consultation submission was noted.

25.087 Highways

Reports on MVAS, and upcoming Highways Working Group to be set up for Halton, local residents to be recruited. Speed watch continues successfully.

Action: Cllr S Holcroft to recruit members and hold first Halton Highways working group meeting

25.088 Environment

Canal water levels were discussed. Attendance at Weston Turville Climate Action group was noted and actions arising. Wendover Canal Trust is raising funds to improve the canal tow path between Halton and Aston Clinton. They hope to complete the renovations during 2026.

Action: Cllr H Veloso to post Mushroom safety notice on Facebook.

25.089 Village Hall

Booking T&Cs approved. The Clerk has managed day-to-day Village Hall operations during caretaker and booking clerk absence, including show-arounds, booking enquiries, and supplies management.

- Temporary assistants have been recruited and trained to maintain continuity of service.
- Corrections to the hall booking system have been completed to improve functionality and efficiency.
- A replacement defibrillator has been sourced and installed after the previous unit – expired.
- An Out-of-Hours Support Protocol has been drafted and implemented to assist hall hirers.

25.090 Communications

Communications workload redistributed between Cllrs and Clerk until new lead is appointed

25.091 Community Events

Outdoor Cinema report received from Cllr B Thompson and was reviewed. Thanks were given to the Vice Chair for organising the event, for the successful comms campaign and to the volunteers who supported it. A highly successful and well attended community event.

25.092 Grant Applications

Village Hall renovation grant applications ongoing:

The clerk has written and submitted the following applications

1. National Lottery Heritage Fund

- **Amount:** £168,000
- **Status:** Submitted

2. HS2 Community & Environment Fund (CEF)

- **Amount:** £100,000
- **Status:** Awarded, subject to HPC providing match funding –

The updated Terms & Conditions were approved. A motion was carried to formally accept the HS2 CEF award, subject to flexibility regarding the co-funding requirement, noting that National Lottery Heritage funding cannot be confirmed in December.

3. Buckinghamshire Council Prosperity Fund

- **Amount:** £20,000
- **Status:** Submitted – pending decision

4. English Heritage

- **Amount:** £100,000
- **Status:** Expression of interest submitted

25.093 Matters of Report

No matters of report.

25.094 Correspondence and Circulars

Nothing to report.

25.095 Date of Next Meeting

14 January 2026 at 7.00pm.

25.096 Confidential Items

None.