



# Soulbury Parish Council Buckinghamshire

## Minutes of the Parish Council Meeting 17 February 2025 at 7:30 pm

Those present: Cllr John Bennett Vice Chairman  
Cllr Nigel Kemal  
Cllr Margaret Rowe  
Cllr Alan Stevens Buckinghamshire Council  
Cllr Jilly Jordan  
Wendy Taylor Clerk  
3 members of the public (MOP)

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| 164/24 | Apologies for absence                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
|        | Apologies received from Cllr Wright.                                                                                                                                                                                                                                                                                                                                                                                                                     |       |
| 165/24 | Public Participation                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |
|        | Cllr Jordan read her report to council. She will forward her report for inclusion onto the website.                                                                                                                                                                                                                                                                                                                                                      | Clerk |
| 166/24 | Minutes of the previous Parish Meeting                                                                                                                                                                                                                                                                                                                                                                                                                   |       |
|        | Minutes of the meeting held on 20th January 2025 were agreed as correct and signed by the Vice Chairman.                                                                                                                                                                                                                                                                                                                                                 |       |
| 167/24 | Matters arising                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
|        | Christmas tree purchased and will be planted 3/3/25. Clerk to establish a programme for supplier to check the tree to ensure it is establishing correctly.                                                                                                                                                                                                                                                                                               | Clerk |
| 168/24 | To receive declarations of interest related to the business on the agenda                                                                                                                                                                                                                                                                                                                                                                                |       |
|        | None                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |
| 169/24 | Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |
|        | <p>a) Accounts paid<br/>Please see attached list.</p> <p>b) Monies received:<br/>Please see attached list.</p> <p>Balance at bank as at 11th February 2025 was £22,262.31. Bank statement for Jan 2025 was signed by Cllr Bennett. Cllr Bennett asked for these balances to be incorporated in the attached list of receipts and payments.</p> <p>c) 2024/2025 Audit - clerk advised that Andrew Wood is happy to complete the internal audit again.</p> |       |
| 170/24 | Update from Clerk on parish matters                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
|        | a) Clerk discussed with printer what was required and obtain dates by which he needed copy. Dates will be tight as February is a short month. Clerk advised editor of a suggested copydate of 18 February on 6 February.                                                                                                                                                                                                                                 |       |

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|        | <p>a) Clerk emailed village contacts with information regarding the forthcoming elections to try to get new councillors. Cllr Kemal has put posters up around the village and information was put into the February edition of the Parish News and the Soulbury Community Hub. Exercise to be repeated in March.</p> <p>b) Parish Council Action Plan - discussed and agreed. Will be sent to councillors with the minutes and added to the website. Councillors asked to advise at parish council meetings when actions need adding or deleting or when a project needs adding. Discussion regarding the Action Plan will be an agenda item going forward.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Clerk</p> <p>Clerk</p>                   |
| 171/24 | Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |
|        | <p>No new planning applications on Bucks Council Planning Hub.</p> <p><b>24/02711</b> and <b>Appeal ref 25/00007/REF:</b> The Paddock, Stewkley Road, Soulbury, LU7 0DJ - change of use and conversion of existing hay barn into one dwellinghouse. Appeal lodged with Secretary of State. Council decided no further action required on its part.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |
| 172/24 | Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |
|        | <p><b>a. Fountain</b><br/>Awaiting Land Registry response.</p> <p><b>b. Allotments</b><br/>Plot 4 deemed unrentable due to being overgrown needs clearing for a new couple who want to rent an allotment. Clerk suggested to Michele Nicholas, site manager, that she tries some gardeners advertising locally as this is not the sort of work that Richard Caplan does. There are funds available for this. The question of increasing the allotment rents was discussed. As rents are not due until October 2025 the clerk was asked to diarise further discussion in 3 months time.</p> <p><b>c. Millennium Green</b><br/>Richard Caplan has resigned from the SMG committee and has stood down from working on the SMG. Committee are discussing ways forward. The new path route has been decided. Funding is now being looked at.</p>                                                                                                                                                                                                                                                         | Clerk                                       |
| 173/24 | Correspondence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             |
|        | <p>a. Lime tree by Oak tree at junction of High Road and Soulbury Road: received note from Climate response Team Leader that moving said tree would be too stressful for the tree so moving it is not recommended. Highways Head of Service is looking into the best way forward. Clerk responded suggesting this needs to happen quickly before the sap starts rising.</p> <p>b. Cemetary management and compliance training: information received was given to Cllr Kemal as he is also a churchwarden.</p> <p>c. Cottage adjacent village green: email received from owner advising he has no intention of taking down fencing around his bins. It also covered other items. Council agreed to acknowledge receipt of the email which will be considered further. Clerk to write.</p> <p>d. Village Green Rules and Regulations agreed and will be added to the website. Discussion took place on various areas of the village green where alterations have taken place or parking on the green occurs which are not within these rules and regulations. Work will commence to address this.</p> | <p>Cllr Kemal</p> <p>Clerk</p> <p>Clerk</p> |

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| 174/24 | Councillors Open Forum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |
|        | <p>a. Cllr Stevens asked why information about village activities goes in so many places such as the Hub, parish mag, website, etc. This is because different age groups view different types media and we have to cover them all.</p> <p>b. VE Day: cannot get a piper or bell ringers, Tony Crack will be town crier, Michael Fopp will raise flag outside the church and it was agreed that a VE day flag can be purchased for £45. Alex Bonsor will read the tribute. Fish and chip suppers will be provided by the Boot, advance booking only at £10/head.</p> <p>c. Cllr Cross will make a base unit for the speed indicating sign.</p> | <p>Cllr Kemal</p> <p>Cllr Cross</p> |
| 175/24 | Next meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |
|        | <p>The next Parish Council meeting will be held on Monday, 17 March, 2025 in Soulbury Parish Hall at 7:30 pm.</p> <p>Please note the dates for 2025:<br/> <b>TUESDAY 22/4/25</b> (due to 21st April being Easter Monday).</p>                                                                                                                                                                                                                                                                                                                                                                                                                 | All                                 |

Distribution: All Councillors/Parish Website/Parish News (a resume)

Payments and receipts as at 11th February 2025

| <b>Payments</b>            |                                               | <b>£</b> |
|----------------------------|-----------------------------------------------|----------|
| Geosphere                  | Parish Online                                 | 30.24    |
| Wendy Taylor               | Sage Payroll licence (Feb 2025)               | 12.00    |
| Victor Wright              | 4 x dimmable lights for parish hall           | 16.28    |
| Victor Wright              | 10 m HDMI cable for parish hall               | 17.99    |
| Victor Wright              | Temporary Event Licence for VE Day            | 21.00    |
| Victor Wright              | Cheese and wine for 'meet the MP' event       | 186.43   |
| Victor Wright              | Printer ink                                   | 14.24    |
| S N Green                  | Parish hall cleaning                          | 50.00    |
| Nigel Kemal                | Waterproof extension cable for Christmas Tree | 13.99    |
| Soulbury Millennium Green  | Donation for site upkeep                      | 600.00   |
| British Gas                | Gas for Parish Hall                           | 42.16    |
| Heart and Soulbury Gardens | Parish and church maintenance HSG-095-048     | 315.00   |
| Eon Next                   | Power for Parish Hall                         | 36.18    |
| Majestic Trees             | Christmas tree for village green              | 3,249.80 |
| <b>Receipts</b>            |                                               |          |
| Allotment renters          | Annual rents                                  | 50.00    |
| Hall hirers                | Parish Hall bookings                          | 130.00   |
| MoP                        | Donation                                      | 5.00     |
| Victor Wright              | Sale of surplus wine from event               | 12.00    |
| Stewkley Players           | Advertising in parish mag                     | 40.00    |