

**Minutes of the Gawcott with Lenborough Annual Parish Council Meeting held on
Thursday 14th May 2026 at 7.30pm**

Present: Cllr White (Chair), Cllr Bate, Cllr Gibbs, Cllr Tofield, Cllr Robertson, and Kelly Harris, Clerk & RFO

Buckinghamshire Cllrs: No representatives in attendance

1. To elect a Chairperson of the Council and receive the Chairperson's Declaration of Acceptance of Office

Cllr White offered to continue as chairman. Cllr Gibbs proposed Cllr White; this was seconded by Cllr Bate. There being no further nominations, Cllrs voted unanimously to elect Cllr White as Chair. Cllr White signed the Chairman's Declaration of Acceptance of Office.

2. To receive apologies for absence

Apologies were received from Cllr Burgess and Cllr Ulph.

3. To receive declarations of interest

None received.

4. To approve the minutes of the Parish Council Meeting held on Thursday 9th April 2026

The draft minutes were agreed unanimously and approved and signed as a true record of the meeting.

5. Public Participation Session

There were no members of the public in attendance.

6. To receive updates from Buckinghamshire Councillors

There were no Bucks Cllrs in attendance and no update provided.

7. Finance

a. To agree the May payment run as circulated

GAWCOTT WITH LENBOROUGH PARISH COUNCIL - PAYMENT RUN May 2026

Payee	Detail	Amount
Starboard Systems Limited	Scribe accounts renewal for 2026	£532.80
Clerk	Clerk salary for April	£565.80
Clerk	Expenses - travel & work from home allowance for April	£39.50
Karen Richards	Pavilion cleaning for April & expenses for cleaning products	£212.05
KJ Parker	Grass cutting - April	£380.00
BMKALC	BMKALC & NALC membership 2026/27	£169.92
RTM Landscapes	Tree works (Main Street) & supply & plant 2 x replacement trees	£2,400.00
Churches Fire & Security	Fire extinguisher service at the Pavilion	£76.66
RoSPA Play Safety	Play park safety inspection report	£142.80
Brian Fludgate	Internal Audit	£62.00
	Total	£4,581.53

Cllrs unanimously agreed to the May payment run.

b. To note the balance of accounts at 30th April 2026:

- Business account x2092 - £3,157.22
- Playing field account x2967- £12,033.75
- Deposit account x5984 - £28,215.11

Cllrs noted the account balances to 30th April 2026.

c. To review the April 2026 bank statements and review and agree the payments and receipts reports

Cllrs Gibbs checked the receipts and payments reports against the bank statements and all were approved.

d. To note the following Direct Debits/Standing Orders for the 2026/27 financial year:

Supplier	Frequency	Amount
Anglian Water	Quarterly	As per bill for qtr.
HMRC	Quarterly	As per bill for qtr.
EDF Energy	Monthly	As per bill for month
ICO	Yearly	£47
Gawcott Village Hall	Monthly	£25
A. Hall	Monthly	£200
Clerk	Monthly	As per payslip for month
Bucks Council	Monthly	As per bill for qtr.

Direct Debits and Standing Orders for 2026/27 were noted by Cllrs.

e. To agree and sign the Annual Governance and Accounting Statement for the year ended 31^s March 2026

The Annual Governance and Accounting Statement for the year ended 31^s March 2026 were approved and signed by the Chairman.

f. To agree the dates *Wednesday 3rd June 2026 – Tuesday 14th July 2026* for Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return

Cllrs approved these dates.

g. To note the internal auditor report for the year ended 31st March 2026

Cllrs noted the internal auditor report, which did not raise any issues.

h. To note the 26/27 budget figure, following recommendation from the Internal Auditor

Cllrs noted the £107,760 budget for 2026/27.

8. Planning: To discuss planning applications

a. Planning applications

**PL/26/03381/KA - Old Eagles Farmhouse , Main Street, Gawcott,
Willow tree – Remove**

Cllrs resolved they had NO OBJECTIONS to this application.

b. Ongoing planning matters – to receive the report regarding ongoing planning matters in the Parish

Cllrs noted the report, no comments were made.

c. Any other planning matters of relevance to Gawcott

- To discuss Bucks Council's proposed draft charging schedule for the Community Infrastructure Levy that would apply to new development in the North and Central areas of Buckinghamshire (the former Aylesbury Vale district)

Cllrs resolved they had no comments to make on this consultation.

9. To review and approve the Asset Register

Cllrs approved the asset register to 31st March 2026.

10. Review and adoption of council statutory governance documents for 2026/27:

- Standing Orders
- Complaints Procedures
- Biodiversity Policy
- Equality & Diversity Policy
- Financial and Management Risk Assessment

Cllrs approved all the above-mentioned documents, and the Clerk will add them to the website. **Action: Clerk**

11. To approve the insurance renewal with Zurich (£2,700.86) and to agree to enter into another 3 year agreement with them

Cllrs approved the insurance renewal costs and approved entering another 3 year contract with Zurich.

12. To report on any Highways, Footpaths & Lighting matters

Cllr White advised that the handyman Cllr Ulph was speaking to about installing the MVAS machines is happy to take on the work. Cllr White needs to provide Cllr Ulph with information from the MVAS boxes to pass onto the handyman. Cllr Bate has spare parts from the old machine which might fit the new ones if needed. **Action: Cllr White**

13. To report on any Maintenance and Environment issues

The Clerk confirmed the new dog waste bin will be installed at the playing fields in June.

14. To provide updates for the Pavilion, Playing Fields and Play Area

RoSPA play inspection report – the Clerk is waiting a quote for repairs to the swing basket. In the meantime, Cllr Bate has taped off the swing basket to prevent children from using it. Cllr White and Cllr Ulph will remove the swing basket as soon as possible. **Action: Clerk / Cllr White / Cllr Ulph**

Cllr White suggested the playpark items will likely need replacing over the next 12-18 months.

Cllr White still needs to speak to the decorators for a quote to paint the Pavilion. **Action: Cllr White**

Cllr White advised a meeting has taken place with Secure-a-Field regarding the entrance gates to the Playing Field and associated fencing along the Lenborough Road frontage and the fencing around the car parking area. Secure-a-Field will come up with ideas for a secure, remote operated open and close gate facility, appropriate external fencing and car park fencing proposals.

Gawcott Festival – Cllr Robertson will provide the Clerk with the public liability certificate to hold on file. A skip will be in place and when this becomes full, the bins at the hall and Richard Roper playing fields can be used. They will be coming off the parking area.

15. To report on any other Parish Council business

- **To provide an update on Hodding Wood**

Cllrs are still awaiting a response from the Charity. No update at this stage.

Cllrs discussed whether a tree survey of the trees at Hodding Wood was necessary. The Clerk will obtain a quote for a survey from RTM Landscapes and Cllrs can then decide on the next steps. **Action: Clerk**

- To discuss a resident's offer to donate a memorial bench at the Richard Roper playing fields and agree next steps

It was agreed that the Clerk would go back to the resident advising how much the last bench cost the PC to see if they agree to the costs involved.

- Village Hall – Financial Support

Cllr White advised that by the end of this financial year, if nothing changes in terms of the number of hirers of the hall, the income will be approximately £5500 with outgoings at £11,000. If the Parish Council were to provide financial help, it would need to contribute £500 per month starting in November 2026.

Cllr White advised that with the possible development of the field behind the hall, the developer could be asked to allocate some of the land for extra parking space at the hall. If this is the case, he believes there would be little point in moving the hall to the Pavilion. Cllr White did acknowledge that the development of the field could be several years away.

Cllr White was asked to share with all Cllrs a breakdown of the expenses for the hall. **Action: Cllr White**

Cllr White will speak to Cllr Ulph about the solar farm conducting a survey of the existing solar panels at the hall to see if any improvements could be made. **Action: Cllr White**

16. To receive reports from the solar farm, village hall and community group

Solar farm – no update, except that they are still experiencing trouble giving away money and they are still engaging with local schools. They are also engaging with the bowls club on a green initiative.

The community group has a stall at the village festival.

17. Future meetings

To note the date of future meetings

11th June 2026 9th July 2026 17th September 2026
15th October 2026 – Cllrs agreed to amend this to 8th October 2026
12th November 2026 10th December 2026

The Chairman thanked everyone for their contribution, and declared the meeting closed at 20.43.

Chair: Date:

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