

**Minutes of Parish Council meeting held on Monday 9th
March 2026**

Councillors Present: Cllrs Wuczke, Mel Richards & Mike Richards

Clerk: C Underhay

137: To receive apologies for absence:

Cllr Alexander apologised for his absence. Vice Chair (Cllr Wuczke) chaired the meeting.

138: Declarations of Interest:

Cllr Wuczke declared an interest as she is a current Trustee of the Village Hall Charity.

139: Councillor Application:

Mr Richard Hardy asked to be Co-Opted as a Councillor. After questions were asked from Councillors, it was proposed by Cllr Wuczke and seconded by Cllr Mel Richards that the application was accepted. This was resolved by all Councillors present. The Clerk then asked Mr Hardy to sign the Acceptance of Office.

140: CBC Cllr Mark Versallion Report:

Cllr Versallion was not present at the meeting.

141: Public Forum:

A resident noted that "fly tipping" at Church End had been reported to CBC. It was also noted that Leighton Buzzard Tidy Tip had re opened.

142: Approval of Minutes of the meetings held on 9th February 2026:

Cllr Wuczke proposed that the minutes of the meetings held on 9th February 2026 were approved, this was seconded by the Cllr Mel Richards and resolved by all Councillors present.

143: Matters arising from the Minutes not dealt with elsewhere on the agenda:

No matters were discussed.

144: School traffic calming measures:

Cllr Mike Richards advised that he had spoken to the Head Teacher to gather her thoughts. The issue they have is a lack of funding. She is aware of the survey completed by parents. She has asked for support from the Council – in particular some banners and slow down signs. A flashing speed limiter sign was also discussed (and Cllr Richards agreed to find out how much these are). There is a proposal (in finance below) for an amount to be put aside to assist (funds in reserve). It was proposed by Cllr Wuczke, seconded by Cllr Mike Richards and resolved by all Councillors present that funds are made available to purchase the banners and slow down signs. Once purchased, these would be owned by the Council. Clerk to contact the Head. Item to be included in next month's agenda for update.

145: Village Hall:

The Treasurer advised the Accounts still must be submitted to the Charity Commission. Once received, the Clerk will prepare a Resolution for the Council to consider (re: becoming a Trustee).

146: Finance:

The Chair asked the Clerk to speak.

1. To authorise accounts for payment:

It was resolved that the following amounts could be paid:



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Cheque	Amount (£)	To	For
2248	292.86	SADS UK	Pads/Battery - defib
2249	322.15	C Underhay	Salary
2250	214.40	HMRC	Tax
2251	665.00	Lee Harris	Maintenance
2252	32.00	Hockliffe School	School Hire

Payment of the above was proposed by Cllr Wuczke, seconded by Cllr Mike Richards, and resolved by all Councillors present.

A standing order for £26 was paid to C Underhay on 1st February 2026 for working at home allowance.

Credit interest of £20.06 was paid to us on 28th February 2026. A donation of £60.50 was also received in February 2026. This was from the Christmas event – to be used for future events.

2. Account Balances & Budget. To review summary of spend against budget:

As at 28th February 2026, current account balance £6089.30, and savings accounts balance £23,264.64. 92% of the budget has been spent with 92% of the year gone.

3. Sign off Asset Register:

This was presented by the Clerk for year end 31st March 2026. Acceptance was proposed by Cllr Wuczke, seconded by Cllr Mike Richards, and resolved by all Councillors present.

4. Sign off Funds in Reserve:

This was presented by the Clerk for year end 31st March 2026. Acceptance was proposed by Cllr Wuczke, seconded by Cllr Mike Richards, and resolved by all Councillors present.

5. 2026 – Review of Internal Audit Procedures:

This was presented by the Clerk for year end 31st March 2026. Acceptance was proposed by Cllr Wuczke, seconded by Cllr Mike Richards, and resolved by all Councillors present.



6. Appoint Internal Auditor:

The Clerk recommended that the Council use Lizzie Barnicoat to conduct the internal audit for year end 31st March 2026. She has conducted this audit for the passed few years. Acceptance was proposed by Cllr Wuczke, seconded by Cllr Mike Richards, and resolved by all Councillors present.

147: Planning – Applications received:

The Vice-Chair advised of one application:

CB/26/00045 – Watling House – Installation of iron gate and brick wall. After discussion, it was proposed by the by Cllr Wuczke, seconded by Cllr Mike Richards and resolved by all Councillors present that we record "no objection".

148: Review of Policies:

The following policies were reviewed by Councillors:

1. Code of Conduct
2. Complaints Policy & Procedure
3. Document Retention Policy
4. Equality and Diversity Policy
5. Health & Safety Policy
6. Media Response policy
7. Risk Management Policy
8. Social Media Policy
9. Standing Orders
10. Finance Policy

It was proposed by Cllr Wuczke, seconded by Cllr Mel Richards, and then resolved by all Councillors present that these policies are renewed for 12 months.

149: Cemetery Matters:

The Clerk advised of a complaint from a resident regarding a used plot that had been reserved approximately 15 years ago. The plot was used for another burial over 10 years ago. This plot was important to the resident for family reasons. The Clerk has met the resident and researched our records. It is beyond doubt that the resident had purchased the plot – and then it had been used for another burial – so the complaint must be upheld. To resolve the complaint, the Clerk advised that another plot would be reserved free of charge – however, the resident has asked for compensation. Cllr Mike Richards suggested that the original fee paid for the plot is refunded as a form of compensation. This was seconded by Cllr Wuczke and resolved by all Councillors present. The Clerk will communicate with the resident.

150: Risk:

The Risk Register and the Open Spaces Risk Assessment was provided by the Clerk. There is nothing of concern on either. It was proposed by Cllr Wuczke, seconded by Cllr Mike Richards and resolved by all Councillors present that both were accepted.

152: Summer Event:

No report

153: The Park:

Cllr Wuczke advised she would bring some quotations for benches to the next meeting.

154: Correspondence Received (for information only):

The Clerk advised that an email had been received from National Highways regarding A5 safety and proposals they have. They have asked if we could assign a Councillor to discuss with them. The Councillors



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present though that The Chair would be the best placed person to do this – and the Clerk will speak to him.

155: Items for inclusion in the next agenda:

None

The meeting closed at 8.55pm

Colin Underhay, Clerk – 22nd March 2026

Signed as a true copy..... (Chair) 13th April 2026