

DRAFT MINUTES

2025/05

CUDDINGTON PARISH COUNCIL
Draft Minutes of the Parish Council Meeting held in the Bernard Hall
WEDNESDAY 23rd APRIL 2025 at 7pm

EXTRAORDINARY MEETING

PRESENT: Louise Butler **(LB)**, Lorraine Stevens **(LS)**, Ravern Stevens **(RS)**, Malcolm Thomas **(MT)** and Venetia Davies **(Clerk and RFO)**.

Parishioners: There were no Parishioners.

Parishioners Question Time

There were no questions.

NB: Action points highlighted.

1. **Apologies.**
Ken Brown **(KB)**, Andrew Hughes **(AH)**, Eman Parker **(EP)**.
2. **Declarations of Interest.** There were no interests declared.
3. **Clerk Salary.** Following a review of the Clerk's responsibilities, the new pay scale (LC2 scale, point 23) and increased hours (10) were **agreed**. Additional hours to be billed as required.
4. **Annual Governance and Accountability Return – Parish Council Audit 2-24/25.** The Parish Council noted, reviewed and **approved** the Annual Accounts for year ended 31 March 2025. The internal audit was completed and signed by Matthew Giorgi. The Accounting Statement was considered and signed by the Venetia Davies, RFO and approved by resolution. Signed by Lorraine Stevens, Chair and Venetia Davies, Clerk. The period for the exercise of public rights as required by the Accounts and Audit Regulations were confirmed as Tuesday 3 June – Monday 14 July 2025. **ACTION: CLERK to return to PKF Littlejohn.**
5. **Assets of Community Value.** The Parish Council **agreed** to submit a new nomination of the allotments as a community asset to include the whole 16-acre site. **ACTION: CLERK to return to Assets of Community Value, Buckinghamshire Council.**
6. **Finance**
 - **Balance from Minutes of previous meeting** (26th March 2025): **£11,882.53**
 - **Receipts: £19,500.00** (Buckinghamshire Council Payment, Precept, April payment)
 - **BACS Debits: £0.00**
 - **Less Transfer to Cuddington Parish Council Savings Account: £0.00**
 - **Balance of Bank Account (Current): £31,382.53** (as at 16th April 2024)
 - **Available Funds: £104,762.74** (balance of bank account plus balance of savings account (£73,380.21 including interest (£168.97 + £76.60 (payment from Clerk, HMRC))
 - a. **Orders for Payment: £1,183.54**

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The Agenda and Minutes of the Parish Council meetings can also be viewed at
www.cuddingtonvillage.com and www.cuddington-bucks-pc.gov.uk

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www.cuddington-bucks-pc.gov.uk, www.facebook.com/Cuddingtonvillage

DRAFT MINUTES

2025/06

- **Venetia Davies - £764.61 (£749.23 (Clerk Salary) + £15.38 (Use of Home allowance)**
- **JE Accountants - £240.00** (payroll administration)
- **Bucks and Milton Keynes Association of Local Councils - £110.66** (Annual subscription)
- **Venetia Davies - £38.49** (Land Registry) and £4.49 (Best Kept Village entry – postage)
- **Lorraine Stevens - £29.78** (Best Kept Village – hanging baskets)
Also agreed: £807.00
- **Simon Brown - £732.00** (£390.00 – Verge Cutting, £220.00 – Village Green + £122.00 VAT)
- **2D Print World - £75.00** (printing of AVM Agenda and Contributors Report)
BALANCE (Current Account): £29,391.99 (Available Funds less Orders for Payment).
BALANCE (Savings Account): £73,380.21

7. Items for Information

- Email from Parishioner concerned with increased in HGV traffic through the village. This will be raised at the Annual Village Meeting.

8. Date and Time of Next Meeting:

ANNUAL VILLAGE MEETING: Wednesday 23rd April 2025 – 7pm in the Bernard Hall

AGM – WEDNESDAY 7th MAY 2025 – 7pm in the Bernard Hall