

LECKHAMPSTEAD PARISH COUNCIL
DRAFT Minutes of the Annual Meeting held on 6th May 2026 at 7.30pm
in Leckhampstead Village Hall

Councillors present:

Lesley Smith (Chair)
Tessa White (Vice Chair)
Kevin Sims
Caroline Gurney
Simon Krelle

In attendance:

Joanna Taylor (Parish Clerk)
Cllr Osibogun (part)
Cllr Schaefer (part)
1 visitor

01/05. Apologies

Apologies were received from Cllr Stuchbury.

02/05. Declarations of Interest relating to items on this agenda

No interests were declared. Cllr Smith noted a matter in relation to the Weatherhead Farm appeal reference 26/00005/NONDET would be discussed under item 10/5 and Cllr Gurney would be asked to stand aside.

03/05. Welcome & Election of Chair and Vice Chair

Cllr Smith welcomed all to the Annual meeting and thanked everyone for their support. She stepped down as Chair and Cllr White also stepped down as Vice Chair. Cllr White proposed Cllr Smith continue as Chair and this was seconded by Cllr Sims. Cllr Smith agreed to continue as Chair for one more year only and confirmed she will be stepping down at the next election. Cllr White also agreed to continue as Vice Chair and this was proposed by Cllr Smith and seconded by Cllr Gurney.

Cllr Smith noted she would like to ensure all the different “ends” of the village continue to be represented on the Parish Council. Those present suggested new residents in the village may wish to become involved.

04/05. Approval of Minutes of meetings held on 12th November 2025, 24th February 2026, 24th February 2026, 3rd March 2026 and 7th April 2026

Approval of the Minutes of the meeting held on 12th November 2025 was proposed by Cllr Gurney and seconded by Cllr Sims. Cllr Krelle signed the minutes.

Approval of the Minutes of the meetings held on 24th February 2026 was proposed by Cllr White and seconded by Cllr Krelle. Cllr Smith signed both sets.

Approval of the Minutes of the meeting on 3rd March 2026 was proposed by Cllr Sims and seconded by Cllr White. Cllr Smith signed the minutes.

Approval of the Minutes of the meeting on 7th April 2026 was proposed by Cllr Krelle and seconded by Cllr Sims. Cllr White signed the minutes.

05/05. Action from Minutes of meeting held on the 24th February 2026

09/02/21 Long Row Paddock – Summer House planning application

The Clerk confirmed Buckinghamshire Council had disposed of this application in March 2026. The matter has now been reported as an enforcement issue (reference EN/26/00382/OPDEV.) The Clerk will monitor.

10/02/21 Flooding (including Section 19 Report)

Cllr Krelle explained further correspondence with Buckinghamshire Council (BC) Flood Management Team had still not resulted in him receiving a copy of the final report.

Cllr Osibogun agreed to provide a contact to assist with setting up a flood action group – he confirmed this was Andrew Waugh. However, the Clerk noted Andrew was already involved as it was his team who have still not issued the section 19 report.

Discussions took place regarding a separate Parish Council lead flood action group – Cllr Krelle agreed to progress this. It was noted the status of the current village lead “FRAG” group was unclear as several key players had moved away. In addition, no properties have flooded internally since 2020 meaning the defences upstream appear to be making a difference. Cllr Gurney noted the section by Weatherhead Farm appears to flood more quickly as does Cattleford bridge on the A422. She noted the Environment Agency have completed more clearance works around Cattleford bridge as they are responsible for keeping the main highway clear of flooding.

The Clerk confirmed Leck clearance request letters had been sent to all adjacent landowners. Cllr Gurney mentioned receiving a letter after they had already carried out the necessary works on their section. She also explained the nesting season will prevent any further clearance works from happening around the village until September.

Cllr Smith mentioned bridleway 10 which runs along the river. Cllr White will check her deeds to establish the boundary. It was confirmed that landowners are responsible for bridleway and footpath clearance with riparian responsibilities also applicable to those with land next to a watercourse.

08/09/18 Speedwatch

The Clerk confirmed 5 speeding vehicles had been recorded during the March 2026 session but only 4 could be recorded due an incorrect numberplate. She had later checked the database and Thames Valley Police had issued letters to 3 vehicles.

It was agreed the next session will take place on Monday 8th June 2026 at 8am with the Clerk, Cllr Krelle and Cllr White present.

10/09/20 Village Green

The Clerk noted she had chased the Solicitor but no update had been received yet. Cllr Smith mentioned continuing delays with the Land Registry.

07/06/23 Village Paths

Cllr Smith noted the planned meeting between herself, the Clerk and Beth King had still not taken place and she will arrange this as soon as possible. Cllr Smith also mentioned her contact with a local police rider for possible support in riding the bridleways. The Clerk had provided details of the routes and the rider was now seeking permission from her Force.

13/10/23 Trees on Village Green

Cllr White and her husband will be completing the mainly cosmetic works to the other trees around the village (not those on the Village Green) later in the year.

07/01/24 Wicken Road Enforcement

The Clerk had chased again but still no update from the Enforcement Team. She agreed to send further details to Cllr Osibogun for support in getting a response.

Cllr Smith mentioned potential issues on the lower plot with the planting of domestic hedging and other non-agricultural activities taking place. This will be monitored.

09/05/25 Damage to verges

The Clerk noted recent changes with Buckinghamshire Council's Highways team have resulted in us no longer having a Local Area Technician. We now have a team with a dedicated email inbox covering a much larger area. Queries must be raised via this inbox for the team to respond. The Clerk has not contacted the new team yet. Cllr Smith asked the Clerk to send her a draft email outlining our issues for approval before making contact. Cllr Osibogun offered support with this new way of working if needed.

05/09/25 Matters arising from the Annual Parish Meeting

Cllr Krelle will contact the Village Hall Trust to discuss promotion of the venue on social media.

Public Forum on new items added to the agenda.

No comments were made.

06/05. Adoption of Accounts for year ending 31st March 2026 and Annual Governance & Accountability Return

As at the 1st April 2025 total cash in bank was £1,552.99. Total expenditure during the period was £6,415.53 and total income was £8,547.81 leaving a total cash in bank as at 31st March 2026 of £3,685.27.

The Clerk provided those present with a breakdown of all figures and noted the main variance was an overspend on the Clerks wages (due to increased workload), one off solicitor costs (for land registry), one off election costs, printer costs (due to more planning applications) and hall charges (due to more meetings.)

There was an underspend on IT (as most contracts are on a 2 year deal), no newsletters were printed and our insurance moved to a cheaper provider. The 2025/6 accounts were then approved and the minute number was noted as 06/05/2026.

The Clerk confirmed using these figures to complete the AGAR which was signed by the Chair and the Clerk in her capacity as Responsible Financial Officer.

The Clerk asked Mr Spragg to act as internal auditor. He agreed and she will pass the accounts to him for sign off before the 1st July 2026 deadline.

07/05. Financial Accounts as at 6th May 2026

The Clerk confirmed the balances as at 6.05.26 were £6,244.58 (Community Account previously known as Treasurers Account) and £1,548.87 (Commercial Instant Access Account previously known as Business Account.) Total current cash in bank of £7,793.45.

This was made up of receipts of £4,000 (precept) and £111.77 (VAT refund) less a payment of £4.25 for bank charges. Payments still to be made were £59.36 for membership fees and the Clerks wages for April.

08/05. Insurance Renewal due 1st June 2026

The Clerk confirmed Zurich Municipal have quoted £327 which is unchanged from last year. She will process the renewal.

09/05. Clerk's Business

Biodiversity & other policies

The Clerk confirmed she was working on drafts for document retention, equality & diversity and safeguarding but wanted to review all again before sending them for consideration.

10/05. AOB

1. Cllr Osibogun ran through his May report which had previously been sent to all Councillors. He mentioned the new Crisis and Resilience fund which aims to offer more targeted support for those in urgent financial need; the tree survey issued by Bucks Tree Mission for planting on private land; the new ANPR parking enforcement vehicle which will improve enforcement on matters such as parking, traffic offences and fly tipping. He offered his continued support on other matters as required.
2. A resident noted the Leck was looking good and the area around Church End was full of fish. Cllr Smith mentioned the area beyond the Wicken Road bridge was not so healthy with the vegetation appearing quite brown. Discussions took place regarding water testing and Cllr Gurney confirmed the Environment Agency regularly test the section beyond Weatherhead Farm. It was agreed the matter would be revisited in September.
3. A resident thanked all those involved in getting the sign on the A422 turned round.
4. A resident queried the outcome of the memorial bench outside Cottage Farm. The Clerk confirmed an email had been sent to the family as agreed at the previous full meeting.
5. A resident queried the lack of information around recent Anglian Water road closures. The Clerk explained Anglian Water will only deal with issues/queries if there is an Anglian Water account number. The Parish Council does not have an account. All previous leaks had been reported by the Clerk in her capacity as a resident using her personal account number. The Clerk recommended residents contact Anglian Water directly. Cllr Shaeffeur agreed this was the way Anglian Water operates.
6. Cllr Krelle noted the poor use of jet patching around the whole area which has made the road surfaces much worse.
7. Cllr Smith asked Cllr Gurney to stand aside as discussions took place regarding Weatherhead Farm appeal reference 25/00005/NONDET. Cllr Smith explained an inaccuracy had been noted in the final comments document issued by Buckinghamshire Council on 29th April 2026. The Clerk had sent details by email to Cllrs Smith, Krelle, White and Sims for consideration.

Cllr Smith confirmed she had taken advice and it was suggested the Council writes to it's MP, requesting support in securing a site visit. This was discussed, but it was decided that a letter to the Planning Inspectorate pointing out the inaccuracy would be preferable with a copy being emailed to Buckinghamshire Council's planning officer. The Clerk agreed to draft a letter for approval and submission.

Cllr Gurney then returned to the meeting.

8. Cllr Scheffeur noted Cllr Stuchbury apologies as he had to attend another meeting. She offered their support with issues as and when required.

11/05. Items for inclusion at next meeting

09/02/21 Long Row Paddock – Summer House Enforcement
10/02/21 Flooding (Section 19 Report)
08/09/18 Speedwatch
10/09/20 Village Green
07/06/23 Village Paths
13/10/23 Trees around village (not on Village Green)
07/01/24 Wicken Road Enforcement
09/05/25 Damage to verges
05/09/25 Matters Arising from the Annual Parish Meeting
10/05/26 Condition of river Leck around Wicken Road bridge

12/05. Date of next meeting

The following dates were agreed:

Wednesday 15th July 2026 at 7pm - full meeting

Wednesday 2nd September 2026 at 7pm - Annual Parish meeting

Wednesday 2nd September 2026 at 7.30pm - full meeting

The meeting ended at 8.50pm

Clerk to the Parish Council

8th May 2026