



## SHABBINGTON PARISH COUNCIL

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

#### Attendees

Cllrs Richard Hall (Chairman), Miriam Boswell, Maria Millan, Chris Davies.  
Helen Spurgeon (Parish Clerk), 10 members of the public.

#### 1. Apologies for absence

Cllr Angie Kirkwood-Lalanne (Vice Chairman).

#### 2. Declarations of interest in items on the agenda.

Cllr Davies declared an interest regarding the Bucks Council Local Plan sites survey in that his property overlooks the proposed Rookery Farm sites and would be directly affected. It was considered that it is too soon for this to be an issue.

#### 3. To approve the Minutes of the Parish Council meeting held on 12th January 2026.

The minutes were approved and agreed as a true record.

#### 4. Public participation

- A committee has been formed to formulate a response to the **Bucks Local Plan sites survey**. A meeting was held last week and a full report objecting to all 4 proposed sites has been written, as well as an executive summary. A populated survey will also be published. There are 6 elements of concern – flooding, drainage, sewage infrastructure, access, transport and education.
- A resident raised concerns about the access road to the Rookery Farm site. The proposed access is unworkable from both legal and technical aspects. This is covered in the report.
- A resident asked whether all 4 sites had been given equal weight in the report. The response to this was yes.
- It was confirmed that there are 4 sites, 2 of them being at Rookery Farm.
- The full report, executive summary and populated survey will all be published on the PC website tomorrow. All residents are encouraged to submit a survey before the deadline of 16<sup>th</sup> March. This is all part of a long term plan which is still in the very early stages.
- **Works on Marsh Road**. A resident asked whether the digging out of the ditch will continue into the Millennium Field. **Action:** Chairman to find out tomorrow and provide more details on the works.

#### 5. Matters arising from previous Minutes

- The dog problem has now been resolved.
- **Franklins Farm access track planning application**. There is still no decision.
- **Dog bin relocation** from the footpath crossroads to the Millennium Field car park. **Action:** Cllr Davies to provide the clerk with the what3words location for the move.
- **Hedges on the Millennium Field track**. These have been cut back.

#### 6. Shabbington Nature Network Update

Last Wednesday there was a presentation in the Village Hut from the River Thames Conservation Trust. This was well attended. The monthly water testing of the river has been done. The results were within



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the usual range. The River Thames catchment area has seen an increase of 30% in phosphates. Agricultural run off aggravates the situation. SNN are looking at putting up some swift boxes soon.

### 7. Car parking opposite Limes Way junction

This will be discussed at the next meeting when the Vice Chairman is present.

### 8. Assertion 10 requirements

Ahead of the upcoming audit, there are 5 areas under Assertion 10 where we need to be compliant.

These are:

1. Email management - Every authority must have a generic email account hosted on an authority owned domain
2. Website accessibility
3. Freedom of Information and transparency
4. Data Protection and GDPR
5. IT Policy - All smaller authorities (excluding parish meetings) must also have an IT policy

Where we are:

1. We should meet this requirement but going forward we need to move to a gov.uk website and every councillor having a gov.uk council email address for PC business
2. The website does need improving. An accessibility check only scored 4/10. The clerk has added an accessibility statement to the website.
3. All the required information is on the website.
4. We have the relevant policies and procedures in place
5. An IT Policy and a Document Retention and Disposal Policy have been circulated to councillors for approval.

The IT Policy and Document Retention and Disposal Policy were approved by the councillors. **Action:** Clerk to add to website.

### 9. GDPR and Village Communications

It was suggested that we take up a subscription with Parish Online to have a new and improved .gov.uk website and .gov.uk email address for all councillors and the clerk. The gov.uk domain has already been obtained by the Clerk. The cost of this would be £350 per year ongoing.

The cloud meetings and storage would cost £252 per year and the mapping software £63 per year. It was agreed to go ahead with the subscription.

### 10. Finance

- The payment runs for February and March were approved as circulated.
- Accounts to end February 2026, as circulated, were agreed. The bank balance stands at £30,653, of which £792 is SNN funds.
- Councillors agreed the request from SNN for their annual contribution of £200.



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SHABBINGTON PARISH COUNCIL - PAYMENT RUN February 2026			
Payee	Chq. No/BACS	Detail	
Bucks Council	DEBIT CARD	Garden waste bin	£ 62.00
Shabbington Church	BACS	Church hire 2025	£ 75.00
Mrs H Spurgeon	BACS	Net salary Parish Clerk 24 hours £324.60, office £50, phone wifi software £20	£ 394.60
<b>DD payments</b>			
Lloyds Bank	DD	Banking fee	£ 4.25
HMRC	DD	PAYE	£ 243.40
Sage	DD	Payroll software	£ 13.20
<b>Total payments</b>			<b>£ 792.45</b>

SHABBINGTON PARISH COUNCIL - PAYMENT RUN March 2026			
Payee	Chq. No/BACS	Detail	
Carloyn Willis	BACS	Projector stand (SNN)	£ 49.98
Shabbington Village Community Trust	BACS	Village Hall hire PC meeting 12/1	£ 10.00
Mrs H Spurgeon	BACS	Net salary Parish Clerk 24 hours £324.40, office £50, phone wifi software £20	£ 394.40
<b>DD payments</b>			
Lloyds Bank	DD	Banking fee	£ 4.25
ICO	DD	Data protection fee	£ 47.00
Sage	DD	Payroll software	£ 13.20
<b>Total payments</b>			<b>£ 518.83</b>

### 11. Planning

There are currently no applications requiring comments.

The response to Local Plan for Buckinghamshire sites survey was discussed under item 4.

### 12. Street lighting & street repairs

- There are a number of street name signs in the village that have become very difficult to read because the brown coloured background has worn away. Examples are Morton King Close, School Lane, Marsh Road. This has been reported on Fix My Street by a resident but Bucks Council are saying that they need several defective signs in order to carry out the repair. **Action:** Chairman to follow up.
- The polycarbonate on the noticeboard by the Pond Garden has been broken for a while. The Clerk has contacted Sign Wizzard for a quote to repair. The original supplier doesn't supply replacement panels but they do supply replacement noticeboard cases but no longer offer them in green. The quote for a replacement case in anodised silver is £385.30. The other option would be for Sign Wizzard to come out and assess the condition of the case and see if they can get in a replacement polycarbonate sheet and install it. The quote for repair if possible is £259.95. **Action:** Cllr Millan to speak to Richard Smith to see if he can help.

### 13. Millennium Field & Pond Garden

- Thames Water own the hedge on the Millennium Field track that has been cut back by a local resident. Next time it needs cutting Thames Water will need to do this. The overhanging tree down the Millennium Field track belongs to Thames Water. **Action:** Chairman to contact Thames Water to ask them to cut it back.
- Millennium Field track. **Action:** Cllr Davies to speak to the Marsh Road site agent to see if they are willing to help with the pothole repairs.
- The quote for the Millennium Field grass cutting 2026 was agreed by councillors.



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- **Action:** Clerk to send the Chairman the contact details of Tom Audley in order to discuss and obtain a quote for verge cutting.

### 14. Meetings

- The Chairman and Cllr Davies had a meeting with a representative of Greg Smith MP regarding flooding. They had a general discussion about flooding at The Fisherman and Cllr Davies walked around the village with him. A good case was put forward for our requirements, including the problems with the walkways and the issue of being on the border of 2 counties. 2 signs are needed – one at North Weston and one at the junction of Crendon and Ickford Road. A depth gauge is needed and the walkways are in need of repair. We are awaiting a formal response.
- Cllr Davies has done some work with Cllr Clive Harris on cycle paths to link Shabbington to the A418. The next step would be to draft potential routes and engage with land owners.

### 15. Items for information

None.

### 16. Date of next meeting in the Village Hut

Monday 13<sup>th</sup> April 2026 at 7.30pm

**There being no further business the Chairman closed the meeting at 8.55pm.**