



SPEEN PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 14th MAY 2025 AT 7PM

Parish Councillors present	Stuart Gourley (Vice Chair), Alex Taylor, Will Russell, Jaymie Pocock, Alison Joules, Amy Miles, Steph Gardiner & Fiona Worby.
In Attendance	0 Members of the Public
Clerk/RFO	Becki Hannington

Resolution	Item	Action
	<p>1. Election of Chair</p> <p>Proposal: To elect the Chair for the 2025/26 term and receive the Chair's signed Declaration of Acceptance of Office.</p> <p>Cllr Winton was nominated as Chair (with her prior approval in her absence).</p> <p>Proposer: Cllr Gourley Seconder: Cllr Miles All in Favour</p> <p>Cllr Wilton was duly elected Chair and the Clerk will arrange for the Declaration of Acceptance of Office to be signed at the next full council meeting.</p> <p>2. Apologies for Absence: Cllr Winton, Cllr Amirtharaj & Cllr Sadagopan.</p> <p>3. Election of Vice Chair</p> <p>Proposal: To elect the Vice Chair for the 2025/26 term and receive the Vice Chair's signed the Declaration of Acceptance of Office.</p> <p>Cllr Pocock was nominated as Vice Chair.</p> <p>Proposer: Cllr Gourley Seconder: Cllr Miles All in Favour</p> <p>Cllr Pocock was duly elected Vice Chair for the 2025/26 term and signed the Declaration of Acceptance of Office.</p> <p>Cllr Pocock took over as chair for the meeting.</p> <p>4. Declarations of Interests</p> <p>Cllr Gourley declared an interest in agenda item 15 (WBC Proposed Bus Stop Clearway Markings as he is the Highways Portfolio Manager at WBC).</p> <p>5. Open Session – No members of public present at the meeting.</p> <p>6. Minutes – to approve the minutes of the Full Council Meeting held on 12/03/25 (draft)</p> <p>Proposer: Cllr Pocock Seconder: Cllr Taylor In Favour: 6 Abstention: 2</p> <p>7. Finance and HR Committee</p> <p>7.1 Proposal: To consider and resolve upon membership of the Finance and HR</p>	



	<p>Committee for 2025/26.</p> <p>The Council unanimously resolved to dissolve the Finance and HR Committee for 2025/26 and put all finance and HR related items directly to full council.</p> <p>Proposer: Cllr Pocock Seconded: Cllr Gardiner All in favour.</p> <p>7.2 Proposal: To appoint the Internal Financial Controller for 2025/26.</p> <p>Cllr Gardiner was nominated as Internal Financial Controller for 2025/26.</p> <p>Proposer: Cllr Gardiner Seconded: Cllr Gourley All in favour.</p> <p>Cllr Gardiner was duly appointed as Internal Financial Controller for 2025/26.</p> <p>8. Planning & Highways Committee</p> <p>8.1 Minutes – to note Minutes of the Planning & Highways Committee held on 11/12/2024 (draft)</p> <p>The Minutes were duly noted by all members of the Council.</p> <p>8.2 Proposal: To consider and resolve upon membership of the Planning & Highways Committee for 2025/26,</p> <p>The Council unanimously resolved to dissolve the Planning & Highways Committee for 2025/26 and put all planning and highways related items to full council.</p> <p>Proposer: Cllr Pocock Seconded: Cllr Miles All in Favour.</p> <p>8.3 Proposal: To appoint the Planning and Highways Champion for 2025/26 (should the committee not continue for 2025/2026).</p> <p>Cllr Amirtharaj was nominated as Planning and Highways Champion for 2025/26 (with his prior consent in his absence).</p> <p>Proposer: Cllr Pocock Seconded: Cllr Joules All in Favour.</p> <p>Cllr Amirtharaj was duly appointed as Planning and Highways Champion for 2025/26.</p> <p>9 Standing Orders & Financial Regulations</p> <p>9.1 Proposal: To adopt the Council's Standing Orders for the 2025/26 term (no revisions).</p> <p>Proposer: Cllr Pocock Seconded: Cllr Gourley All in Favour.</p> <p>9.2 Proposal: To adopt the Council's Financial Regulations for the 2025/26 term (with revisions).</p> <p>Proposer: Cllr Pocock Seconded: Cllr Gourley All in Favour.</p>	
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10. Review of members representation on or work with external bodies and any arrangements for reporting to Council

None to review.

11. Register of Councillors' Interests – to confirm that Councillors ROI forms are current and to advise Clerk if any updates are required.

Cllr Gourley declared a change to his Register of Councillors Interests and a new form was completed and signed.

12. Year End Accounts 2024/25 (*Clerk as RFO*)

12.1 To retrospectively note payments for March 2025.

All Councillors noted payments made.

12.2 Proposal: To approve Year End Accounts for 2024/25.

Proposer: Cllr Pocock

Seconder: Cllr Joules

All in Favour

The Year End Accounts were unanimously approved by the Council and duly signed by the Vice Chair.

13. Annual Governance and Accountability Return 2024/25

13.1 Proposal: To approve Annual Internal Audit Report 2024/25 (detailed auditor's report and page 3)

Approval was unanimously agreed by The Council.

Proposer: Cllr Pocock

Seconder: Cllr Miles

All in Favour

13.2 Proposal: To approve Section 1 – Annual Governance Statement 2024/25 (page 4)

Proposer: Cllr Pocock

Seconder: Cllr Joules

All in Favour,

The Annual Governance Statement 2024/25 was unanimously approved by the Council and duly signed by the Vice Chair and Clerk/RFO.

13.3 Proposal: To approve Section 2 – Accounting Statements 2024/25 (page 5)

Proposer: Cllr Pocock

Seconder: Cllr Gourley

All in Favour.

The Accounting Statements 2024/25 were unanimously approved by the Council and was duly signed by the Vice Chair.

14. Financial Report

14.1 The bank balance as at 30/04/25 was reported as £106,014.25.

14.2 To retrospectively note payments for April 2025.

All Councillors duly noted payments made.

14.3 Proposal: To accept Financial Reports to 30/04/25.

Proposer: Cllr Pocock

Seconder: Cllr Miles

All in Favour.



15. WBC Proposed Bus Stop Clearway Markings

Proposal: To review the potential bus stop clearway marking works and agree comments/suggestions to return to the Transport Team at WBC.

It was unanimously decided to return comments of no objection to WBC.

Proposer: Cllr Pocock
Seconder: Cllr Miles
All in favour.

16. Speen Recreation Ground High-Risk Repairs - To note payment made for high-risk repairs to play equipment at Speen Recreation Ground authorised by Clerk on 25/03/2025 under Financial Regulations (5.6.j) for extreme risk to the delivery of council services.

The payment authorised by the Clerk was duly noted by all members of the Council.

17. Speen Recreation Ground Medium-Risk Repairs.

Proposal: To approve quotation to repair/replace damaged fencing to toddler play area deemed as medium-risk on latest ROSPA inspection.

The Council unanimously decided to go with option C to replace the fencing with a new 1.2m high ROSPA approved bow top railings, galvanised with a black powder coated finish including a new matching self-closing gate at a cost of £7,966.00 + VAT to be funded from CIL monies (Earmarked Reserves).

Proposer: Cllr Pocock
Seconder: Cllr Taylor
All in favour.

18. Speen Recreation Ground Youth Shelter Project – Update from Clerk

The Clerk advised that the order for the shelter has been placed and is due for installation on 13th June (approx. Final date TBC) Clerk will meet installers onsite to ensure area is cordoned off (cones will need to be purchased for this purpose) and allow access via the height restriction barrier. Drawings have been shared with the council and Clerk will advise when final installation is confirmed and share with parishioners via the usual channels once installation is complete.

19. Speen Fete Councillor Stall Representation

Proposal: To decide upon SPC representation at the Speen Fete.

It was decided that Cllr Miles, Cllr Pocock, Cllr Taylor, Cllr Russell and Cllr Gourley would represent SPC at the annual Speen Fete on 7th June 2025 with Cllr Pocock being on site all day and other councillors coming in throughout the day.

Proposer: Cllr Pocock
Seconder: Cllr Gourley
All in Favour.

Proposal: To authorise the Clerk to spend up to £100 to organise the required materials needed for Speen Fete.

Proposer: Cllr Pocock
Seconder: Cllr Gourley
All in favour.



	<p>20 Marsh Benham Recreation Ground Fence - To resolve upon if repairs to the fence surrounding the recreation ground are necessary at this time.</p> <p>It was unanimously resolved to not seek to repair the fence at this time. The fence will be closely monitored and if there is any further deterioration, Clerk will obtain quotes to repair or replace and put these to full council for approval.</p> <p>Proposer: Cllr Pocock Seconder: Cllr Joules All in favour.</p> <p>21 WBC Libraries Community Bookshelf</p> <p>Proposal: To implement a Community Bookshelf at Speen Pavilion.</p> <p>The council unanimously decided that a Community Bookshelf at Speen Pavilion would not be the best option within the parish, and this would be difficult to manage. The Council agreed that a pop-up library manned by WBC staff would be the preferred option and this would likely work better in Stockcross where residents have recently expressed their sadness that the mobile library does not visit there anymore.</p> <p>Clerk to speak to WBC to obtain costs for this and reach out to Stockcross residents to see if a pop-up library is something that they would like to see in the village.</p> <p>Proposer: Cllr Joules Seconder: Cllr Miles All in favour.</p> <p>22 Ordinary Full Council Meeting Dates 2025/26 and Annual Council Meeting 2026/27.</p> <p>22.1 Proposal: To agree Ordinary Full Council meeting dates for 2025/2026.</p> <p>The following dates were agreed by the council: 11th June 2025, 9th July 2025, 20th August 2025, 10th September 2025, 8th October 2025, 12th November 2025, 10th December 2025, 14th January 2026, 11th February 2026 and 11th March 2026.</p> <p>Proposer: Cllr Pocock Seconder: Cllr Miles All in favour.</p> <p>22.2 Proposal: To agree Annual Council Meeting for 2026/27 be set as Wednesday 13th May 2026.</p> <p>Proposer: Cllr Pocock Seconder: Cllr Miles All in favour.</p> <p>23 Date of Next Meeting: Wednesday 11th June 2025.</p> <p>Cllr Pocock closed the meeting at 20:24</p>	
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<p>Signed:</p>	<p>Name (print):</p> <p>Position:</p>	<p>Date: 11/06/2025</p>
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