

CUBLINGTON PARISH COUNCIL

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Minutes of the Annual Meeting of the Parish Council held 7.30pm on Tuesday 19th May 2026 at Cublington Village Hall

Present: Councillors G Antosiewicz, H Vale, M Waters, K Shults, and Clerk A Head.

In attendance: Unitary Councillor J Ward and one member of the public.

Apologies received: None

1. Cllr Antosiewicz was proposed by Cllr Shults to serve as Chair for the coming year, seconded by Cllr Reilly, and was unanimously elected.
2. Cllr Vale was proposed by Cllr Reilly to serve as Vice Chair for the coming year, seconded by Cllr Waters, and was unanimously elected.
3. Cllr Antosiewicz completed the Declaration of Acceptance and confirmed no change to the Register of Interests.
4. No apologies were received.
5. There were no Declarations of Interest.
6. The Minutes of the Parish Council meeting held on 17th March were approved and signed.

7. Councillors Report. Unitary Councillor Julie Ward gave an update on the Buckinghamshire Local Plan. We have already submitted comments and objections in the consultation that ended on 12th May. Our next opportunity to submit objections as a Parish Council will be at the Planning Application stage. Our focus is on Wing New Town, but the extensive development at Bierton will add considerably to the potential problems for Cublington. It is to be hoped that Section 107 funding will be made available for traffic calming measures in the affected villages.

Regarding our enquiries about the large number of HGVs parked near Cublington Road, Cllr Ward confirmed that enforcement action was in progress.

8. Administration. The Clerk presented the necessary reports for the Annual Governance and Audit Return (AGAR).

8.1a Brian Fludgate was approved as Internal Auditor.

8.1b The Internal Auditor's report received on 17th April 2026 was discussed. Two concerns were raised in the report.

Firstly, the Clerk to produce an updated Risk Assessment for Financial Management using the template from the SAPPP Practitioners' Guide. The Council must resolve to adopt the Risk Assessment at the earliest opportunity and review on an annual basis.

Secondly, the Council must ensure that the move to a council-owned email address and compliant website takes place, and covers best practices as set out in the SAPPP Practitioners' Guide. The authority must also have an IT policy.

Both these concerns have been addressed. It was acknowledged that although the email address change is in place, the development of a compliant website is a work in progress.

8.1c The Annual Governance Statement (Section 1 AGAR) was approved by the Council and signed by the Chair.

8.1d The Accounting Statement (Section 2 AGAR) was approved by the Council and signed by the Chair.

8.1e The dates of the Exercise of Public Rights commencing 3rd June and ending 14th July 2026 were noted. The Clerk to post the necessary documents on the PC noticeboard and website.

8.2 The following documents were considered and approved:

Risk Assessment – specifying the internal controls in place for financial management.

IT Policy – specifying steps for data management and security.

The recommendation was noted that Councillors should use a dedicated email address for Council business. Email addresses are available as part of the package agreed with Hugo Fox.

Asset Register – the addition of the container at North Field was noted. This is to be added to the Zurich Insurance policy on renewal in July.

Insurance Arrangements – the Auditor commented that our street lighting columns and units are not currently on the Asset Register or Insurance policy, and to consider the costs of damage to them by an uninsured or untraceable vehicle. The Clerk to obtain valuations and a quotation for including these items on the Insurance at renewal.

9. Finance

9.1 The Bank reconciliations to 31st March 2026, and from 1st April 2026 to date were presented and approved.

9.2 The following payments were approved:

Date	Details	INV	DD	£ TOTAL	
8-Apr-26	Hugo Fox - Email a/c		*	11.99	
27-Apr-26	SWARCO	26/1		1,141.76	(Traffic Sign Maintenance - 3yr contract)
30-Apr-26	Clerk Salary April	26/2		230.49	
30-Apr-26	PAYE April	26/3		57.60	
1-May-26	Hugo Fox - Website		*	11.99	
8-May-26	Hugo Fox - Email a/c		*	11.99	
Due	B Fludgate Auditor Fees	26/4		87.00	
Due	BMKALC and NALC subs	26/5		66.48	
Due	Bucks BKV Entry Fee	26/6		25.00	
Due	Clerk's Admin costs	26/7		53.27	
Due 25/5	Clerk's Salary May	26/8		230.49	
Due 25/5	PAYE May	26/9		57.60	

10. Planning

The following Planning Applications had already been circulated and no comments or objections were received:

PL/26/02134/HB

Listed Building Consent for alterations, extension or demolition of a listed building. 1 The Walled Garden, Wing Road, Cublington, Buckinghamshire, LU7 0FQ. Listed building consent application for installation of window to rear elevation & French doors to side elevation.

PL/26/02914/OA

Outline Planning Permission

Great Oak Farm , Dunton Road, Cublington, Buckinghamshire, LU7 0LS. Outline application (with all matters reserved) for extension of existing B2 workshop.

24/02039/APP - Ridings Cottage: It was noted that this application had been approved. It was disappointing that it had been approved under delegated powers rather than being 'called in' as previously requested. Cllr Ward had explained that this was due to the amended report that had been received from the Heritage Officer.

11. Parish Matters

11.1 Best Kept Village 2026 competition: the entry has been submitted by the Clerk. Cllr Reilly agreed to take charge of publicity and coordination.

11.2 Traffic calming: it was disappointing to see that only two comments were received from residents following the publication of the report in the Crier. Given the strength of feeling on this issue, and the potential costs to residents, it was proposed that we prepare a maildrop to all village houses, to ensure we have given full opportunity for all residents to respond. It was noted that some residents had taken informal steps to reduce speed and volume of traffic, and it was suggested that this action could be extended.

Following concerns again being raised regarding HGVs using village roads, an article suggesting a process for contacting companies directly has been republished in the Crier. It was noted that this process would not apply to any HGVs travelling to local residents or businesses.

The feedback from the meeting with the Road Safety Officer would be forwarded to the Clerk in due course. Costings have been obtained for VAS signs, to be reviewed by Cllr Shults.

11.3 The Unicorn - Asset of Community Value application: Cllr Waters agreed to collate evidence from village groups to submit in support of this application.

11.4 Other Parish Matters

War Memorial: It was agreed that Update on War Memorial would be an agenda item for the next meeting.

Cublington Orchard Gound Association – we are still waiting for confirmation that we can progress to signing the lease. Clerk to follow up with the solicitor.

Next meeting will be at 7.30pm on 14th July at Cublington Village Hall.