



Datchworth
PARISH COUNCIL
SERVING THE COMMUNITIES OF DATCHWORTH, BULLS GREEN, BURNHAM GREEN & HOOKS CROSS

Datchworth Parish Council

26th May 2026

c/o Datchworth Village Hall

52 Datchworth Green,

Datchworth,

SG3 6TL

Tel : 07938743424

Present: Cllrs Sara Miller, Andrew Wood, Charles Groves, Emma Norman, Viv Marshall, Mark Light, Pat Perry, Dean Goodman and Michael Sims.

In attendance: Andy Short (Clerk) 2 Members of public

Minutes of Datchworth Parish Council Meeting

held on Tuesday 26th May 2026

Datchworth Church Hall at 7pm

PCM26-05/01 To nominate the Chair to the Parish Council

To receive the signed Declaration of Acceptance of Office to also be signed by the Proper Officer.

Resolved : Cllr Miller to continue as Parish Council Chair. Unanimous.

PCM26-05/02 To nominate the Vice-Chair to the Parish Council

To receive the signed Declaration of Acceptance of Office to be signed by the Proper Officer.

Resolved : Cllr Wood to continue as Parish Council Vice-Chair. Unanimous.

PCM26-05/03 Disclosable Pecuniary Interests

All Councillors have reviewed DPI forms- no changes necessary.

PCM26-05/04 Apologies

To receive and accept apologies for absence. Cllr Florence.

PCM26-05/05 Interests

- a. To receive declarations of interests from Councillors on items on the agenda.

Cllr Goodman	Community car park
Cllr Wood	Sports Club

- b. To receive written requests for dispensations for declarable interests.

None.

- c. To grant any requests for dispensations as appropriate.

None.

PCM26-05/06 Minutes

Resolved To confirm the minutes of PCM held on 28th April 2026 are a true and accurate record of proceedings and duly signed by the chairman. Unanimous.

PCM26-05/07 Public Issues

Members of the Public and Councillors can raise matters of concern (15 minutes)

None.

PCM26-05/08 Governance

- Standing orders

Model Standing orders have been reviewed and updated, to be uploaded to DPC website

- Scheme of Delegation - reviewed no changes.
- Financial Regulations – reviewed April 2026.
- Asset registers – reviewed April 2026.
- Car Park Update

Datchworth Green car park opened on Saturday 23rd May. DPC thanked the donors for their generosity.

The storage unit will be in use from Monday 1st June 2026.

PCM26-05/09 Administrative

- Insurance

Insurance policy expires 30th September 2026

Action Clerk to seek 3 quotes prior to renewal

- Subscriptions -Rural Services, HAPTC, SLCC

Resolved: to continue Rural Services network funding Unanimous

Resolved: to continue SLCC subscription. Unanimous

Action: Clerk to conduct a comparison of services between SLCC and HAPTC and monitor usage.

PCM26-05/10 To appoint Councillors to Committees, and Working Groups

a. Delegated Committee review

- Finance Committee
- HR Committee
- Planning Committee

b. Working Groups review

Committees and working group matrix as follows:-

Committee					
Governance and Legal	Viv Marshall (Chair)	Julia Florence	Mark Light	Sara Miller	Pat Perry
Finance	Mark Light (Chair)	Michael Sims	Pat Perry	Sara Miller	
Planning	Dean Goodman (Chair)	Pat Perry	Michael Sims		
Environment	Andrew Wood (Chair)	Dean Goodman	Viv Marshall	Pat Perry	Charlie Groves
Human Resources:	Sara Miller (Chair)	Julia Florence	Viv Marshall	Mark Light	Emma Norman
Leisure Plot	Charlie Groves (Chair)	Dean Goodman	Emma Norman		
Comms.	Andrew Wood (Chair)	Emma Norman	Sara Miller		
Burnham Green Joint Management Committee:	Julia Florence (Chair)	Pat Perry	Viv Marshall		
Recreation	Emma Norman (Chair)	Julia Florence	Michael Sims	Mark Light	Charlie Groves

PCM26-05/11 To appoint representatives to Outside Bodies

a. BGJMC

Cllrs. Florence, Marshall and Perry

PCM26-05/12 Finance (Cllr Light)

a. Monthly finance report –

Resolved: to approve May payments.

b. Internal audit report

Cllr Light reported that the internal audit has been carried out by McCash & Hay, who have confirmed that all is in order and advised that they are happy to continue to act as internal auditor for DPC for the coming year.

c. AGAR:

i) Complete and approve AGAR Section 1 'Annual Governance Statement'

Resolved to approve AGAR Section 1 'Annual Governance Statement'. Unanimous

ii) Approve AGAR Section 2 'Accounting Statements'

Resolved to approve AGAR Section 2 'Accounting Statements'. Unanimous

iii) Set date for Exercise of Public Rights

Resolved that Exercise of Public Rights dates are 8th June to 17th July. Unanimous

c. Annual review of Financial Regulations

No changes since last review/approval.

d. **Resolved** that Mileage rates are increased to 55p per mile backdated to 1st April 2026. Unanimous

PCM26-05/13 Planning (Cllr Goodman)

a. New applications

35 Burnham Green Road - extensions and alterations – no objections

14 Foldingshott – no objections

b. Decisions

None.

c. Other

Shipping containers at Pound Farm, Hollybush Lane - update

Cllr Goodman has been researching on behalf of DPC with regard to an enquiry received from a resident noting a high number of shipping containers on route to Pound Farm. Subsequently Cllr Goodman received a letter from Attwaters solicitors. Matter received discussion.

Actions:

- Clerk to investigate whether a legal response to the allegation would be covered under DPC insurers policy.
- Cllr Goodman to compile chronology of events.

PCM26-05/14 Misc

- a. Bulls Green Parking

Cllr Wood proposes 8-10 logs are carefully sited at the edges of the green to prevent parking.

Action Clerk to contact DPC insurers regarding the liability of introducing potential trip hazards.

- b. Village Hall Christmas decoration donation request

Resolved to donate £50 for Village Hall Christmas decorations

- c. School Fete posters

Cllrs agreed to grant permission for All Saints School to display Fete posters.

PCM26-05/15 Clerk Report and Correspondence

- a. Exercise band class, Burnham Green

Burnham Green lease states no commercial activities allowed.

Permission to hold the class was rescinded.

- b. Meadow Close drain in Turkey Farm

Cllr Wood visited the site review the issue and report back to Council.

Action: Clerk to write to Thames Water to request a camera inspection to identify causes of failure.

Meeting close 20:05

Chair: Sara Miller _____

Date ___ / ___ / ___