



# Puttenham Parish Council

MEETING MINUTES of Puttenham Parish Council Annual Meeting held on Monday 19<sup>th</sup> May 2025 at Marwick Village Hall, School Lane, Puttenham

**Attendees:** Councillor Mike Blundell Jones – Chairman  
Councillor Will Yule – Vice Chairman  
Councillor Rob Creer  
Councillor Debbie Mitchell  
Councillor Jane Perowne  
Mrs B Weddell - Clerk

Cllr Sallie Barker, Anna de Filippis and one members of the public were in attendance.

**Apologies:** Apologies for absence had been received from Cllr Matt Furniss.

		<b>Action</b>
<b>25/36</b>	<b>Election of Chair</b> Proposed by Cllr Perowne and seconded by Cllr Creer, it was agreed unanimously that Cllr Blundell-Jones be elected Chair of the Parish Council for the ensuing year.	
<b>25/37</b>	<b>Election of Vice Chair</b> Proposed by Cllr Blundell-Jones and seconded by Cllr Creer, it was agreed unanimously that Cllr Yule be elected Vice Chair of the Parish Council for the ensuing year	
<b>25/38</b>	<b>Representations from members of the public</b> A member of the public raised what appeared to be an abandoned car by the bus stop. Cllr Yule would investigate.	W Yule
<b>25/39</b>	<b>Declarations of Interest</b> There were no declarations of interest pertaining to agenda items.	
<b>25/40</b>	<b>Minutes</b> The minutes of the meeting held on 10 <sup>th</sup> March 2025 were approved as a correct record of the meeting and signed by the Chairman.	
<b>25/41</b>	<b>Chair's Report</b> The Chairman had nothing to report that wasn't covered elsewhere on the agenda. It was noted that three residents from Puttenham had received Mayor's awards for community service this year, which demonstrated the strength of community spirit in Puttenham. Progress was being made on issues at Mundays Borough.	
<b>25/42</b>	<b>Areas of Responsibility</b> The following current areas of members' responsibility were reviewed and agreed for the forthcoming year:	

Health and Safety	Mike BJ
War Memorial	Mike BJ
Recreational Amenities	Will Yule
Football club and Recreation Ground	Rob Creer
Bonfire	Will Yule
Puttenham Downs	Debbie Mitchell
Cemetery	Debbie Mitchell & Jane
Youth Club	Will Yule
Communications and Website	Jane Perowne.
Puttenham School– Liaison	Jane Perowne
Marwick Hall – Liaison	Will Yule
Chief Finance Officer	Bev Weddell

25/43

**Recreation Ground and Play Areas**

It was agreed that RoSPA PlaySafety would be booked to carry out the annual playground inspection.

M Blundell-Jones

It was agreed that a new heavy duty chain and padlock would be bought for the tennis court.

W Yule

Regarding the pavilion, there is some work to be done to the guttering and soffits. Consideration would also be given to adding one or two water butts. Quotes would be sought.

D Mitchell

Cllr Mitchell would arrange for the mower to be serviced, including new blades.

D Mitchell

25/44

**Health and Safety**

There was nothing to report. Re War Memorial, The Chair would contact Traditional Stone to ask them to advise whether additional remedial work was required.

M Blundell-Jones

25/45

**Highways and Public Rights of Way**

At the top of Lascombe Lane where the bridleway starts, residents had requested scalplings, which SCC can provide. Cllr Yule would arrange a work day with the bonfire committee and liaise with Cllr Furniss for the scalplings to be delivered.

W Yule

The Chair would ask Cllr Furniss about progress on the signs for the new gateways and moving the other gateway, plus markings on the speed hump at the car park.

M Blundell-Jones

25/46

**Puttenham Down**

Cllr Mitchell reported that a newt survey had been carried out in the School Lane pond. Newts are already present in the dew pond at Puttenham Down, which was good news.

25/47

**Community Transport Hub**

The Chairman reported that conversations were ongoing with Go Zero and SSEN regarding the EV charging points.

25/48

**Accounts for the year ending 30/4/2025**

a) The Annual Governance Statement was approved and signed by the Chairman and the Clerk.

- b) The Accounting statements for 2024/25 were approved and signed by the Chairman and the Clerk.
- c) The Internal Audit had been circulated and a Finance and governance action plan would be produced for approval at the next meeting.
- d) It was agreed that a new insurance policy be taken up with Zurich, including a 3-year Long Term Agreement.

Clerk

Clerk

**25/49**

**Cemetery**

It was agreed that a schedule of works would be put together for the cemetery, including emptying the bin. John Holt would be asked to requote..

Clerk

**25/50**

**Planning**

There were no new planning applications for consideration.

**25/51**

**Items of information or inclusion on a future agenda**

Jane Hill, Lead Councillor for Events at Normandy Parish Council had asked what action the parish council was taking in relation to Martyn's Law and the annual Bonfire. Cllr Yule would raise this with the Bonfire Committee.

Annual fees and charges would be reviewed at the next meeting.

**25/51**

**Next meeting**

14<sup>th</sup> July

There being no further business, the Chairman closed the meeting at 20:30.