

Great and Little Hampden Parish Council: Clerk to the Council – Nick Baxter

Minutes of the Parish Council Meeting on Tuesday 3 January 2023

The meeting took place at the Memorial Hall, Memorial Road, Great Hampden.

Present: Councillor F Smith (Chair)
Councillor C Aston (Vice Chair)
Councillor J Colvin

Apologies Councillor C Page
Councillor K Butler

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: None

MINUTES

23/0001: Formalities

- a) To NOTE apologies for absence
- Apologies had been received from Councillor Page and Butler, which were accepted.
 - The Clerk confirmed the Council was quorate.
 - It was noted that the main purpose of the meeting was to RATIFY the previous Precept decision, made at the November 2022 meeting. It was AGREED that, in future years, the final decision could be taken at the November meeting, negating the need for a January meeting.
- b) To RECEIVE declarations of interest in items on the agenda (*In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-pecuniary interests and to consider and grant any dispensation requests*)
- No declarations were made.
- c) Members of the public and press are invited to address the Council.
- No members of the public were present.

23/0002: Minutes and matters arising

- a) To APPROVE the Minutes of the Meetings held on 22 November 2022
- The minutes were unanimously APPROVED. The Chair will sign the minutes when the draft watermark is amended.

Initial

- b) To DISCUSS matters arising from the Minutes of the Meeting 22 November 2022 that are not covered in the Minute Action Tracker
- None
- c) To REVIEW the Minute Action Tracker and to RECEIVE a report from the Clerk on matters not covered elsewhere in the agenda or Minute Action Tracker
- It was unanimously AGREED that items 22/0060 (v), and 22/0066 (c) could be moved to the completed list.
 - 22/0006 (c) – the Chair will send another email to the Estate.
 - Historic item 22/0003 (d) – gate at Little Hampden Churchyard – Councillor Aston advised that she was still waiting for the gate to be fitted. It was noted that the £1,000.00 received from a company filming in Little Hampden could not be paid, as a part contribution towards the full until the gate was fitted and an invoice seen.

23/0003: Finance

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation
- The finance pack for the period ending 1 January 2023, was considered. The finance pack and bank reconciliation were unanimously APPROVED and the Chairman signed the finance pack and bank reconciliation documents.
- b) To CONSIDER and APPROVE the regular monthly payments made, and the payments to be made
- The following payments made since the last meeting, details of which had previously been circulated to Councillors, were unanimously RATIFIED, and those not yet paid were unanimously APPROVED.

List of payments approved on 22 November 2022 and now paid

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
		NONE		

List of direct debit payments made since the last meeting (22 November 2022 to be verified on 3 January 2023)

Invoice Date	Payment to	Amount/Description	Administration
28 Nov 2022	BT	£39.35(Broadband Memorial Hall)	DD
28 Dec 2022	BT	£39.35(Broadband Memorial Hall)	DD

Initial

List of payments made since the last meeting (22 November 2022 to be further verified on 3 January 2023)

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
2 Dec 2022	N Higgins	£400.00 Old School tree works Inv 1356	2 Dec 2023	Set up: N Baxter 1 st Approver: F Smith 2 nd Approver: K Butler
1 Jan 2023	N Baxter	£575.85 Oct, Nov & Dec net salary	1 Jan 2023	Set up: N Baxter 1 st Approver: F Smith 2 nd Approver: C Page
1 Jan 2023	HMRC	£143.80 PAYE on N Baxter salary	1 Jan 2023	Set up: N Baxter 1 st Approver: F Smith 2 nd Approver: C Page
1 Jan 2023	DCK Payroll	£45.60 Payroll administration Oct, Nov & Dec 2023	1 Jan 2023	Set up: N Baxter 1 st Approver: F Smith 2 nd Approver: C Page

Payments to be approved on 3 January 2023

Invoice Date	Payment to	Amount/Description	Online set up	Administration
		NONE		

Known forward payments (not including DDs to be approved on 3 January 2023)

Invoice Date	Payment to	Amount/Description	Online set up	Administration
		NONE		

- c) To CONFIRM November meeting decision in respect of the 2023/2024 precept (Draft minutes from November 2022 meeting, which are shown at bit.ly/3Q1bZvV)
- The decision taken at the November 2022 meeting, 22/0066 (c), was further RATIFIED and the Clerk was INSTRUCTED to submit the relevant forms. Note: the 2023/2024 precept claim will be at the same level as 2022/2023 (£7,984).

Initial

23/0004: Reports

- a) To RECEIVE a crime report: no report received.
 - The burglary in Great Hampden village, 15 December 2022, was discussed. It was noted that the village had been notified about the issue via the village email.
- b) To RECEIVE reports from Councillors (not covered elsewhere):
 - None
- c) To RECEIVE a report from the Clerk on matters not covered elsewhere in the agenda or Minute Action Tracker:
 - The Clerk raised no additional items.

23/0005: Planning

- a) To CONSIDER for response any planning applications since the previous meeting and CONFIRM the response:
 - None received.
- b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:
 - It was noted that the applications discussed at the November 2022 meeting had been approved by Buckinghamshire Council Planning Department, except 22/07319LBC / 22/07086FUL.
- c) To NOTE the requirement to respond to the Buckinghamshire Council – Local Plan for Buckinghamshire Evidence Base – Settlement Review by 28 February 2023
 - The provided draft document was discussed. The Clerk was instructed to amend the items that were incorrect and link the response to the Housing Needs Survey carried out by the Parish Council in December 2018. The Clerk was also instructed to comment on traffic issues. It was AGREED to answer the question in relation to aspirations in respect of new housing on the basis that housing growth should not exceed 10% of the existing stock and that 'brown field' locations were preferred. The Clerk was INSTRUCTED to place the Housing Survey, released in January 2019, on the Council website.

23/0006: Strategy

- a) Policies
 - i. To CONSIDER and APPROVE the updated Risk Register

Initial

- The updated Risk Register was APPROVED. The Clerk was INSTRUCTED to update the document on the Parish Council website.

23/0007: Correspondence

- a) To REVIEW items of correspondence received since the last meeting.
- The Chair had received a letter from a parishioner requesting that, to assist elderly and less mobile walkers, the footpath styles near the Estate Office are changed to gates. The Chair agreed to speak with the Estate to see what can be done.

23/0008: Urgent Items - To AGREE urgent items to be added to the next agenda

- a) To AGREE items to be added to the next agenda.
- None

23/0009: Next Meeting

- a) To AGREE the date of the next meeting (7 March 2023)
- The date of the next meeting, 7 March 2023, was AGREED.

Signed Date

APPROVED 7 March 2023 ref: 23/0011 (a)