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

Minutes of the Parish Council Meeting
held at the Memorial Hall, Memorial Road, Great Hampden
on Monday 03 February 2020 at 6.00pm

Present: Councillor F Smith (Chairman)
Councillor R Dawson (Vice Chairman)
Councillor I Pratt
Councillor J Griffin
Councillor C Aston

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: There was one member of the public present.

MINUTES

20/0018: Formalities

a) To NOTE apologies for absence
- Apologises were receive from District Councillor Carroll and Councillor Peart BEM

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)*
- Those present confirmed that there were no declarations to be made.

c) Members of the Public and Press are invited to address the Council
- There were no members of the press present.
- The one member of the public present introduced herself and mentioned that she had recently moved to the village and that she had experience of Parish Council workings from her previous residential area. She hoped she could offer the Council assistance in the future.

d) To RECEIVE an update from Councillor Carroll and Councillor Peart BEM (if present)
- Councillor Carroll and Councillor Peart BEM were not present

20/0019: Minutes and matters arising

a) To APPROVE the Minutes of the Meeting held on 26 November 2019
- The minutes were unanimously APPROVED and signed by the Chairman,

b) To APPROVE the Minutes of the Meeting held on 7 January 2020
- The minutes were unanimously APPROVED and signed by the Chairman,

Approved on 16 March 2020 ref 20/0027 (a)

c) To DISCUSS matters arising from the Minutes of the Meeting 26 November 2019

- No items were discussed

d) To DISCUSS matters arising from the Minutes of the Meeting 7 January 2020

- Councillor Griffin confirmed that he had discussed the idea of a 'welcome pack' for new residents with some local businesses He confirmed that the local WI were interested in being involved and that a local taxi company and public house were interested in advertising in such a pack. Councillors unanimously AGREED that the pack was a good idea and that it was worthy of further consideration. Councillor Griffin AGREED to 'work up' the idea into a proposition.

  i. Clerk to add this item to the Minute Action Tracker

- Spoil Pile Grim's Ditch Oaken Grove (Minute reference Item 19/0086 [26 November 2019] and 20/0007 (b) [7 January 2020]). Councillor Dawson and the Clerk updated the Council on the meeting they held with the local resident at Grim's Ditch. The local resident advised that he had already reported the matter to Historic England ['HE'] and that his HE contact was expecting a follow up call from the Clerk in the afternoon of the site meeting. The local resident gave the Clerk photographs of the spoil pile and asked that the Clerk send them to HE. The Clerk contacted HE as required. HE advised that they considered the situation as a 'Damage Case' and that one of their 'Inspectors of Ancient Monuments' had been instructed to investigate the matter. HE told the Clerk that the matter was their responsibility to resolve. A discussion took place as to whether the November letter to the landowner (which it had been ascertained had not been sent) should be sent before HE investigates the matter. There was a wide range of views from 'delay HE until the Council has been able to speak with the land owner' to 'leave the matter to the experts who have jurisdiction to deal with the matter'. After a healthy debate it was AGREED [four votes to one] to follow the recommendation of HE, as their Inspectors had already been instructed.

e) To REVIEW the Minute Action Tracker

- The Clerk was asked to comment on the progress in obtaining a refund of the residual monies held on the previous Clerk's VOIP phone and pre-pay card. The Clerk reported that conversation had taken place and his next 'chase' was scheduled for 12 February 2020.

20/0020: Finance

a) To REVIEW and APPROVE the finance report and bank reconciliation

- The financial report and bank reconciliation were considered, APPROVED and signed.

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b) To CONSIDER paying the annual data protection fee by direct debit rather than cheque

i. It was AGREED that this annual fee should be paid by direct debit. The direct debit was signed by the Chairman and Vice Chairman and the Clerk was INSTRUCTED to deal with the mandate.

ii. The Clerk reported that the ICO registration was still in the name of the Clerk before the previous Clerk and the correspondence address was her personal address. The Clerk was also INSTRUCTED to correct the ICO records to reflect the name of the current Clerk and the Memorial Hall address.

c) To CONSIDER and APPROVE the monthly payments to be made

- The payments detailed in Appendix 2 of the finance pack were APPROVED. The relevant payment cheques were signed by two mandate holders.
- It was noted that when the internet connection is installed in the Memorial Hall a further direct debt will need to be authorised.

i. The Clerk noted that the first invoice had been received from the firm now responsible for payroll. This will now result in a previously agreed monthly administrative fee/payment of £25.00. The Clerk suggested that this might be a time consuming tedious task to pay each month. The Clerk was AUTHORISED to contact the firm to see if there might be a 'discount' for paying six-monthly in advance.

20/0021: Reports

a) To RECEIVE a crime report

- The Clerk reported that he had contacted the local Neighbourhood and Wildlife Officer (PC 6027) and she had advised that there had been no reported events in January 2020.

b) To RECEIVE reports from Councillors

- No reports were received.

c) To RECEIVE and HS2 update

- No report was provided – the position in respect of the Government review of the project was noted.

d) To RECEIVE a report from the Clerk on matters not covered elsewhere in the agenda

i. The Chairman requested that the Clerk add the insurance payment dates to the Clerk's year planner document.

ii. A discussion took place regarding the previous internal audits. The Clerk commented that the 2018 internal audit was comprehensive and that the 2019 internal audit was less comprehensive. Councillor Dawson had already asked our payroll servicing company if they carried out internal audits – they advised they didn't, but mentioned

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two other firms (Auditing Solutions Limited and IAC Audit & Consultancy Limited) that it might be worth considering. The Clerk was INSTRUCTED to obtain a quote for our 2020 internal audit from both these firms.

20/0022: Planning

a) To CONSIDER for response any planning applications since the previous meeting

- The Clerk reported that he had reviewed the planning department internet planning portal earlier in the day and no new planning applications had been submitted since the last meeting.
- It was reported that the Old Saw Mill site had been sold. It was speculated that the site might be the subject of an amended planning application at some time in the future.

b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals for the period 19 November 2019 to 25 January 2020

- The Clerk reported that no tree preservation order had been made in respect of 19/08026/CTREE Hampden House Hampden Road Great Hampden HP16 9RD

20/0022: Strategy

a) To CONSIDER the received community infrastructure levy ['CIL']

- Whereas the previous meeting had considered the reporting and legal requirements of the CIL this meeting 'brainstormed' possible use of the CIL.
- It was noted that any use suggestions needed to comply with CIL usage regulations. Regulations include, *"The money should be used to support development by funding infrastructure that the council, local community and neighbourhoods want."*
- CIL monies can be used to, *"support the development of the local area to fund: (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area. "Infrastructure" includes physical, social and green infrastructure e.g. Highways; cycleways; education facilities; sports and community halls; parks and play areas."*
- Based on the above, the ideas discussed included, false 'gates' on the approach verges at the entrances to the village, infrastructure support for the cricket club, Village Hall infrastructure needs. A discussion also took place regarding the issue of water and rubble washing down from fields onto roads, specifically at Little Hampden causing damage to the road surface. Apparently, there is a solution to this as mentioned to Councillor Dawson by a local management/engineering firm, but whether the use of CIL

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monies for this purpose would comply with usage regulations needs further investigation by the Clerk as detailed below.

- The minute action point 20/0009(b) was noted from the minutes of the meeting on 7 January 2020. It is still the intention to write an article in the next village magazine, but the article would have to wait for the quarterly copy date cycle.

i. A discussion took place regarding whether an of the CIL could be used across the Parish or whether the spending projects needed to be geographically close to the 'planning harm'. The Clerks previous CIL briefing paper was noted. The Clerk was requested to write a supplementary CIL briefing paper, this time focusing the regulations in relation to spending CIL.

20/0023: Correspondence

a) To REVIEW items of correspondence received since the last meeting.

- There had been no items of correspondence since the last Council meeting that needed to be brought to the attention of the meeting.

20/0024: Urgent Items - To DISCUSS urgent items

a) To DISCUSS urgent items not covered elsewhere in the agenda

i. The condition of some of the local footpaths was discussed. Councillor Pratt agreed to send detailed observations to the Chairman.

ii. Linked to the CIL discussion, there was also a discussion in respect of the road sign at the top of Memorial Road directing traffic for High Wycombe down Memorial Road. The question was could it be moved to direct High Wycombe traffic down the Hampden Road at the end of Pink Road. This would reduce the risk on a vehicle/walker collision (especially on days when cricket was being played). The Clerk was INSTRUCTED to investigate.

iii. The Chairman will ask residents to provide their email address in a future parish magazine article so that we can communicate with them more effectively and efficiently. In providing their email addresses they will also need to consent to receiving emails from the Parish Council. The Clerk was INSTRUCTED to investigate GDPR requirements.

20/0025: Next Meeting

a) To RECEIVE any items for the next meeting

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- No items were notified.

b) To AGREE the date of the next meeting as Tuesday 3 March 2020

i. Other commitments of several Councillors mean that a meeting on 3 March would not be quorate – it was, therefore, decided to amend the meeting from 3 March 2020 to Monday 16 March 2020. The Clerk was INSTRUCTED to amend the hall booking, change the notice on the Parish website and print revised notice for the Great Hampden and Little Hampden noticeboards.

Signed …….. Date ……..

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