

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

Minutes of the Parish Council Meeting on Monday 4 April 2022

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

Present: Councillor F Smith (Chairman)
Councillor J Griffin (Vice Chairman)
Councillor C Page
Councillor K Butler
Councillor C Aston

Apologies: None

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: None

MINUTES

22/0019: Formalities

- a) To NOTE apologies for absence
 - None
- 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 or press were present.
- d) To RECEIVE an update from Buckinghamshire Councillors (if present)
 - No Buckinghamshire Councillors were present.

22/0020: Minutes and matters arising

- a) To APPROVE the Minutes of the Meetings held on 8 March 2022
 - The minutes were unanimously APPROVED. The Chair will sign the minutes when the draft watermark is amended.
- b) To DISCUSS matters arising from the Minutes of the Meeting 8 March 2022 that are not covered in the Minute Action Tracker
 - None.

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- 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 AGREED that items 21/0013 (e), 21/0067 (e), 22/0006 (b), 22/0006 (d), 22/0012 (d), 22/0012 (e), and 22/0012 (f) could be moved to the completed list.
 - It was NOTED that the works to the War Memorial had been completed very professionally and that the Council was very pleased with the result.
 - Councillor Griffin updated the Council on 20/0067 (a) and 21/ 0067 (a) advising that he had received no updated information from the Hampden Arms. He suggested, and it was AGREED, that this action point should also be transferred to the completed task list on the basis that it could be reinstated at any time if the required information is received.
 - 20/0054 (b) i / 20/0067 (b) Councillor Butler advised that the cost of removing the paint was too expensive and the recommendation was to highlight the lettering. Councillor Butler advised that one quote had been received. It was AGREED that an invitation to tender would be issued with a timeline aimed at making a decision at the May meeting.
 - 21/0004 (b) Councillor Butler advised that quotes had been received and the work was to be completed by the landowners.
 - 22/0007 Councillor Griffin updated the Council on the renovation of the missing bench. He had been in contact with the contractor who was looking at the restoration. The sides needed to be sandblasted and powder coated, it needed new wood, repainting, a top varnish coat and new hardware. With 6 hours labour the cost would be £450. On the basis a replacement bench would cost a similar amount and the renovation would make the bench 'as good as new' the Council APPROVED the cost. The Clerk will contact the resident wanting to put a plaque on it to take that discussion further.
 - 22/0010 (c) Councillor Page updated the Council on her investigations. Councillor Page advised that Buckinghamshire Council would be unlikely to have any funding and the whole cost was likely to be borne by the Parish Council. Before anything could be done, the first step had to be the commissioning of a "thorough and comprehensive" road assessment. This would cost £800, and the cost of any changes would be in the region of £10,000. The Council decided to investigate the feasibility of 'slow down' signs instead. Councillor Page to consider further.

22/0021: Finance

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation

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- The finance pack for the period ending 31 March 2022, was considered. The finance pack and bank reconciliation were APPROVED and the Chairman signed the finance pack and bank reconciliation.
 - The Clerk advised the year end finance pack would be uploaded to the Parish website.
 - The Clerk presented the Annual CIL report, which was APPROVED. The Clerk was INSTRUCTED to upload the report to the Parish Council Website.
- b) To CONSIDER and APPROVE the regular monthly payments made, and the payments to be made
- The following payments which had been made, details of which had previously been circulated to Councillors, were RATIFIED.

List of direct debit payments made since the last meeting (8 March 2022 to be verified on 4 April 2022)

Invoice Date	Payment to	Amount/Description	Administration
28 Mar 2022	BT	£35.60 (Broadband Memorial Hall)	DD

List of payments made since the last meeting (8 March 2022 to be verified on 4 April 2022)

Invoice Date	Payment to	Amount/Description	Online set up	Administration
19 Mar 2022	N Baxter	£179.32 Mar 2022 Salary	N Baxter	Approved by: 1) J Griffin 2) K Butler
19 Mar 2022	HMRC	£44.80 N Baxter Mar 2022 Tax	N Baxter	Approved by: 1) J Griffin 2) K Butler
19 Mar 2022	House Doctor	£278.90 Replacement GH noticeboard Minute reference 22/0012 (f)	N Baxter	Approved by: 1) J Griffin 2) K Butler
19 Mar 2022	Ingram Family Builders Limited	£4,626.00 Repairs and refurbishment of the Great Hampden war memorial Minute reference 22/0006 (b)	N Baxter	Approved by: 1) J Griffin 2) K Butler
19 Mar 2022	DCK Payroll Solutions	£90.00	N Baxter	1) K Butler 2) C Page

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		Jan, Feb, Mar 2022 payroll		
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Future payments to be approved on 4 April 2022

Invoice Date/Due date	Payment to	Amount/Description
30 Mar 2022/29 Apr 2022	BMKALC	£45.00 S106 and CIL training K Butler
30 Mar 2022/29 Apr 2022	BMLALC	£90.00 S106 and CIL training N Baxter & F Smith
1 Apr 2022/ASAP	SLCC	£80.00 N Baxter annual membership fee

c) To CONSIDER and APPROVE the Fixed Asset Register

- The updated Fixed Asset Register was CONSIDERED and APPROVED. The Clerk was INSTRUCTED to upload the report to the Parish Council Website. It was AGREED that during this financial year we would carry out a physical audit of the Assets including taking photographs of the assets and including the photographs in the register.

d) To REVIEW the first draft of the Annual Governance and Accountability Return ["AGAR"]

- The Council noted and AGREED that the Council meet the qualifying criteria contained in the Certificate of Exemption and on that basis, as a "smaller authority", declared itself exempt from sending the completed AGAR to the external auditor.
- The Clerk advised that the Council should receive and note the Annual Internal Audit Report before approving the AGAR and that the purpose of this session was for the Council to see the first draft of the AGAR before the data is sent to the internal auditor.
- The Council REVIEWED the handwritten first draft of the AGAR and noted the contents.
- The annual accounting information, section 2, was noted as correct.
- The following statements were REVIEWED and it was AGREED that the Council could, to its best knowledge and belief, answer 'yes' to each of the following statements at the time they are required to do so which is once the Annual Internal Audit Report has been received:

- "We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.*
- We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*

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3. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.*
 4. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.*
 5. *We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*
 6. *We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*
 7. *We took appropriate action on all matters raised in reports from internal and external audit.*
 8. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”*
- The Clerk was INSTRUCTED to provide the requested information to the internal auditor and proceed with the AGAR process so that the formal AGAR forms can be signed once the internal auditor has finished their internal audit.
 - The Clerk reminded the Council of the critical dates
 - Certificate of Exemption deadline Thursday 30 June 2022
 - AGAR submission deadline Friday 1 July 2022
 - AGAR publication on our website deadline Friday 1 July 2022
 - Public Rights Exercise lasts 30 consecutive working days which must include the first 10 working days of July. At this stage this is likely to be 3 June to 14 July, but this is dependant on the timings of the Annual Internal Audit Report, the progress of which was outside the control of the Clerk or Council.

22/0022: Reports

- a) To RECEIVE a crime report: no report received.
 - The Clerk advised that he had looked at the Thames Valley Police website and that there was nothing to report.
- b) To RECEIVE reports from Councillors (not covered elsewhere):
 - None

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- c) To RECEIVE a report from the Clerk on matters not covered elsewhere in the agenda or Minute Action Tracker:
- None

22/0023: Planning

- a) To CONSIDER for response any planning applications since the previous meeting and CONFIRM the response:
- No planning notifications had been received.
- b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:
- None received.

22/0024: Strategy

- a) To CONSIDER the minutes of the Chair and Vice Chair's meeting with the estate on 23 March 2022 – minutes circulated by Chair on 24 March
- The Chair confirmed that she had received a response from the Estate who confirmed her minutes were accurate.
 - Parking next to the Memorial Hall. It was noted that the Trustees, who were happy to assist with some form of short term access and parking for the village hall behind the pub car park, will require assurances that any arrangement will only be temporary, and not formal, and that all parties recognise the Estates plans for this location that includes some aspect of residential accommodation and that the Estate hoped that in assisting the village in the short term that the village will support the Estates future plans. The Chair will meet with the Estate to discuss a precise location.
 - CIL - ponds close to the cricket pitch (previous references 21/0040 (a), 21/0063 (c) and 22/0006 (a)). The Estate are happy for the Council to progress the feasibility project. Councillor Page AGREED to reconnect with Berks, Bucks and Oxon Wildlife Trust ["BBOWT"].
 - Trees and Benches [Operation London Bridge and Forth Bridge] (previous reference 21/0027 (a)), the suggested tree is a "wild service tree" (<https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/british-trees/a-z-of-british-trees/wild-service-tree/>), which is a forestry tree which used to be common. The fruits, also known as chequers, are thought to have influenced the naming of 'Chequers Inns'. The cost of obtaining a tree of a reasonable size and a fence will be required as will a bench

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and plaque. The local woodman will provide a quote. There is a bench called a 'Balmoral' which appears ideal. Councillor Aston reminded the Council that Little Hampden are also planting a tree and a plaque and financial support may be required.

- Gate on footpath to Church. The Estate have no objection to a gate being fitted to restrict access to walkers only. The Chair to move this forward.
- Allotments (previous reference 22/0006 (a)): A local solicitor has offered to help with any document production should it be required.
- Other items discussed
 - The Estate would welcome any information from residents if trees with Ash Dieback are spotted.
 - The Estate would like it to be known that they have a tenant hardship fund for tenants who might require support.
- The next meeting with the Estate will be in September 2022.

22/0025: Correspondence

- a) To REVIEW items of correspondence received since the last meeting.
 - i. Village litter picking. The Council does not have any equipment. Councillor Page will see if the cricket club have any.
 - ii. WDALC. The Chair advised she had virtually joined the most recent meeting and it was thought that the future of the organisation was in doubt.

22/0026: Urgent Items - To DISCUSS urgent items

- a) To DISCUSS urgent items not covered elsewhere in the agenda.
 - The Clerk was asked if any CIL money had been received in respect of the Old Saw Mill development. As no money had been received the Clerk was asked to contact Buckinghamshire Council to ascertain the progress.
 - The plans for Platinum Jubilee celebrations were discussed. It was suggested that Great and Little Hampden each apply for a contribution to the Stoke Mandeville Charity. The Chair advised that in respect of the Great Hampden celebration more information would be in the next village magazine. The Chair has applied for a road closure.

22/0027: Next Meeting

- a) To RECEIVE any items for the next meeting
 - No items were received
- b) To AGREE the date of the next meeting – 2022 dates to be agreed.
 - The date of the next meeting is 10 May 2022 (after the annual meeting). The annual meeting is being promoted in the next parish magazine. The Clerk to promote it via the village email. Light refreshments will be served so it will be useful to obtain likely numbers.

Signed Date

Approved 10 May 2022 minute reference 22/0029(a)