

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

Minutes of the Parish Council Meeting on Tuesday 7 March 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
Councillor K Butler

Apologies Councillor C Page

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: None

Members of the press: None

MINUTES

23/0010: Formalities

- a) To NOTE apologies for absence
- Apologies were received from Councillor Page, which were accepted.
 - The Clerk confirmed the Council was quorate.
- 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.

23/0011: Minutes and matters arising

- a) To APPROVE the Minutes of the Meeting held on 3 January 2023
- 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 3 January 2023 that are not covered in the Minute Action Tracker
- None

Initial

- 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 20/0054(b) (i), 20/0067 (b), 22/0048 (c), 23/0003 (c), 23/0005 (c) and 23/0006 (a) (i) could be moved to the completed list.
 - Re: 23/0007 as permission has been granted to change the stile for a gate the Chair will pursue the logistics with the Chiltern Society – the cost is likely to be c£500.00.

23/0012: Finance

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation
- The finance pack for the period ending 1 March 2023, was considered. The finance pack and bank reconciliation were unanimously APPROVED and the Chairman signed the finance pack and bank reconciliation documents. Councillor Butler highlighted a typo in the reconciliation – the Clerk will correct it.
 - The Clerk highlighted that while the accounts were healthy, the Parish Council was considering several projects including additional benches, pond clearance, allotments, Memorial Hall parking, replacing stiles with gates, and replacement of the Clerk’s computer and printer. The position was noted – it is hoped that a number of these will be completed during the next Council year (2023-2024).
 - The Clerk noted that a second VAT claim had been made during the year – and that the VAT refund on the works to the Little Hampden war memorial had been transferred to the reserve account.
- 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 3 January 2023 and now paid

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
19 Jan 2023	J S Stonemasonry Ltd	Highlighting the original lettering in black paint. Min: 22/0048 (c)	18 Jan 2023	Set up: N Baxter 1 st Approver: F Smith 2 nd Approver: K Butler

Initial

List of direct debit payments made since the last meeting (3 January 2023 to be verified on 7 March 2023)

Invoice Date	Payment to	Amount/Description	Administration
28 Jan 2023	BT	£39.35 (Broadband Memorial Hall)	DD
21 Feb 2023	ICO	£35.00 (Annual licence with DD discount)	DD
28 Feb 2023	BT	£39.35 (Broadband Memorial Hall)	DD

List of payments made since the last meeting (3 January 2023 to be further verified on 7 March 2023)

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

Payments to be approved on 7 March 2023

Invoice Date	Payment to	Amount/Description	Online set up	Administration
3 March 2023	SLCC	Annual membership of the SLCC £80.00		To be paid on 1 April 2023

Known forward payments (not including DDs to be approved on 7 March 2023)

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

c) Duke of Edinburgh commemorative bench

- It was AGREED that the Chair would visit the Clerk before the Council year end (31 March 2023) to order a bench to be installed on the Common, the cost was c£500.00, plus installation.

23/0013: Reports

a) To RECEIVE a crime report: no report received.

- The Clerk advised that the January 2023 month was a 'nil' return.

b) To RECEIVE reports from Councillors (not covered elsewhere):

- Allotments – the Chair reported that further discussions are taking place, but that no real progress has been made.

Initial

- 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.

23/0014: 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:
- None received.

23/0015: Strategy

- a) Policies
- To CONSIDER and APPROVE employee salaries for the forthcoming year.
 - It was AGREED to keep the Clerk's hours and band level the same for 2023-2024.
 - To CONSIDER and APPROVE the internal auditor for the forthcoming year.
 - It was AGREED to re-appoint Auditing Solutions Limited as the internal auditors for the year 2022-2023. The Clerk was INSTRUCTED to move the annual discussion in the meeting plan to the November meeting.
 - To CONSIDER and APPROVE the Fixed Asset Register
 - The Fixed Asset Register was CONSIDERED. It was noted one grit bin was not included, there should be 6. The Clerk amended the register. Subject to when a further bench may be purchased the Fixed Asset Register is considered ready for approval after 31 March 2023.
 - POLICY REVIEW: Model Councillor Code of Conduct
 - The Model Councillor Code of Conduct was CONSIDERED. It was AGREED that it remained 'fit for purpose', without further amendment. The Clerk was INSTRUCTED to update the policy document held on the Council website.

23/0016: Correspondence

- a) To REVIEW items of correspondence received since the last meeting.
- To CONSIDER correspondence from a parishioner regarding footpath signage.

Initial

- The Chair will report the issue on 'FixMyStreet'.

23/0017: Urgent Items - To AGREE urgent items to be added to the next agenda

a) To AGREE items to be added to the next agenda.

- Motor accidents - 3 in 12 months at Hampden Crossroads and 1 at the Speen crossroads.

23/0018: Next Meeting

a) To AGREE the date of the next meeting (4 April 2023)

- The date of the next meeting, 4 April 2023, was AGREED.

Signed Date

APPROVED 3 April 2023 ref: 23/23/0019 (a)