

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

**Minutes of the Parish Council Meeting on Monday 22 November 2021**

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

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

Apologies: None

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: None present.

**MINUTES**

**21/0062: Formalities**

- a) To NOTE apologies for absence
  - There were no apologies for absence.
- 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.

**21/0063: Minutes and matters arising**

- a) To APPROVE the Minutes of the Meetings held on 21 September 2021
  - The minutes were unanimously APPROVED. It was AGREED that the Chairman would visit the Clerk and sign the minutes.
- b) To DISCUSS matters arising from the Minutes of the Meeting 21 September 2021 that are not covered in the Minute Action Tracker

**Initial**

- It was NOTED that foliage had been cleared around the grit bins. It was also NOTED the best way to report falling grit levels was via the website <https://www.fixmystreet.com/>.
- 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 the items in 'yellow' could be moved to the completed list.
  - CIL was discussed, and as usual there was a vacuum of ideas from the village. CIL will be publicised again in the next village magazine. It was NOTED that the idea to bring the pond, behind the cricket pitch, back to life was gaining traction and the Berks, Bucks and Oxon Wildlife Trust ["BBOWT"] had been engaged to provide a quote to prepare a feasibility study.
  - 21/0004 (b) Councillor Aston ADVISED that the road had been inspected, but nothing else had been heard.
  - 20/0014 (e) Councillor Griffin raised the issue of purchasing the Domain name for Great and Little Hampden Parish Council. The Clerk explained the banking/purchasing issue of having to buy this via a credit card and the fact that the Parish Council do not have a credit card. The Clerk to consider the best way of doing this.
  - 20/0067 (b) Councillor Aston and Butler confirmed that the plaque idea is not practicable, and they will revert to the names being highlighted idea. The Clerk to send any existing quotes to them for further consideration.

#### **21/0064: Finance**

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation
- The finance pack for the period ending 22 November 2021, was considered. The finance pack and bank reconciliation were APPROVED and the Chairman signed the finance pack and bank reconciliation.
- b) To CONSIDER and APPROVE the monthly payments to be made and had been made (appendix 2 and 3 of the finance pack)
- The following payments which had been made, details of which had previously been circulated to Councillors, were RATIFIED. The payments as per the below were APPROVED.

List of payments made since the last meeting (21 September 2021) to be verified on 22 November 2021

| <b>Invoice Date</b> | <b>Payment to</b> | <b>Amount/Description</b>      | <b>Administration</b> |
|---------------------|-------------------|--------------------------------|-----------------------|
| 14 Oct 2021         | BT                | £29.99 Broadband Memorial Hall | DD                    |
| 14 Nov 2021         | BT                | £29.99 Broadband Memorial Hall | DD                    |

List of payments to be approved on 22 November 2021

| <b>Invoice Date</b> | <b>Payment to</b> | <b>Amount/Description</b>                      |
|---------------------|-------------------|--|
| 21 Sept 2021        | N Baxter          | £295.60<br>Oct and Nov 2021 Salary             |
| 21 Sept 2021        | HMRC              | £73.80<br>N Baxter Oct and Nov 21 Tax          |
| 25 June 2021        | N Higgins         | £130.00<br>Grass cutting 8 and 29 October 2021 |

d) To CONSIDER the Precept 2022 – 2023 – forward view

- The Clerk had prepared a paper for consideration, attached as Appendix A. The paper was discussed. It was AGREED that, as inflation was likely to be between 4% and 5% by the time the Precept is paid, that some increase for inflation should be included. After discussion, it was AGREED to increase the Precept by 2.5%. This would also allow for any increase in responsibilities. It was NOTED that this would increase the Precept from £7,789 to £7,984.

**21/0065: Reports**

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

- No crimes were noted in villages. It was NOTED that a villager had car stolen from Whiteleaf Golf Club car park and it had been assumed that the car had been identified while in Great Hampden.

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

**Initial**

- Councillor Butler confirmed she had attended a 'new councillor course', which she stated was very beneficial.
- c) To RECEIVE a report from the Clerk on matters not covered elsewhere in the agenda or Minute Action Tracker:
- The Clerk had nothing additional to report that was not already on the agenda.

#### **21/0066: 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.

#### **21/0067: Strategy**

- a) Re-consider rejected ACV/CRB application – The Hampden Arms
- The further email from Bucks Council regarding the rejection of the ACV/CRB on The Hampden Arms was DISCUSSED.
  - Councillor Griffin was strongly of the view that we only had three assets in the village (the pub, the village hall, and the Church). On that basis he was disappointed the application on The Hampden Arms had been rejected. The Clerk was INSTRUCTED to 'push back' on the rejection by providing copies of the village magazine to show the integration between the village and 'our local pub'.
- b) Consider ACV/CRB renewal – Memorial Hall
- The Clerk was INSTRUCTED to contact the Memorial Hall committee to ascertain the level of local use of the Memorial Hall and to submit a renewal application.
- c) Consider the minutes of the meeting between the Estate and the Chair/Vice Chair 20 October 2021.
- The Chair and Vice Chair updated the Council on their meeting with the Estate Manager of the Great Hampden estate. The Chair and Vice Chair had previously circulated an email updating the Council on the matters discussed. We must now await the result of a further discussion between the Estate Manager and the Trustees, particularly in respect of a relief car park for the Memorial Hall.

- It was NOTED that the Trustees may be able to provide a donation to help repair the War Memorial.
  - It was also NOTED that the Estate were also exploring additional sites to build more residential house.
  - It was NOTED that a further meeting was planned for February 2022.
- d) Receive the result of the broadband survey
- The Clerk had prepared a paper detailing the results of the broadband survey, attached as Appendix B.
  - The good response was NOTED. Three areas were identified where FTTP was unavailable. The Clerk was INSTRUCTED to discuss the results of the survey with the Community Board to see how they can help with this issue. The Clerk was also INSTRUCTED to send the survey to the CEO of BT.
- e) Consider a draft Invitation to Tender ["ITT"] for remedial works to the Great Hampden War Memorial.
- The Clerk had prepared a draft Invitation to Tender ["ITT"], which was discussed. The draft was APPROVED.

**21/0068: Correspondence**

- a) To REVIEW items of correspondence received since the last meeting.
- No correspondence had been received prior to the meeting.

**21/0069: Urgent Items - To DISCUSS urgent items**

- a) To DISCUSS urgent items not covered elsewhere in the agenda.
- No matters were raised.
  - Councillor Aston reminded the Council that the film money donation had not yet been allocated and that Little Hampden were considering gates for the Little Hampden church. A proposal will be bought forward in due course.

**21/0070: Next Meeting**

- a) To RECEIVE any items for the next meeting
- No items were notified.
- b) To AGREE the date of the next meeting – 2022 dates to be agreed.
- The Clerk presented a list of proposed dates for 2022. The list was AGREED, the next meeting is Wednesday 5 January 2022.

**Initial**

Signed ..... Date .....

Approved 10 January 2022 minute reference 22/0002 (a)

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

**2021/2022 precept proposal for 22 November 2021 Parish Meeting  
Agenda item 3d**

Meeting held the Memorial Hall Great Hampden

**For the attention of:**

Councillor Frances Smith [Chairman]  
Councillor John Griffin [Vice Chairman]  
Councillor Cherry Aston  
Councillor Claire Page  
Councillor Karen Butler

**Prepared by:**

Nick Baxter [Clerk and Responsible Financial Officer]

**1) Purpose**

This proposal is to consider the 2022/2023 Precept. As part of the ‘thinking process’ behind this proposal, the Clerk conversed with the Chairman to ascertain her initial thoughts on the future Precept direction. Her view was that a flat Precept was ideal, and this proposal considers that possibility.

**Councillors are asked to consider the proposal prior to the meeting on 22 November in order that all views can be taken, and a proposed figure agreed.**

**2) Background**

The Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating its budget requirement. There is, however, no specified minimum level of reserves that an authority should hold, and it is the responsibility of the RFO to advise the Council about the level of reserves and to ensure that there are appropriate procedures in place. It should be noted (3.4 below) that Parish Councils are generally recommended to hold a reserve of c50% of their Precept figure.

The final 2022/2023 Precept claim will need to be made during January 2022 and the Clerk will further assess this proposal in the first week of January to check the finances at that time to ensure that this proposal remains viable at the time of the Precept submission.

**3) Proposals to full meeting of the Parish Council 22 November 2021**

3.1) It is recommended that the 2022/2023 Precept includes a provision to set a level of financial reserves that:

- a) Continues to build a reserve fund of >50% of the agreed precept to protect against unforeseen budget pressures, elections, possible funding cuts and increased devolved services.
- b) Sets aside enough sums as general reserves to support any major unforeseen spending pressures.
- c) Keeps a minimum balance (an operational buffer) that is sufficient to meet its liabilities as they fall due in the current account at all times.

d) Includes an amount to cover training courses for Councillors and the Clerk, including a course in respect of the Certificate in Local Council Administration ['CiLCA'] training for the clerk

3.2) Appendix A, attached to this proposal, shows the 2020/2021 expenditure to the end of November 2021, an estimate to the end of the financial year, an estimated variance at the end of the current financial year and a proposal for the 2021/2022 financial year. **The Parish Council is asked to consider the objectives identified in paragraph 3.1, the amounts shown Appendix A and to agree the Precept for 2022/23 as £7,789.00.**

The 2022/2023 proposal represents a slight decrease on the 2021/2022 figure. Recent years are as follows:

| Year      | Precept | Increase on previous year |
|-----------|---------|---------------------------|
| 2019/2020 | £6,150  |                           |
| 2020/2021 | £7,599  | 23.56%                    |
| 2021/2022 | £7,789  | 2.50%                     |
| 2022/2023 | £7,789  | 0.00%                     |

3.3) The balance in the Council current account as at 16 November 2020 is c£9,300. It is unlikely that expenditure for the remainder of the financial year will exceed £2,000. The balance on the current account at the end of March 2022 is likely to be c£7,300. **It is proposed that £2,000 is transferred from the current account the deposit account once the replacement laptop has been purchased.** This transfer will leave an operational buffer in the current account of c£5,300 at the start of the next financial year (1 April 2022), at the time that the next half year Precept is received (April 2021).

3.4) It should be noted that at the end of November 2021 reserves of c£3,000 are held in the deposit account. A further transfer of £2,000 will mean that c£5,000 is held as reserves in the deposit account. This will mean that an identifiable reserve of 64.20% of our 2021/2022 Precept will be held in a separately identifiable account. Parish Councils are generally recommended to hold a reserve of c>50% of their Precept figure.

3.5) Councillors should note the Great Hampden war memorial needs significant remedial work which we may be able to obtain grant assistance for or use part of the CIL monies, but at this point in time that is uncertain.

**3.6) As in recent years, it is proposed that £500 is transferred from the current account to the deposit account when the April and September Precept instalments are received from Buckinghamshire Council.**

Proposal prepared by  
Nick Baxter  
Clerk and Responsible Financial Officer  
15 November 2021



| 2023/2023 planning  | Precept       | Position end of Nov 2021 | EOY estimate  | Variance      | Precept proposal | Proposal as a % of EOY estimate | Proposal as a % of 2020/2021 Precept | Notes   |
|---------------------|---------------|--------------------------|---------------|---------------|------------------|---------------------------------|--------------------------------------|---|
| Accounts headings   | 2021/2022     | Actual                   | Estimate      | Estimate      | 2022/2023        | Proposed                        | Proposed                             |   |
| Admin costs         | £500          | £256                     | £384          | £116          | £500             | 130.21%                         | 100.00%                              |   |
| Audit fees          | £250          | £246                     | £250          | £0            | £250             | 100.00%                         | 100.00%                              | Continue with professional audits                 |
| Capital expenditure | £400          | £0                       | £750          | £-350         | £400             |                                 | 100.00%                              | Replacement laptop and software                   |
| Clerk salary        | £2,500        | £1,519                   | £2,279        | £222          | £2,500           | 109.72%                         | 100.00%                              |   |
| Donation made       | £459          | £100                     | £150          | £309          | £459             | 306.00%                         | 100.00%                              | Royal British Legion and Memorial Hall            |
| Hall hire           | £225          | £0                       | £0            | £225          | £225             |                                 | 100.00%                              | 9 meetings at £25                                 |
| Insurance           | £300          | £230                     | £345          | £-45          | £300             | 86.96%                          | 100.00%                              |   |
| Maintenance         | £500          | £780                     | £1,170        | £-670         | £500             | 42.74%                          | 100.00%                              | Village common grass cutting                      |
| Other               | £500          | £0                       | £0            | £500          | £500             |                                 | 100.00%                              | Possible website upgrade                          |
| Postage             | £25           | £0                       | £0            | £25           | £25              |                                 | 100.00%                              | Might reduce in 2021/2020 with electronic banking |
| Regulatory fees     | £40           | £0                       | £50           | £-10          | £40              | 80.00%                          | 100.00%                              | ICO   |
| Subscriptions       | £180          | £100                     | £150          | £30           | £180             | 120.00%                         | 100.00%                              |   |
| Telephone           | £360          | £240                     | £360          | £0            | £360             |                                 | 100.00%                              | Memorial Hall broadband est £30 pm                |
| Training            | £500          | £0                       | £0            | £700          | £500             |                                 | 100.00%                              |   |
| Travel expenses     | £50           | £0                       | £0            | £50           | £50              |                                 | 100.00%                              |   |
| <b>Sub total</b>    | <b>£6,789</b> | <b>£3,471</b>            | <b>£5,207</b> | <b>£1,583</b> | <b>£6,789</b>    | <b>130.39%</b>                  | <b>100.00%</b>                       |   |
| Reserves/election   | £1,000        | £1,000                   | £1,000        | £0            | £1,000           | 100.00%                         | 100.00%                              |   |
| <b>Total</b>        | <b>£7,789</b> | <b>£4,471</b>            | <b>£6,707</b> | <b>£1,083</b> | <b>£7,789</b>    | <b>116.14%</b>                  | <b>100.00%</b>                       |   |

## Results of Great and Little Hampden Broadband Survey November 2021

### Summary

Councillors will recall the live action point on our tracker which relates to minute reference 21/0059 (a) ii.

The tacker narrative is: *“Broadband”*

- *“The Clerk had received an email in respect of from a Parishioner regarding the lack of high-speed fibre broadband in their part of the village. It was AGREED to undertake a survey of the village to ascertain the extent of the problem.”*

A Survey Monkey questionnaire was designed and a link to it sent to the village email list. There are 52 emails addresses on the village email list and 22 responses were received along with 5 emails addressed directly to the Clerk.

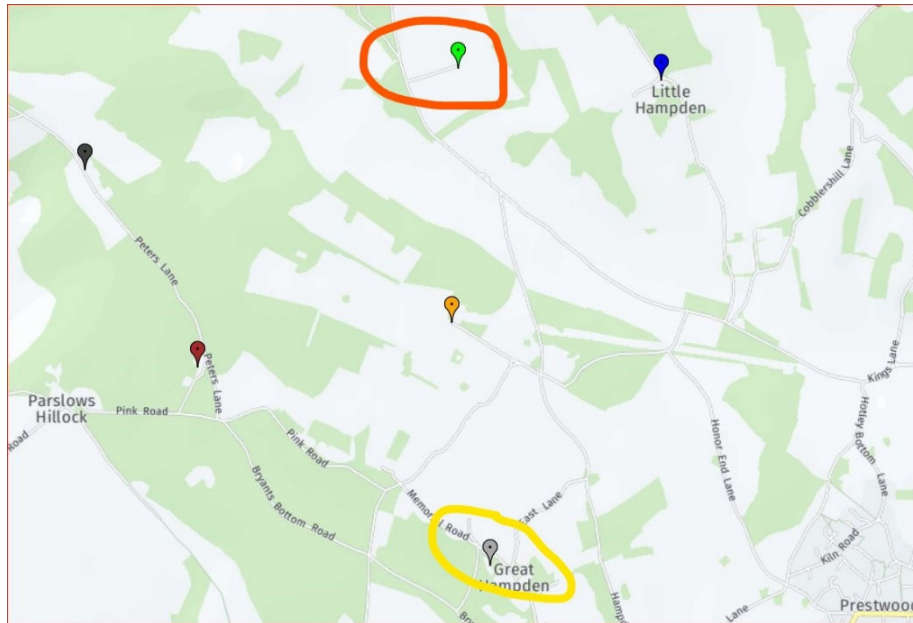
A report showing the answers to all the questions is attached at Appendix a. There is no need to repeat the questions here.

### Main messages from the survey

- Good quality internet is important in rural areas as the survey confirmed users used the internet for a wide range of activities including business, streaming services, internet browsing, video meetings etc.
- BT was the main vendor of internet services (81%).
- 8 respondents (36%) were unable to benefit from FTTP. All respondents who are unable to arrange FTTP connections would take up the service if it was available to them.
- 40% of the respondents didn't feel they were receiving the internet speed they were paying for.
- 36% of the respondents thought their service was *“Very reliable, the connection never drops”*, 32% felt the *“Speed varies from time to time, but the connection never drops”* and 32% felt that the *“Speed varies considerably and the connection regularly drops”*.

## Recommendations

The following graphic identifies the 'no FTTP' spots. The area circled in yellow is possibly an adnominally as other nearby properties have FTTP. The area circled red is not technically in our Parish, but the clerk has been in email correspondence with the respondent.



The survey suggests three clusters where FTTP is a problem: parts of Redland End, near Hampden House, parts of Little Hampden.

I recommend:

- The first step is for individual Councillors to engage with the respondents who are experiencing difficulties obtaining FTTP to obtain better information regarding the steps they have taken so far.
- The information is collated.
- The Clerk then engages with the local community board.

Nick Baxter

Clerk and Responsible Financial Officer - Great and Little Hampden Parish Council  
18 November 2021

# Appendix a

## Great and Little Hampden Parish Council broadba...

SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES →

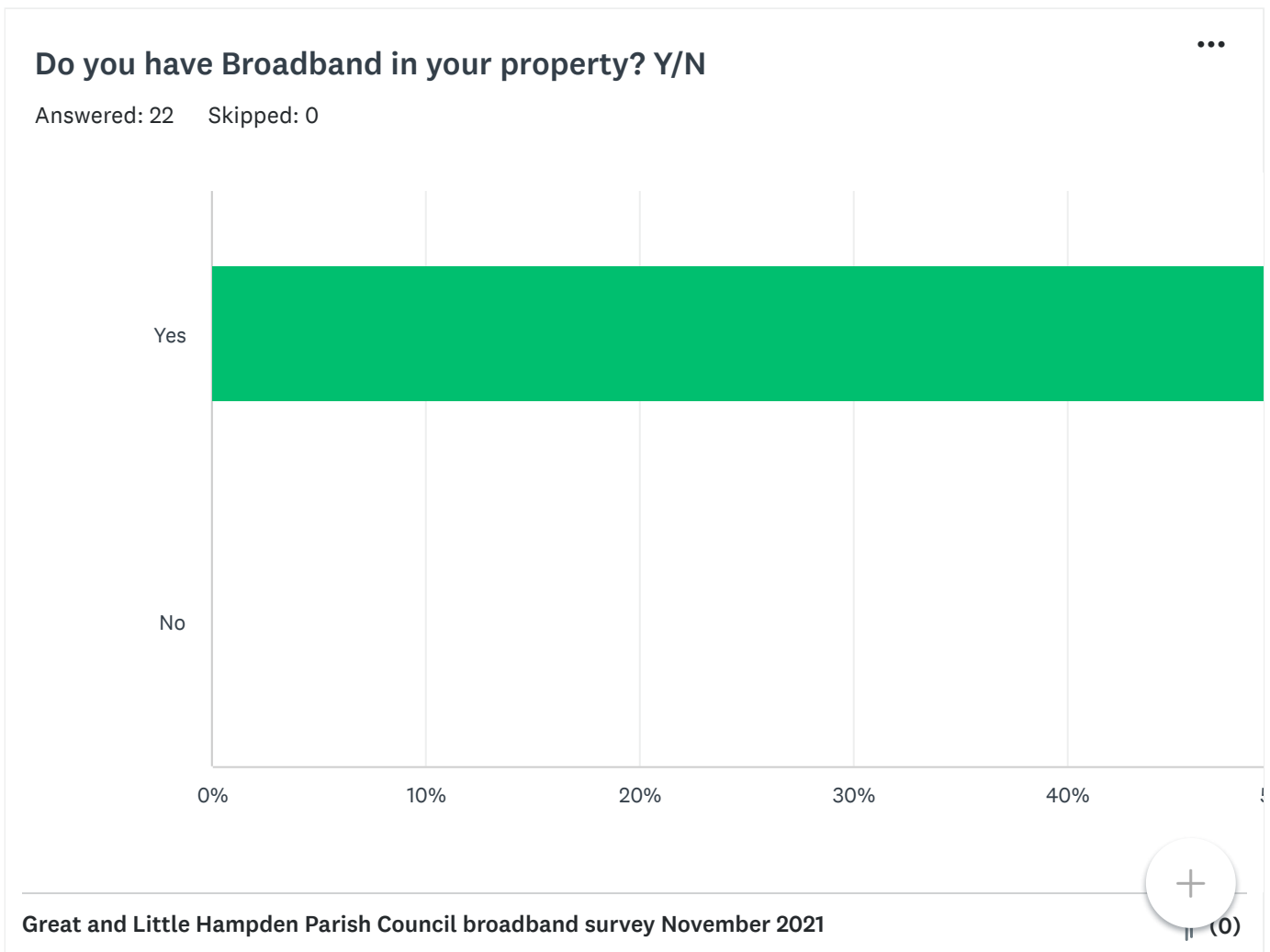
ANALYZE RESULTS → **PRESENT RESULTS**

[← Back to dashboards](#)

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## Great and Little Hampden Broadband Survey November 2021

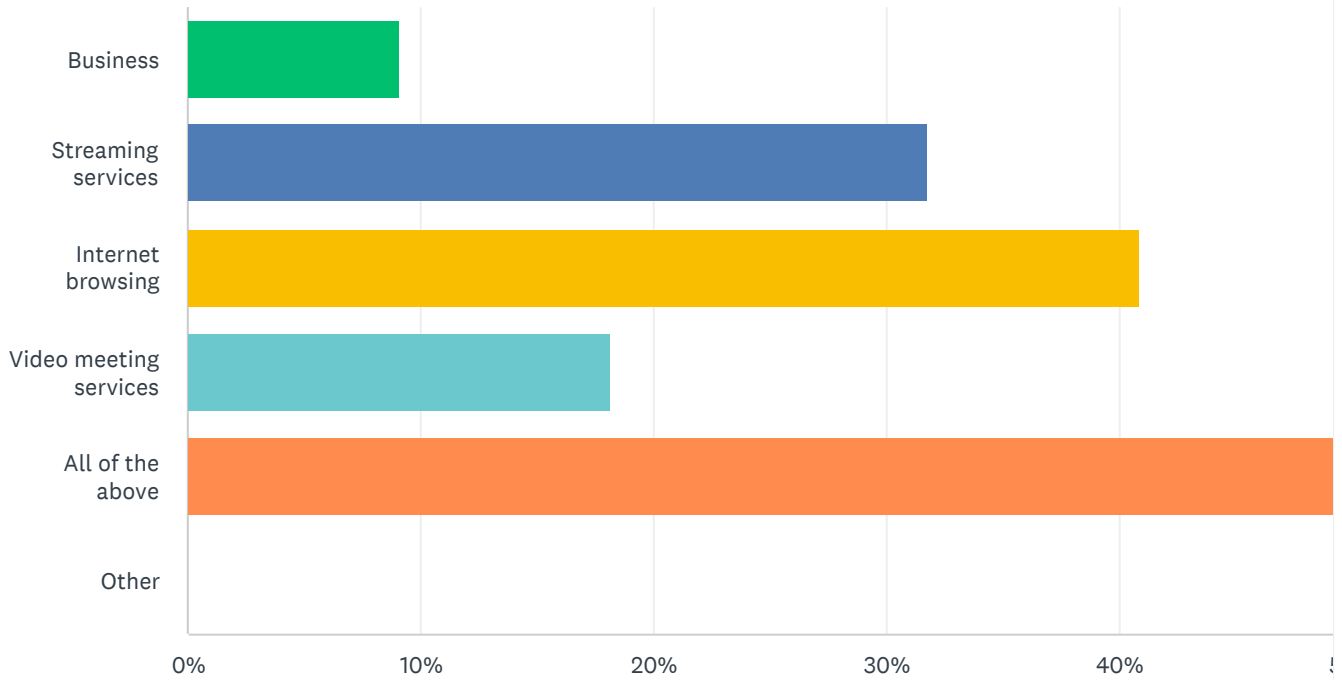
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### What is the main purpose of your internet connection?



Answered: 22 Skipped: 0



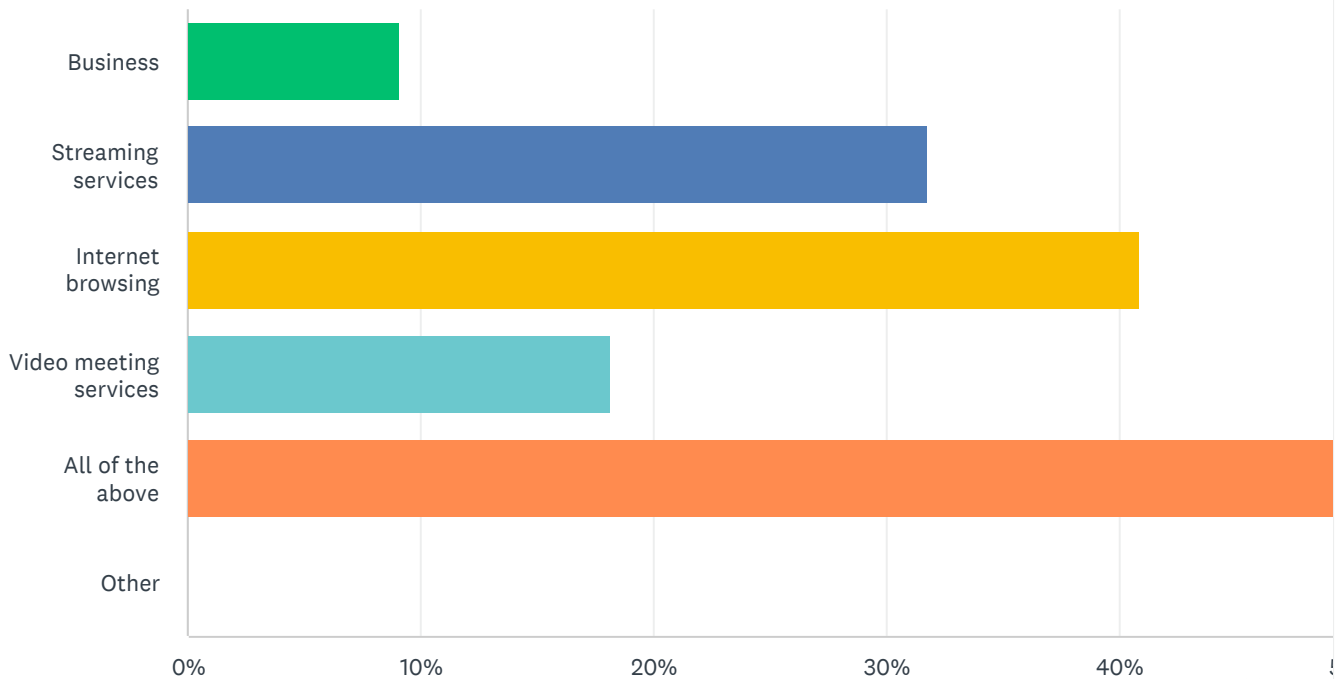
Great and Little Hampden Parish Council broadband survey November 2021

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### What is the main purpose of your internet connection?



Answered: 22 Skipped: 0



Great and Little Hampden Parish Council broadband survey November 2021

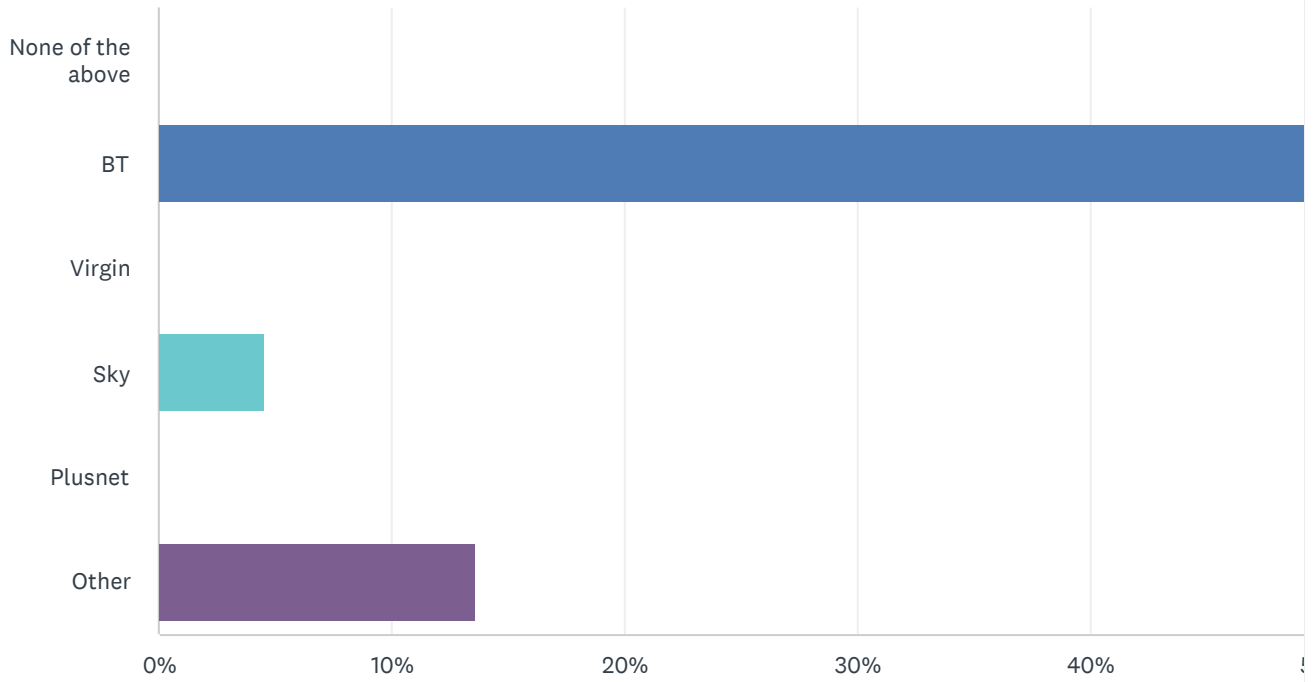


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### If the answer to question 2 is Y, who is your Broadband provider (i.e. BT, Vir...



Answered: 22 Skipped: 0



Great and Little Hampden Parish Council broadband survey November 2021

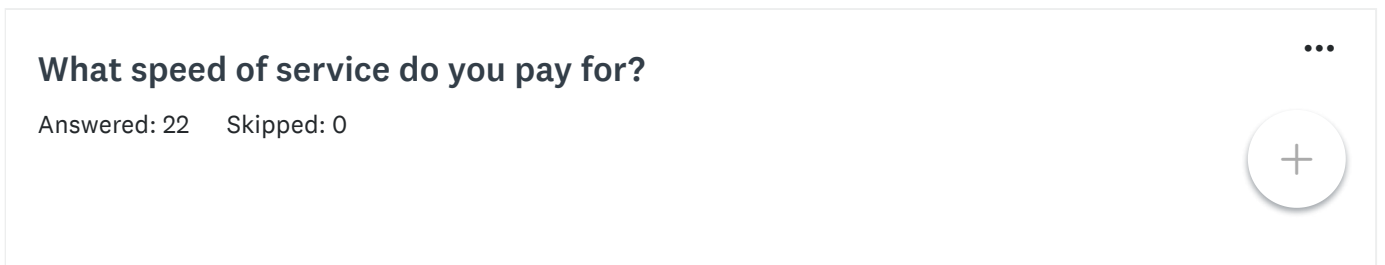
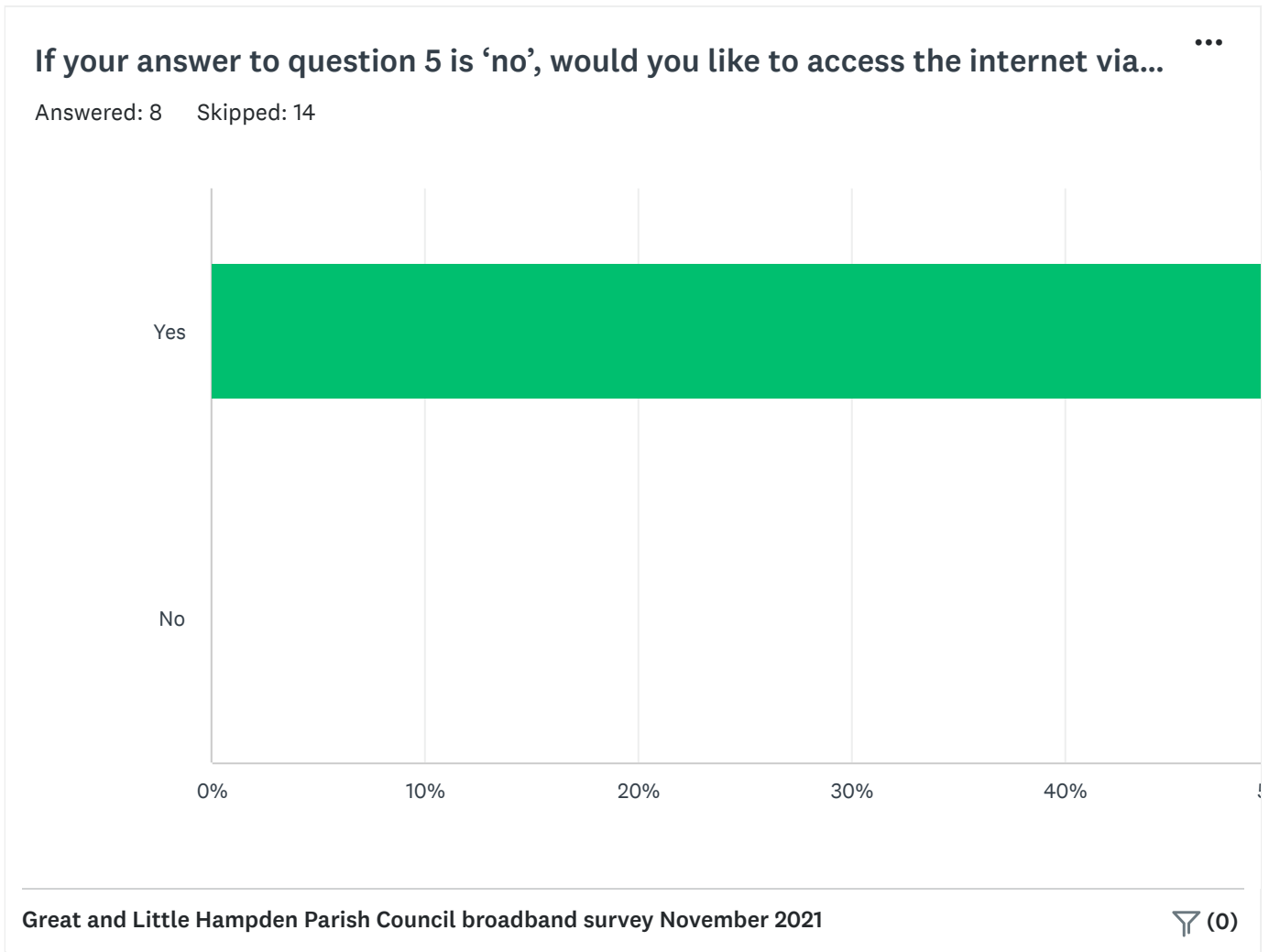
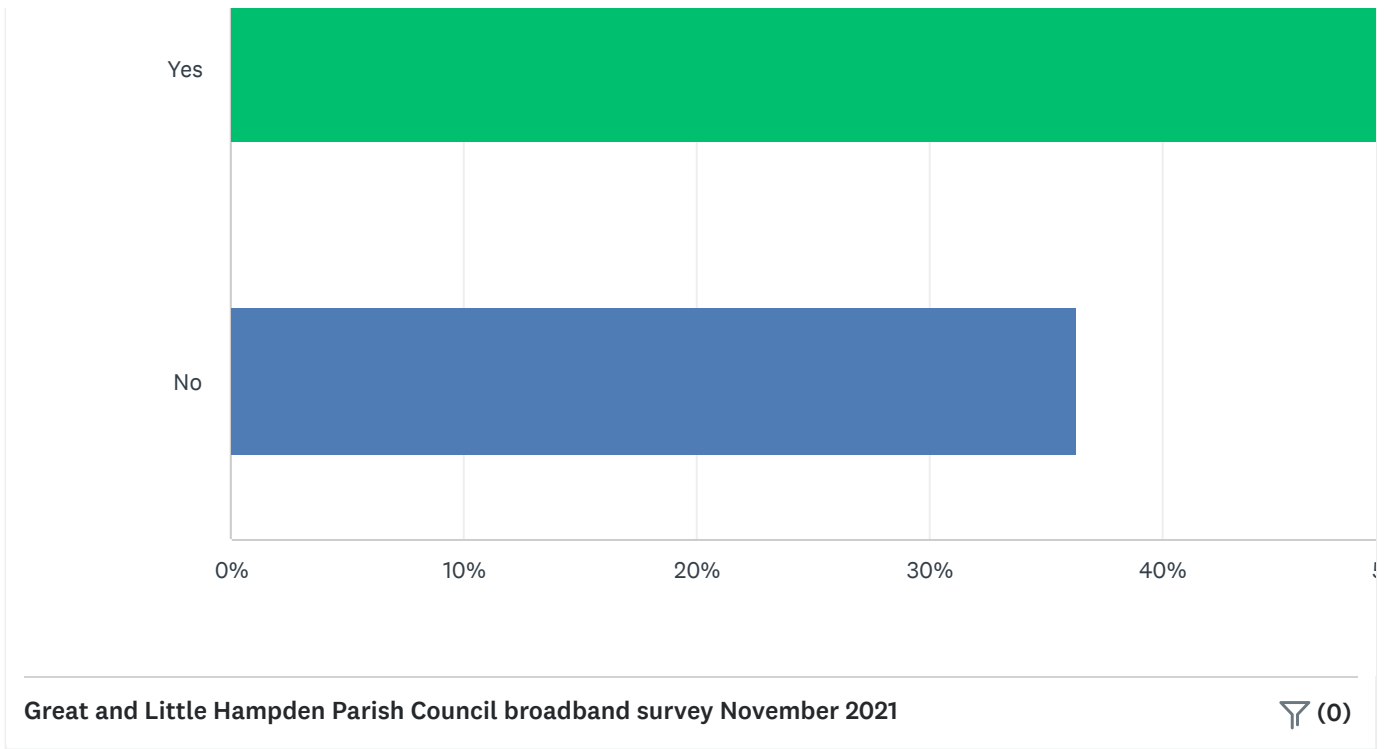
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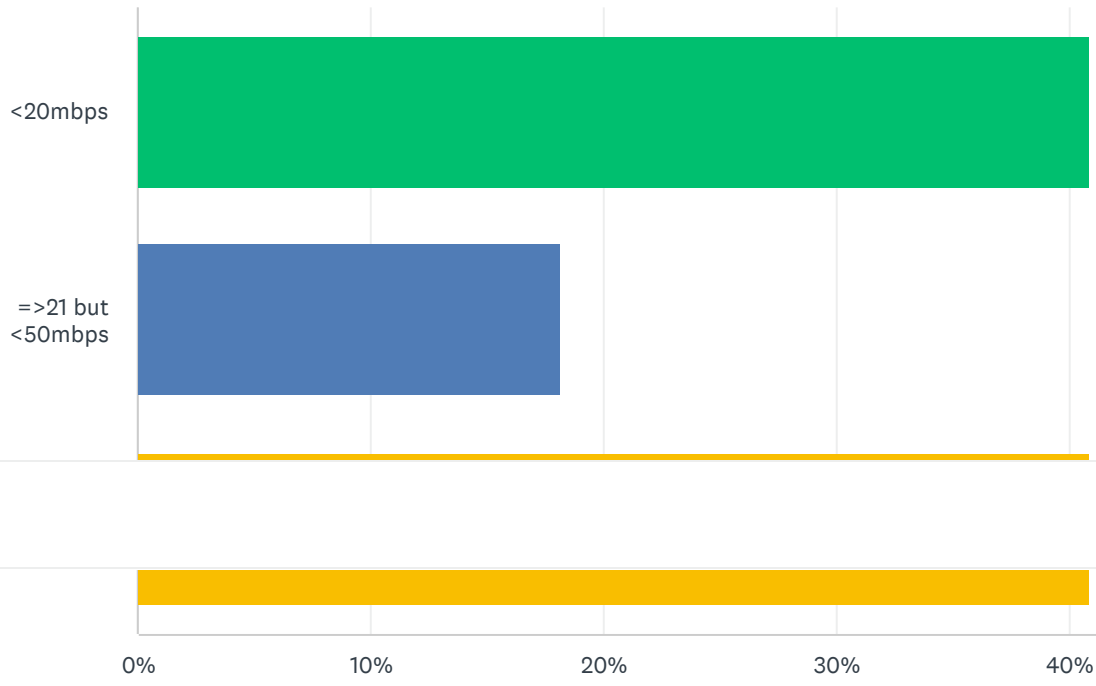
### Do you access Broadband via FTTP?



Answered: 22 Skipped: 0







Great and Little Hampden Parish Council broadband survey November 2021

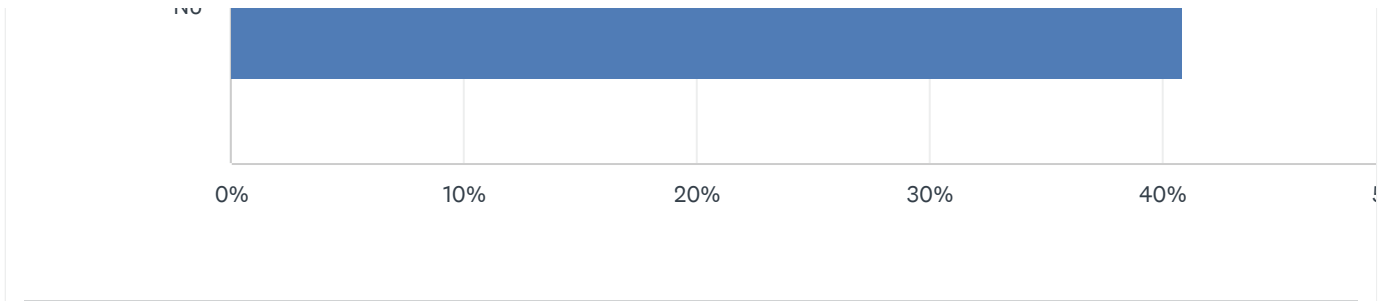
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### Do you think the speed you are receiving is the speed you are paying for?

Answered: 22 Skipped: 0







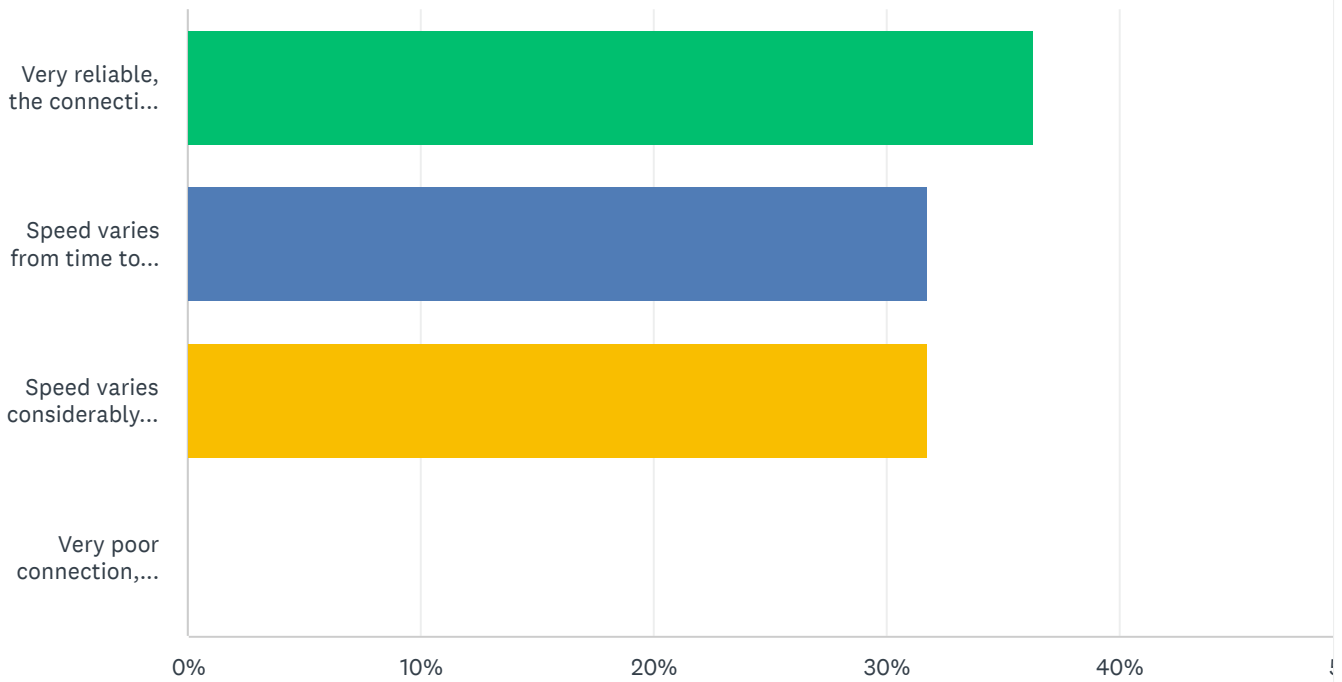
Great and Little Hampden Parish Council broadband survey November 2021

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### How reliable do you find your internet connection?

⋮

Answered: 22 Skipped: 0



Great and Little Hampden Parish Council broadband survey November 2021

🔍 (0)



⋮

