

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

**Minutes of the Parish Council Meeting on Tuesday 22 November 2022**

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

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

Apologies Buckinghamshire Councillor C Carroll

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: None

**MINUTES**

**22/0064: Formalities**

- a) To NOTE apologies for absence
- One apology had been received from Buckinghamshire Councillor D Carroll
- 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.
- d) To RECEIVE an update from Buckinghamshire Councillors (if present)
- No Buckinghamshire Councillors were present.

**22/0065: Minutes and matters arising**

- a) To APPROVE the Minutes of the Meetings held on 18 October 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 18 October 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 unanimously AGREED that items 20/0004, 20/0014 (g), 20/0069 (a) (i), 22/0004 (b), 22/0055 (f), 22/0059 (a), 22/0060 (iv) and 22/0060 (v) could be moved to the completed list.
  - The annual meeting plan (item 20/0014 (g)) was approved and it can now be added to our website.
  - 20/0040 (b) i, 21/0018 (a) and 20/0069 (a) i – it was agreed that we continue to pursue these.
  - 22/0060 (v) – the Chair advised that the person she had informed about our appointee had responded to advise that he was no longer involved with the Charity. The Clerk to obtain details of his replacement.
  - 22/0059 (a) (ii) / 22/0002 (b) – the area around the tree has now been cleared. It is not possible to put a fence around it because there is not enough space. A suitable plaque now needs to be sourced.
  - 20/0054 (b) (i) / 20/0067 (b) – works are due to commence week beginning 28 November 2022. It was AGREED that once the Little Hampden memorial was repaired the registrations with the Imperial War Museum would be updated with recent photos.
    - Great Hampden WW1 - <https://www.iwm.org.uk/memorials/item/memorial/8295>
    - Great Hampden WW2 - - <https://www.iwm.org.uk/memorials/item/memorial/8296>
    - Little Hampden - <https://www.iwm.org.uk/memorials/item/memorial/8345>

#### **22/0066: Finance**

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation
- The finance pack for the period ending 16 November 2022, 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.

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**List of payments approved on 18 October 2022 and now paid**

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
18 October 2022	The Royal British Legion	£20 x 3 wreaths	n/a	Chq 000710

**List of direct debit payments made since the last meeting (18 October 2022 to be verified on 22 November 2022)**

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

**List of payments made since the last meeting (18 October 2022 to be further verified on 22 November 2022)**

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
9 November 2022	Nick Higgins	£375.00 5 common grass cuts	N Baxter	Approved by: 1) F Smith 2) C Aston

**Payments to be approved on 22 November 2022**

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

**Known forward payments (not including DDs to be approved on 22 November 2022)**

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

c) To CONSIDER a proposal in respect of the 2023/2024 precept

- A paper produced by the Clerk, attached to these minutes, was discussed. It was AGREED to keep the 2023/2024 precept claim at the same level as 2022/2023 (£7,984). This decision will be further ratified at the January 2023 meeting, just before the claim needs to be submitted.
- While discussing the 2023/2024 budget, the hours worked by the Clerk was discussed. It was AGREED to leave them at 4 hours per week as at the present time, although it was

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recognised that the hours actually spent on the job were greater. This will need to be reviewed when a replacement Clerk is eventually needed.

- It was AGREED to transfer £2,000 from the current account to the deposit account ASAP, and to transfer another £1,000 when each of the precept amounts are received.

#### **22/0067: Reports**

- a) To RECEIVE a crime report: no report received.
  - The Clerk stated there was nothing to report.
- b) To RECEIVE reports from Councillors (not covered elsewhere):
  - Councillor Smith and Councillor Colvin had meet with a representative of the Great Hampden Estate. The agenda covered the pond, allotments, hard standing by the village hall– see 22/0069 (a) (i), (ii) and (iii) below. The representative also agreed to cut back the hedges along Memorial Road.
  - The Chair asked the Clerk to write to David Brown to pass on the thanks of the Parish Council for his service to the community on the Stoke Mandeville and other Parishes Charity.
- 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.

#### **22/0068: 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.

#### **22/0069: Strategy**

- a) To CONSIDER ongoing meetings with the Great Hampden Estate
  - i. Pond: The estate will clear the trees around the pond when they know our timings. Councillor Page to liaise.

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- ii. Allotments: The estate are waiting to agree a site. The Chair will involve Peter Collier in the next meeting with the Estate.
- iii. Hard standing for the Memorial Hall: the grass mat option was preferred by the Estate.
- iv. Dog waste bins. The suggestion to have dog waste bins in Little Hampden was discussed. The suggestion was rejected.

**22/0070: Correspondence**

- a) To REVIEW items of correspondence received since the last meeting.
  - No correspondence received

**22/0071: Urgent Items - To AGREE urgent items to be added to the next agenda**

- a) To AGREE items to be added to the next agenda.
  - While discussing the dog waste bin, the need for a litter bin to be installed near the Memorial Hall was also discussed. The Clerk was asked to investigate how this would be achieved and to add it to the next agenda.

**22/0072: Next Meeting**

- a) To AGREE the date of the next meeting and 2023 meeting dates
  - The 2023 meeting dates were AGREED. The 2023 dates to be publicised on the Parish Council website and notice boards.
  - The date of the next meeting is Tuesday 3 January 2023.

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

APPROVED 3 January 2023 Ref: 23/0002 (a)