

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

Minutes of the Parish Council Meeting on Wednesday 24 May 2023

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

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

Apologies Buckinghamshire Councillor D Carroll

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: Three members of the public were present
Members of the press: None

MINUTES

23/0028: Formalities

- a) To NOTE apologies for absence
- The apology from Buckinghamshire Councillor D Carroll was noted.
 - 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.
- A member of the public who is also the Parish Council representative on the Monks Risborough Parochial Charities (Poor's Allotment) updated the Council on matters relating to the Charity.
 - Councillor Page responded to a member of the public question regarding progress on investigating the possibility amending speed limits in Great Hampden.
- d) To RECEIVE an update from Buckinghamshire Councillors (if present)
- No Buckinghamshire Councillors attended.

Initial

23/0029: Minutes and matters arising

- a) To APPROVE the Minutes of the Meeting held on 4 April 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 4 April 2023 that are not covered in the Minute Action Tracker
 - None
- 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
 - 22/0024 (a) / 22/0033 (a) iii [CIL: Parking next to the Memorial Hall] – 4 April 2023 minutes state, *“Councillor Butler updated the Council on the progress to install matting to create additional Memorial Hall parking. Three quotes were considered (Multimatts, Ultimate One Limited and Grass Mats Limited). Ideally the work should be undertaken now and certainly before the start of the cricket season. It was unanimously AGREED to accept, in principle, the 220m² quote provided by Grass Mats Limited for £2,452.00, but to implement it after the Annual Meeting.”* It was unanimously APPROVED to accept the Grass Mats Limited quote. The Chair to arrange for the pre-ground works to be completed.
 - The plaque for the Little Hampden memorial tree was discussed. It was unanimously APPROVED to fund the plaque provided that the cost is similar to the ones bought for Great Hampden via Burnell engraving.
 - The pond renovation was discussed. The need for the village to be involved on a long-term basis was discussed and it was agreed to test whether there was support for this. This project remains a ‘work in progress’.
 - 23/0007 – The Chair confirmed that the landowner had provided written permission for the footpath gate near the estate office to be changed from a ‘stile’ type to a ‘gate’ type. The anticipated cost in the region of £251.00 plus VAT was unanimously APPROVED.
 - It was unanimously AGREED that 21/0059 (a) iii, 22/0002 (b), 22/0051 (a) iv, 22/0055 (f), 23/0012 (c) and 23/0024 (a) (i) could be moved to the completed list.

23/0030: Finance

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation
 - The finance pack for the period ending 30 April 2023, was considered. The finance pack and bank reconciliation were unanimously APPROVED.

Initial

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 4 April 2023 and now paid

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

List of direct debit payments made since the last meeting (4 April 2023 to the end of April 2023 - to be verified on 24 May 2023)

Invoice Date	Payment to	Amount/Description	Administration
13 April 2023	BT	£45.02 (Broadband Memorial Hall)	DD

List of payments made since the last meeting (4 April 2023 to be further verified on 24 May 2023)

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
5 April 2023	BMKALC	£53.15 annual BMKALC and NALC subscriptions	N Baxter	F Smith (11 May 2023) K Butler (11 May 2023)
17 April 2023	Auditing Solutions Ltd	£270.00 annual internal audit	N Baxter	F Smith (11 May 2023) K Butler (11 May 2023)
19 May 2023	Society of Local Council Clerks	£80.00 annual subscription	N Baxter	C Page (22 May 2023) K Butler (22 May 2023)

Payments to be approved on 24 May 2023

Invoice Date	Payment to	Amount/Description	Online set up	Administration
14 April 2023	C Page	£25.00 refund of Great Crested Newt test kit		
14 April 2023	BHIB	£290.26 Local Council insurance renewal 1 June 2023		

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Known forward payments (not including DDs to be approved on 24 May 2023)

Invoice Date	Payment to	Amount/Description	Online set up	Administration
Not yet known	C Page	£120.00 refund of Great Crested Newt test lab cost		
Not yet known	F Smith	£40.00 refund of soil test kit		

c) To CONSIDER and APPROVE annual direct debits for 2023-2024

The following annual direct debits were unanimously APPROVED:

- BT – broadband Memorial Hall (currently £39.35 monthly)
- ICO – data protection licence (£35.00 annually)
- The Chiltern Society – annual membership (£30.00 annually).

d) To CONSIDER and APPROVE the annual internal report

The annual internal audit was CONSIDERED and APPROVED. The Clerk was congratulated on a compliant year that resulted in no recommendations by the internal auditor.

e) To CONSIDER and APPROVE the AGAR

The AGAR was presented to the Council by the Clerk, it was unanimously APPROVED. The Annual Governance Statement 2022/2023 was unanimously APPROVED. The annual accounting statement was unanimously APPROVED. The Chair and Clerk signed the AGAR as appropriate, and the Clerk was instructed to submit the form.

f) To CONSIDER and APPROVE the Public Rights notice

The Clerk reminded the Council of the Public Rights Exercise lasts 30 consecutive working days which must include the first 10 working days of July. It was unanimously AGREED that this period will be 5 June to 14 July 2023.

g) To CONSIDER and APPROVE the amended Asset Register

The amended Asset Register was unanimously APPROVED.

h) TO CONSIDER and APPROVE the updated CIL report

The Clerk advised that the CIL report approved at the previous meeting had been submitted, as required, to Buckinghamshire Council

Initial

23/0031: Reports

- a) To RECEIVE a crime report: no report received.
 - The Clerk advised that the April 2023 month was a 'nil' return.
- b) To RECEIVE reports from Councillors (not covered elsewhere):
 - No additional reports were given.
- 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.

23/0032: 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.

23/0033: Strategy

- a) Policies
 - i. To CONSIDER and APPROVE annual insurance arrangements
 - 23/0024 (a) (i) – the email provided by the Clerk dated 9 May 2023 was discussed. It was unanimously APPROVED to accept the BHIB annual insurance quote.
 - ii. POLICY REVIEW: Standing Orders policy
 - The Clerk had previously submitted a review noting that our standing orders are based on the recommended model standing orders. The Council unanimously APPROVED our standing orders and requested the Clerk update the review date on the version held on our website.
 - iii. Allotments: CONSIDER and APPROVE ground works tender process
 - iv. Allotments: CONSIDER and APPROVE legal representation tender process
 - Items iii and iv were considered jointly. It was unanimously AGREED that a tender document should be produced by the Clerk for each item.

Initial

23/0034: Correspondence

- a) To REVIEW items of correspondence received since the last meeting.
 - i. Renovated bench.
 - The Clerk had previously circulated correspondence between the Clerk and the family who had agreed to renovate one of the benches on the common. It was agreed that the standard of the renovation was disappointing. It was AGREED that while we could not ‘turn back the clock’ in this matter, in future the Parish Council would issue a specific agreement in writing, rather than just relying on an exchange of emails.

23/0035: Urgent Items - To AGREE urgent items to be added to the next agenda

- a) To AGREE items to be added to the next agenda.
 - It was noted that a further bench by the cricket pavilion needs to be renovated. A renovation estimate is £200.00. This was unanimously AGREED and will be formally added to the next meeting agenda for further ratification.

23/0036: Next Meeting

- a) To AGREE the date of the next meeting (20 June 2023)
 - The date of the next meeting, 20 June 2023, was unanimously AGREED.
 - Apologies from Councillor Colvin were given and accepted.

Signed Date

APPROVED 30 June 2023 Ref 23/0038 (a)