

**Great and Little Hampden Parish Council**  
**Memorial Hall, Memorial Road Great Hampden HP16 9RF**

**To Members of the Council: You are hereby summoned to attend** a meeting of Great and Little Hampden Parish Council **Monday 22 November 2021 commencing at 6.00pm**. The meeting will take place at the Memorial Hall.

Members of the public wishing to attend in person should read and comply with the notes attached to this notice.

**To Members of the Public and Press:** You are invited to attend the meeting aforementioned.

*Nick Baxter*

**Nick Baxter - Clerk to the Council – 13 November 2021**

<b>AGENDA</b>	<b>Proposed Timings</b>	<b>Submitted by</b>	<b>Inputs</b>
<b>1. Formalities</b>			
a) To NOTE any received apologies for absence and DECIDE whether to accept any such apologies	1 Min	All	Verbal
b) To RECEIVE declarations of interest in items on the agenda ( <i>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</i> )	1 Min	All	Verbal
c) Members of the Public and Press are invited to address the Council	10 Mins	Chair	Verbal
d) To RECEIVE an update from Buckinghamshire Councillors (if present)	10 Mins	Chair	Verbal
<b>2. Minutes and matters arising</b>			
a) To APPROVE the Minutes of the Meeting held on 21 September 2021	1 Min	Clerk	Prev circ
b) To DISCUSS matters arising from the Minutes of the Meeting 21 September 2021 that are not covered in the Minute Action Tracker	2 Min	Clerk	Prev circ
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	30 Mins	Clerk	To follow
<b>3. Finance</b>			
a) To CONSIDER and APPROVE the financial pack and bank reconciliation	4 Mins	Clerk	Verbal
b) To CONSIDER and APPROVE the monthly payments to be made (appendix 2 finance pack)	4 Mins	Clerk	To follow
c) To CONSIDER and APPROVE 'signature required' list (appendix 3)	4 Mins	Clerk	To follow
d) Precept 2022 – 2023 – forward view	5 Mins	Clerk	To follow
<b>4. Reports</b>			
a) To RECEIVE a crime report	2 Mins	Clerk	To follow
b) To RECEIVE reports from Councillors (not covered elsewhere)	5 Mins	All	Verbal
c) To RECEIVE a report from the Clerk on items (not covered elsewhere)	5 Mins	Clerk	Verbal
<b>5. Planning</b>			
a) To CONSIDER for response any planning applications since the previous meeting and RATIFY any decisions previously made via email i. None at the time the agenda was prepared	2 Mins	Clerk	Verbal
b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals	2 Mins	Clerk	Verbal
<b>6. Strategy</b>			
a) Re-consider rejected ACV/CRB application – The Hampden Arms	5 Mins	All	Verbal
b) Consider ACV/CRB renewal – Memorial Hall	5 Mins	All	Verbal
c) Consider the minutes of the meeting between the Estate and the Chair/Vice Chair 20 October 2021.	5 Mins	Chair	Prev circ
d) Receive the result of the broadband survey	5 Mins	Clerk	To follow
e) Consider a draft Invitation to Tender ["ITT"] for remedial works to the Great Hampden War Memorial.	5 Mins	Clerk	To follow
<b>7. Correspondence</b>			
a) To REVIEW items of correspondence received since the last meeting.	5 Mins	All	Verbal
<b>8. Urgent items</b>			
a) To DISCUSS urgent items not covered elsewhere in the agenda	2 Mins	All	Verbal
<b>9. Next meeting</b>			
a) To RECEIVE any items for the next meeting.	2 Mins	All	Verbal
b) To AGREE the date of the next meeting – 2022 dates to be agreed	2 Mins	All	To follow

2 hr 04 Mins
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**COVID-19 Guidance for physical attendees**

**Before attending in person**

- It is the attendee's decision to attend. The Parish Council have completed a risk assessment to minimize risk, but this cannot reduce the risk to zero. Be aware that some attendees may feel more nervous about attending than others.
- DO NOT attend if you are suffering from COVID symptoms (high temperature, a new continuous cough or loss or change to your sense of smell or taste)
- Lateral flow tests are available at no cost, to all – they can be ordered on-line or obtained from a chemist. The Council encourage all attendees to perform one of these the day before or on the day of attending.

**On arrival at the Memorial Hall**

- The Memorial Hall committee has produced a COVID Risk Assessment and Safety Guidance. These are available to all and must be followed by all attendees.
- All attendees MUST register their attendance by scanning the COVID NHS QR code for the Memorial Hall immediately on arrival. Those unable or unwilling to do this should not attend in person and should join the meeting virtually.
- Ensure you have a supply of sanitizer, wipes, face coverings.
- Wear a face covering when arriving, departing, moving around the hall and using the toilets i.e.at all times including during while sitting in the meeting
- Attendees should not gather in groups in the hall or the hall's reception area.
- Wash or sanitize hands on arrival.
- Avoid touching shared surfaces as much as possible.
- Be aware of the need for social distancing AT ALL TIMES. Chairs will be set out for you at 2m intervals.
- Try to avoid the use of toilets but if necessary only ONE person at a time should use the toilets. Hands should be washed on entering the area and again before leaving the area.

**Departure**

- Wash or sanitize hands
- Maintain 2m distance
- Should you develop any possible Covid symptoms within 2 days of the attending, please advise the Parish clerk.

All precautions recommended in this assessment will be adhered to until such times as further guidance is received from national/local government and our advisers. **If there is a large influx of people wishing to attend in person and if it is considered 'not safe' to hold the meeting, the Parish Council reserves the right to postpone the meeting.**