

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 **Tuesday 28 November 2023 commencing at 6.00 pm**. 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 – 21 November 2023

AGENDA	Proposed Timings	Submitted by	Inputs
1. Formalities			
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) Co-opt Councillor to replace former Councillor Colvin			
d) To RECEIVE a Presentation by Harry Hope-Morley and Paddy Maynard in respect of their plans for Oxmoor Farm in Great Hampden	10 Mins	HHM & PM	Verbal
e) Members of the Public and Press are invited to address the Council	10 Mins	Chair	Verbal
2. Minutes and matters arising			
a) To APPROVE the Minutes of the Meeting held on 24 October 2023	1 Min	Clerk	Prev circ
b) To DISCUSS matters arising from the Minutes of the Meeting 24 October 2023 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	20 Mins	Clerk	To follow
3. Finance			
a) To CONSIDER and APPROVE the financial pack and bank reconciliation	4 Mins	Clerk	To follow
b) To CONSIDER and APPROVE the regular monthly payments, payments made since the last meeting and payments to be made	4 Mins	Clerk	To follow
c) To CONSIDER and APPROVE the cost of an additional speed survey	2 Mins	C Page	Verbal
d) To REVIEW the responses for the Allotment Tenders (Ground works and legal)	2 Mins	Clerk	Verbal
e) To CONSIDER and APPROVE clerks pay, following "2022/2023 Local Government Services pay agreement 2023"	4 Mins	Chair	Verbal
f) To CONSIDER and APPROVE the internal auditor for 2023-2024	4 Mins	Clerk	Verbal
g) TO CONSIDER and APPROVE the draft Precept for 2024-20025	4 Mins	Clerk	To follow
4. Reports			
a) To RECEIVE a crime report	1 Mins	Clerk	To follow
b) To RECEIVE reports from Councillors (not covered elsewhere)			
i. Speed limits update – Councillor Page	5 Mins	C Page	Verbal
c) To RECEIVE a report from the Clerk on items (not covered elsewhere)	5 Mins	Clerk	Verbal
5. Planning			
a) To CONSIDER for response any planning applications since the previous meeting and RATIFY any decisions previously made via email	2 Mins	Clerk	Prev circ
b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals	2 Mins	Clerk	Verbal
6. Strategy			
a) Policies			
i. POLICY REVIEW: Documentation retention policy	2 Mins	Clerk	To follow
ii. POLICY REVIEW: Grant policy	2 Mins	K Butler	To follow
iii. POLICY REVIEW: Information and data protection policy	2 Mins	Clerk	To follow
iv. POLICY REVIEW: Freedom of information policy	2 Mins	Clerk	To follow
v. POLICY REVIEW: Website and social media policy	2 Mins	Clerk	To follow
7. Correspondence			
a) To REVIEW items of correspondence received since the last meeting	2 Mins	Clerk	To follow
8. Urgent items			
a) To NOTE any items to be added to the next agenda.	2 Mins	All	Verbal
9. Next meeting			
a) To AGREE the meeting diary for 2024	2 Mins	All	To follow
b) To AGREE the date of the next meeting (3 January 2024)			

1 hour 40 Mins
