

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

### Minutes of the Parish Council Meeting on Tuesday 28 November 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

Apologies David Carroll (Buckinghamshire Council)

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

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

#### MINUTES

##### 23/0064: Formalities

- a) To NOTE apologies for absence
  - Apologies were received from David Carroll (Buckinghamshire Council).
  - 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) Co-opt Councillor to replace former Councillor Colvin
  - The co-option of Heather Stanley was RESOLVED unanimously. The Clerk was INSTRUCTED to all the necessary administration and liaise with our bankers regarding the addition of Councillor Stanley as a signatory.
- d) To RECEIVE a Presentation by Harry Hope-Morley [HHM] and Paddy Maynard [PM] in respect of their plans for Oxmoor Farm in Great Hampden
  - HHM and PM provided an update on their business and their plans to grow vegetables for the Oxmoor Farm. The area to be utilised is the land adjacent to where the Great Hampden allotments are being considered. It was explained, that a deer fence (approximately 1.8m tall) would need to be installed, and also a poly tunnel. A planning application will be submitted in the near future. HHM and PM took questions from the floor.

Initial

- e) Members of the public and press are invited to address the Council.
- Ten members of the public ['MoP'] were present. Further questions were raised in respect of item 1 (d). It was specifically noted that the plans are likely to need planning permission and will, in any event, be subject to a planning application giving local residents the opportunity to comment further to the planning authority.

**23/0065: Minutes and matters arising**

- a) To APPROVE the Minutes of the Meeting held on 24 October 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 24 October 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
- The current position in respect of action points was noted.

**23/0066: Finance**

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

**November 2023 finance report: payments made and to be made**

**List of direct debit payments made since the last meeting (24 October 2023 to the end of October 2023 - to be verified on 28 November 2023)**

Invoice Date	Payment to	Amount/Description	Administration
30 Oct 2023	BT	Broadband	£45.02

**Initial**

**Payments approved on 24 October 2023 (now paid)**

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

**List of payments made since the last meeting (24 October 2023 to be further verified on 28 November 2023)**

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
5 Nov 2023	Nick Higgins	£375.00 - 5 grass cuts	7 Nov 2023 N Baxter	7 Nov 2023 F Smith 7 Nov 2023 K Butler
		NONE		

**Payments to be approved on 28 November 2023**

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

**Known forward payments (not including DDs to be approved on 28 November 2023)**

Invoice Date	Payment to	Amount/Description	Online set up	Administration
Not yet known	Housedoctor	£200.00 refurbishment of bench outside village hall		
Not yet known	F Smith	£40.00 refund of soil test kit		

a) To CONSIDER and APPROVE the cost of an additional speed survey:

- Councillor Page updated the meeting on the speed survey progress. In particular,
- Councillor Page highlighted the fact that the speed survey showed the average speed of traffic was only just over 30mph. Accordingly, Councillor Page was concerned that the case to reduce the speed limit from 40mph to 30mph would be expensive and difficult. It was unanimously RESOLVED that applying for a speed reduction would not be cost effective. Councillor Page suggested that village gates may be a more cost-effective option. The possibility of a 'village gate' was discussed. Concerns raised in respect of

**Initial**

increasing 'street furniture' were also discussed. It was unanimously RESOLVED that Councillor Page would obtain costs in respect of the gates. It was also unanimously RESOLVED that Councillor Page and the Clerk would issue a village survey to test the appetite for 'village gates'.

- b) To REVIEW the responses for the Allotment Invitation to Tenders ['ITT'] (groundworks and legal).
- The Clerk gave an update on the responses (no responses to the groundworks ITT and one response to the legal ITT). A discussion took place, and it was unanimously AGREED that the ITT should be revisited.
- c) To CONSIDER and APPROVE clerks pay, following "2022/2023 Local Government Services pay agreement 2023"
- It was unanimously RESOLVED to follow the National Pay award. The Chair will advise the Council payroll administrators.
- d) To CONSIDER and APPROVE the internal auditor for 2023-2024
- It was unanimously RESOLVED to retain the existing internal auditor, Auditing Solutions Limited, for a further year.
- e) TO CONSIDER and APPROVE the draft Precept for 2024-2025
- The paper produced by the Clerk was considered. It was unanimously RESOLVED to request a Precept, from Buckinghamshire Council, of £8,259 (an increase of 3.44% on the previously claimed amount). It was NOTED that the claim did not need to be made until January 2024 and, therefore, this DECISION would be further RATIFIED at the January 2024 parish council meeting.

### **23/0067: Reports**

- a) To RECEIVE a crime report: no report received.
- The Clerk advised the month was a 'nil' return.
- b) To RECEIVE reports from Councillors (not covered elsewhere):
- i. The Chair updated the meeting on her most recent meeting with Estate representatives. The Chair noted, a new tenant arable farmer had taken over the farming of some of the local fields, (a MOP of the public asked us to ask about good farming practice that will be adopted), the local hedges had now been cut, the noticeboard on the side of the Hampden Arms will be updated and villagers can use it (ask the Estate Office for the key), a car parking notice can go in it. The Chair also reported that the Estate will be applying for change of use approval for some of their barns (the plan is to convert the barns into storage facilities), and that the green burial site at Green Hailey is progressing.

**Initial**

- 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.

### **23/0068: Planning**

- a) To CONSIDER for response any planning applications since the previous meeting and CONFIRM the response:
- No applications were noted or discussed.
- b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:
- No notifications had been received.

### **23/0069: Strategy**

- a) Policies
- POLICY REVIEW: Documentation retention policy
  - POLICY REVIEW: Grant policy
  - POLICY REVIEW: Information and data protection policy
  - POLICY REVIEW: Freedom of information policy
  - POLICY REVIEW: Website and social media policy
- The above draft policies were CONSIDERED, it was unanimously RESOLVED that each Councillor would review them and forward any comments to the Clerk.

### **23/0070: Correspondence**

- a) To REVIEW items of correspondence received since the last meeting.
- Councillor Butler advised that she had received an item of correspondence from a Little Hampden MoP in respect of recent broadband issues in Little Hampden. A request had been made for the Parish Council to consider using CIL money to cut branches from around the overhead broadband cables. The MoP had provided Councillor Butler with a quote he had obtained. It was noted that most of the trees are further than 1.5m from the road so were not the responsibility of Buckinghamshire County Council, and that they were on land owned by Little Hampden Estate. The Clerk was INSTRUCTED to add the item to the next agenda. In the meantime, the Clerk was INSTRUCTED to ascertain a) whose

**Initial**

responsibility are the trees, 2) which power a Council could potentially use, and 3) if CIL rules allowed such expenditure.

**23/0071: Urgent Items - To AGREE urgent items to be added to the next agenda**

- a) To AGREE items to be added to the next agenda.
  - Trees in Little Hampden close to the broadband installations.

**23/0072: Next Meeting**

- a) To AGREE the meeting diary for 2024
- b) To AGREE the date of the next meeting (3 January 2024)
  - It was unanimously RESOLVED to hold the next meeting on 3 January 2024.

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

Approved 3 January 2024 reference 24/0002 (a)