

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

### Minutes of the Parish Council Meeting on Monday 4 March 2024

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 (until item 24/0012 (c)).

Apologies Councillor H Stanley

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: One member of the public was present from the commencement of the meeting, until the allotment discussion (item 24/0012 (c)).

Members of the press: None

#### MINUTES

##### 24/0010: Formalities

- a) To NOTE apologies for absence
  - Apologies from Councillor Stanley were noted and accepted.
  - The Clerk confirmed the Council was quorate and would continue to be when Councillor Page planned to leave the meeting, after item 24/0012 (c).
- 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.
  - The one member of the public ['MoP'] present did not wish to speak, advising that they were attending to hear the allotment update (item 24/0012 (c)).

##### 24/0011: Minutes and matters arising

- a) To APPROVE the Minutes of the Meeting held on 3 January 2024
  - The minutes were unanimously APPROVED. The Chair will sign the minutes when the draft watermark is amended.

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- b) To DISCUSS matters arising from the Minutes of the Meeting 3 January 2024 that are not covered in the Minute Action Tracker
- 23/0051 (a) iii – The Chair confirmed that the Estate had consented to signs being placed in the newly created car park. Council Butler to progress.
  - Speed 23/0006 (a) – Councillor Page advised that she had looked at ‘village gate’ costs and showed an example photograph. The cost of supply would be in the region of £4,859 plus VAT. There would then be an installation cost. A discussion took place, and it was suggested that it might be more beneficial and cost effective to install one set only, at the entry to the village where vehicles were most likely to speed into the village (the approach to the village from Hampden House). The Clerk reminded Councillors that minute 23/0066 (a) stated “*It was also unanimously RESOLVED that Councillor Page and the Clerk would issue a village survey to test the appetite for ‘village gates’*”. Councillor Page and the Clerk will design and issue a survey to be sent via the village email.
- 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
- None

**24/0012: Finance**

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation. The finance pack for the period ending 31 January 2024, 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.

**March 2024 finance report: payments made and to be made**

**List of direct debit payments made since the last meeting (3 January 2024 to the end of January 2024 - to be verified on 4 March 2024)**

Invoice Date	Payment to	Amount/Description	Administration
29 Jan 2024	BT	Broadband	£45.02

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**Payments approved on 3 January 2023 (now paid)**

Invoice Date	Payment to	Amount/Description	Online set up	Administration
21 Feb 2024	ICO	DD Data Protection register £35.00	DD 21 Feb 2024	DD

**List of payments made since the last meeting (3 January 2024 to be further verified on 4 March 2024)**

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

**Payments to be approved on 4 March 2024**

Invoice Date	Payment to	Amount/Description	Online set up	Administration
ASAP	Safety Sign Warehouse	Litter pick signs c£120 plus postage and packing	n/a	n/a

**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	F Smith	£40.00 refund of soil test kit		
Not yet known	Chiltern Society	Changed gate style to assist less mobile walkers minute reference 23/0007 (c) c£251.00 plus VAT		

- The Clerk advised that the invoice for the 'changed stile gate', from the Chiltern Society had not been received. The Chair to chase.
- The Clerk advised that Society of Local Council Clerks ['SLCC'] subscription is due on 1 April (2023 cost was £80.00). The 2024 membership and cost were unanimously APPROVED.

**Initial**

- c) To CONSIDER responses to the Allotment Tender (Ground works) and agree next steps)
- The Clerks paper (<https://greatandlittlehampdenparishcouncil.gov.uk/wp-content/uploads/2024/02/Allotment-invitation-to-tender-update-4-March-2024.pdf>) was reviewed and it was unanimously AGREED that the Council does not have the funds to proceed with the project, at the current cost estimate. It was also unanimously AGREED even if funds, at the current required level were available, that the project would not be a proportionate use of public money. It was unanimously AGREED to cancel this project unless a way could be found to significantly reduce the project costs. The Clerk was instructed to advise the landowner.

#### **24/0013: Reports**

- a) To RECEIVE a crime report: no report received.
- The Clerk advised the month was a 'nil' return in respect of Great Hampden. Councillor Aston and Butler advised that there had been a break-in, and a theft, in the Little Hampden area.
- b) To RECEIVE reports from Councillors (not covered elsewhere):
- Councillor Aston advised that she had asked Buckinghamshire Council Councillor Steve Broadbent to attend one of our meetings. The Clerk to issue a further formal invitation.
- 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.

#### **24/0014: 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:
- 24/05322/CLP - Yew Tree Cottage Little Hampden Road Little Hampden Buckinghamshire HP16 9PS - Grant Certificate
  - 23/08139/AGD Application for approval of details of siting for construction of a typical modern agricultural building - OS Parcel 9131 Rignall Road Little Hampden Buckinghamshire - Details Approved

- 23/07416/FUL - Householder application for part demolition of existing rear extension to allow for a new two storey rear extension, new front porch and internal changes - 1 Hobart Cottages Hampden Road Great Hampden Buckinghamshire HP16 9RQ - Application Permitted

## 24/0015 Strategy

### a) Policies

#### i. POLICY REVIEW:

- Asset Register – The Asset Register was unanimously APPROVED. A question was raised as to whether the planted memorial trees should be logged in the Asset Register. POST MEETING CLERK NOTE The Practitioners' Guide defines the items to be included in the Asset Register as *“The term fixed assets mean property, plant and equipment used by the authority to deliver its services”*. The Clerk notes that ‘plant’ in this context means machinery not vegetation. Therefore, the memorial trees should not go on the Asset Register.
- Model Code of Conduct. The Model Code of Conduct was unanimously APPROVED. Councillor Butler noted that there is requirement to have complaints policy which should be published on our website.

#### ii. Annual litter pick – suggested dates 23/24 March 2024 – including consideration of a draft risk assessment

- The Clerks paper (<https://greatandlittlehampdenparishcouncil.gov.uk/wp-content/uploads/2024/02/Littler-pick-2024-proposal-4-March-2024-with-risk-assessment.pdf>) was reviewed and it was unanimously AGREED that the Council will support the proposed ‘littler pick’. The actions in the paper were agreed. The Chair agreed to collect the equipment from the Council office on the 21 March and the Clerk was instructed to advise the villagers who wanted to take part that they could collect the equipment from the Chair at the Memorial Hall (9:30 AM on 23 March). The Clerk will deal with the other steps in the paper.

#### iii. Broadband issues Little Hampden – see [https://greatandlittlehampdenparishcouncil.gov.uk/wp-content/uploads/2023/12/Clerk-briefing-note-to-Councillors-23\\_0070-a-broadband-wires-Little-Hampden-with-appendix.pdf](https://greatandlittlehampdenparishcouncil.gov.uk/wp-content/uploads/2023/12/Clerk-briefing-note-to-Councillors-23_0070-a-broadband-wires-Little-Hampden-with-appendix.pdf)

- It was unanimously AGREED that the Parish Council is not able to ‘step into the shoes of others’ and, therefore, unable to assist further.

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**24/0016: Correspondence**

- a) To REVIEW items of correspondence received since the last meeting.
  - The Clerk advised that a request had been made for further defibrillator training. It was unanimously AGREED to aim to run some more courses in June (maybe a Thursday to link with the WI meetings).
  - A discussion took place regarding the installation of a defibrillator in Little Hampden. The Clerk was instructed to re-invite the Rural Defibrillator Group to a future meeting. A discussion took place in respect of the Parish Council contributing to this defibrillator. POST MEETING CLERK NOTE: While there is not a specific power to provide defibrillators, the Public Health Act 1936, s.234 states *"A local authority may provide life-saving appliances at such places, whether places used for bathing or not, as they think fit."*

**24/0017: Urgent Items - To AGREE urgent items to be added to the next agenda**

- a) To AGREE items to be added to the next agenda. None

**24/0018: Next Meeting**

- a) To AGREE the date of the next meeting (8 April 2024)
  - It was unanimously RESOLVED to hold the next meeting on 8 April 2024. Councillor Aston gave her apologies.

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

Approved 8 April 2024 reference 24/0020(a)