

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

**Minutes of the Annual Meeting of the Parish Council on Monday 8 July 2024**

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

Present: Councillor F Smith (Chair)  
Councillor K Butler  
Councillor C Page

Apologies: Apologies were received from Councillor Aston and Councillor Stanley

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: No Members of the Public attended the meeting.

Members of the press: None

**MINUTES**

**24/0042: Formalities**

- a) To NOTE apologies for absence
  - The apologies shown above were accepted.
  - 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.
  - No Members of the Public [‘MOP’] attended the meeting.

**24/0043: Minutes**

- a) To APPROVE the Minutes of the Meeting held on 28 May 2024
  - The minutes were unanimously APPROVED. The Chair will sign the minutes when the draft watermark is amended.

**Initial**

**24/0044: Finance**

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation
  - The finance pack, together with the bank reconciliation and 'earmarked' funds analysis was unanimously APPROVED.
  - The Clerk advised that £2,500.00 had been transferred from the Council's current account to its deposit account.
  - The Clerk advised that a VAT rebate had been received from HMRC in the sum of £329.54 in respect of the claim to 30 April 2024
- 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.

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

**List of direct debit payments made since the last meeting (28 May 2024- to be verified on 8 July 2024)**

| Invoice Date | Payment to | Amount/Description | Administration |
|--------------|------------|--------------------|----------------|
| 28 May 2024  | BT         | £48.59 Broadband   | Direct debit   |
| 28 June 2024 | BT         | £48.59 Broadband   | Direct debit   |
|              |            |                    |                |

**Payments approved on 28 May 2023 (now paid)**

| Invoice Date | Payment to | Amount/Description | Online set up | Approved |
|--------------|------------|--------------------|---------------|----------|
|              |            | NONE               |               |          |
|              |            |                    |               |          |
|              |            |                    |               |          |

**List of payments made since the last meeting (28 May 2024 to be further verified on 8 July 2024)**

| Invoice Date/Due date | Payment to            | Amount/Description                        | Online set up     | Approved                                    |
|-----------------------|-----------------------|---|-------------------|---|
| 2 July 2024           | DCK Payroll Solutions | £45.60 Payroll administration             | 2 July 2024 Clerk | 2 July 24 – F Smith<br>2 July 24 - K Butler |
| 2 July 2024           | N Baxter              | £400.82 Net of tax pay (Apr to June 2024) | 2 July 2024 Clerk | 2 July 24 – F Smith<br>2 July 24 - K Butler |
| 2 July 2024           | HMRC                  | £266.80                                   | 2 July 2024       | 2 July 24 – F Smith                         |

**Initial**

|  |  |      |       |                      |
|--|--|------|-------|----------------------|
|  |  | PAYE | Clerk | 2 July 24 - K Butler |
|--|--|------|-------|----------------------|

**Payments to be approved on 8 July 2024**

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

**Known forward payments (not including DDs to be approved on (8 July 2024)**

| Invoice Date | Payment to | Amount/Description  | Online set up | Administration |
|--------------|------------|---|---------------|----------------|
| Sept 2024    | SLCC       | £450.00<br>CiLCA examination fees<br>Minute reference 24/0021 (g) | n/a           | n/a            |
|              |            |   |               |                |

- c) To CONSIDER and APPROVE a proposal from Councillor Page regarding the installation of traffic calming measures such as previously agreed 'village gates'/'road markings' [previous minute references 23/0066 (a), 24/0020 (c) (i) and 24/0029 (b)]
- Councillor Page advised that no progress has been made.
  - Councillor Page agreed to contact Buckinghamshire Council and/or the local Community Board regarding the traffic calming efficiency of 'gates' versus 'white lines'.
  - Councillor Page will write a proposal before the next meeting, it will be published on the Council website 7 days before the meeting.

**24/0045: Planning**

- a) To CONSIDER for response any planning applications since the previous meeting and CONFIRM the response:
- None
- b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:
- Ref. No: 24/06010/FUL - Householder application for construction of two storey rear extension - 3 Old Saw Mill Lane [withdrawn].

**Initial**

## **24/0046: Strategy**

### a) Policies

#### i. POLICY REVIEW: To APPROVE the 'Publication Scheme'

- It was unanimously RESOLVED to adopt the policy in accordance with the proposal prepared by the Clerk.

#### ii. POLICY REVIEW: To REVIEW and APPROVE the Planning Statement policy

- It was unanimously RESOLVED to adopt the policy in accordance with the proposal prepared by the Clerk.

#### iii. POLICY REVIEW: To REVIEW and APPROVE the Co-option policy

- It was unanimously RESOLVED to adopt the policy in accordance with the proposal prepared by the Clerk.

## **24/0047: Information update: To receive the following items for information and to CONSIDER items to be added to the next agenda**

### a) To RECEIVE information from the Clerk in respect of his CiLCA training progress

- The Clerk provided an update on the CiLCA training. The Clerk noted that progress had already been made on items such as agenda adjustments, improved minute timings, structured policy approval cycles, regular VAT re-claims, the implementation of a '.gov.uk' website and emails and clean annual internal audits; these were all positive improvements. However, further improvements could still be made, such as adopting the different agenda style for meetings. It was noted that items, such as matters arising from previous minutes, should be discussed for information only and that any decisions should be specifically identified on future agendas, with due notice of the discussion/decision being made. It was unanimously RESOLVED that where a decision was required, a proposal would be placed on the Council website at the same time as the agenda, giving MOPs three clear working days' notice of any such item. It was recognised that emergency and minor expenditure decisions could be dealt with under the existing delegated authority scheme and existing standing orders.

### b) To RECEIVE an update from the Clerk in respect of the operation of the delegated authority scheme approved at the last meeting

**Initial**

- The Clerk provided an update on the operation of the delegated authority scheme approved at the last meeting. The Clerk noted there is no power in the Local Government Act 1972 that allows an officer [the Clerk] to operate under the instruction of a single member [Councillor]. The Clerk noted that there had been two planning applications that were available for comment, but he could not provide a Council response as only two Councillors had replied to his email. It was unanimously RESOLVED that in future all Councillors would respond to the Clerk, even if their comment was a 'no comment' response, recognising that the Clerk would only respond to the Principal Authority planning department if he received a quorate number of responses.
- c) To RECEIVE reports from Councillors on items not covered in this agenda
- Councillor Smith reported that she had met with the new Agents retained by the Estate. Councillor Smith advised that the meeting had been arranged as a “*faces to names only*” meeting.
- d) To RECEIVE an update from the Clerk in respect of items on the Minute Action Tracker
- It was agreed that minute reference 22/0024 (a), and 23/0051 (a) iii and 23/0056 (c) were completed and could be removed from the Minute Action tracker.
  - Regarding the Little Hampden defibrillator [22/0058 (b), 24/0021 (h), 24/0029 (b) and 24/0034 (c)] Councillor Butler and the Clerk will meet with the landowner.
- e) To RECEIVE information from the Clerk relating to items of correspondence received since the last meeting that the Clerk feels should be brought to the attention of the Council
- None
- f) To RECEIVE and NOTE the most recent crime report
- None
- g) To AGREE any items to be added to the next agenda
- Little Hampden Defibrillator

**24/0048: Next Meeting**

- a) To AGREE the date of the next meeting (16 September 2024)
- It was unanimously to hold the next meeting on 16 September 2024.

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

**Initial**