

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

### Minutes of the Annual Meeting of the Parish Council on Monday 16 September 2024

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

Present: Councillor K Butler (meeting Chair & Council Vice Chair)  
Councillor C Aston  
Councillor H Stanley

Apologies: Apologies were received from Councillor Smith and Councillor Page

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: One Member of the Public ['MoP'] attended the meeting.

Members of the press: None

### MINUTES

#### 24/0049: Formalities

- a) To NOTE apologies for absence
  - It was unanimously AGREED to accept the apologies shown above.
  - 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.
  - The only MOP attending the meeting did not wish to address the meeting.

#### 24/0050: Minutes

- a) To APPROVE the Minutes of the Meeting held on 8 July 2024
  - The minutes were unanimously APPROVED. The meeting Chair will sign the minutes when the draft watermark is amended.

Initial

**24/0051: 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.
- 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.

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

**List of direct debit payments made since the last meeting (8 July 2024- to be verified on 16 September 2024)**

Invoice Date	Payment to	Amount/Description	Administration
29 July 2024	BT	Broadband	£48.59
27 Aug 2024	The Chiltern Society	Annual membership	£30.00
28 Aug 2024	BT	Broadband	£48.59

**Payments approved on 8 July 2024 (now paid)**

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

**List of payments made since the last meeting (8 July 2024 to be further verified on 16 September 2024)**

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
29 July 2024	Alvin Evans-Woodward	£175.00 Repairs to Little Hampden Noticeboard	2 July 2024 Clerk	28 July 2024 – F Smith 28 July 2024 – H Stanley
2 Aug 2024	Nick Higgins	£640.00 8 x Common grass cuts	2 July 2024 Clerk	1 Aug 2024 – F Smith 2 Aug 2024 – H Stanley

**Payments to be approved on 16 September 2024**

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

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**Known forward payments (not including DDs to be approved on (16 September 2024))**

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

c) TO CONSIDER and APPROVE a donation to the Royal British Legion poppy appeal (3 wreaths and donation) using s137 power - £100 in 2023.

- The Royal British Legion donation of £100.00 was unanimously APPROVED.
- The donation cheque was signed by two signatories at the meeting.

**24/0052: Planning**

a) To CONSIDER for response any planning applications since the previous meeting and CONFIRM the response:

- 24/06737/FUL - Householder application for construction of single storey rear extension - 3 Old Saw Mill Lane Great Hampden Buckinghamshire HP16 9FA. It was noted that the no representation had been made directly to the Council. It was unanimously AGREED that the Clerk should respond to the planning authority on the basis of, “the planning authority should take into account the views of the nearest neighbours to the property, consider the overall property size increase and ensure the amendments are in keeping with the surrounding properties.”
- 24/06935/FUL - Householder application for construction of two storey side extension - 5 Old Saw Mill Lane Great Hampden Buckinghamshire HP16 9FA. It was noted that the no representation had been made directly to the Council. It was unanimously AGREED that the Clerk should respond to the planning authority on the basis of, “the planning authority should take into account the views of the nearest neighbours to the property, consider the overall property size increase and ensure the amendments are in keeping with the surrounding properties.”

b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:

**Initial**

- 24/06070/FUL - Hilltop Cottage Little Hampden Road Little Hampden Buckinghamshire HP16 9PS – application withdrawn. The withdrawn application was noted.

#### **24/0053: Strategy**

- a) Traffic calming measures in Great Hampden – discussion paper on website - <https://greatandlittlehampdenparishcouncil.gov.uk/minutes/full-council-meeting-16th-september-2024>
- The report written by Councillor Page was considered.
  - Mobile Vehicle Activated Signs ['MVAS'] were not supported because of the 40mph is not being broken as often as perceived [see speed survey documents <https://greatandlittlehampdenparishcouncil.gov.uk/minutes/full-council-meeting-28th-november-2023>] and it was felt that such a sign might have to opposite effect to the intended response.
  - Speed watch was also not supported as it was felt that there would not be enough volunteers and that it would be labour and training intensive.
  - It was unanimously AGREED to explore the additional signs/posters, which is the only remaining 'soft' option, and request that Councillor Page continues her dialogue with the local area technician when he returns from paternity leave.
- b) Now that the 'gov.uk' emails have been in operation for over a year CONSIDER cancelling all Councillors gmail type accounts
- It was noted that all bar one Councillor had set up their '.gov.uk' email address on our new email platform. This will be set up shortly, being delayed by holidays.
  - It was noted that our '.gov.uk' emails had now been in operation for over a year.
  - After discussion, it was unanimously AGREED that all Councillors should deactivate and delete any old gmail accounts they had been using for Council business and that each Councillor should confirm to the Clerk when that action had been taken.

#### **24/0054: 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

**Initial**

- The Clerk provided an update on his CiLCA training progress. The CiLCA course will be completed by the end of October. The Clerk will then register for the course work submission/examination stage of the programme during November, ready for the next intake period, which commences on 1 December 2024. At this point, the SLCC assessment fees of £450.00 will be payable. The Clerk will then have 12 months to submit 30 individual assessment papers covering 30 aspects of Council governance.
- b) To RECEIVE an update from the Clerk in respect of the operation of the delegated authority scheme approved at the last meeting
- Delegated authority was not used in period.
- c) To RECEIVE reports from Councillors on items not covered in this agenda
- None
- 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, Councillor Aston and the Clerk met with the landowner on 11 September 2024. An appropriate site was agreed. The Clerk will now source the cabinet and defibrillator. The landowner will arrange for an appropriate electricity supply, which the Council will refund along with the cost of installing the defibrillator cabinet.
- 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
- It was reported that there had been a road traffic incident in Little Hampden that had caused damage. It was felt that it was probably accidental rather than intended criminal damage.
- g) To AGREE any items to be added to the next agenda
- None

**24/0055: Next Meeting**

a) To AGREE the date of the next meeting (28 October 2024)

- It was unanimously AGREED to hold the next meeting on 28 October 2024.
- Apologies were noted from Councillor Butler.

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

APPROVED 28 October 2024 ref 24/0057 (a)