

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

Minutes of the Annual Meeting of the Parish Council on Monday 2 December 2024

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

Present: Councillor Smith (Chair)
Councillor K Butler (Vice Chair)
Councillor C Aston
Councillor H Stanley

Apologies: Buckinghamshire Councillor – David Carroll

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: One member of the public ['MoP'] was present

Members of the press: None

MINUTES

24/0064: Formalities

- a) To NOTE apologies for absence
 - There were no apologies from Councillors
 - 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 MoP asked questions about the Community Infrastructure Levy ['CIL'] spending timings and programme.

24/0065: Minutes

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

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24/0066: Finance

- a) To CONSIDER and APPROVE the financial pack and bank reconciliation
- Councillor Butler pointed out that some of the numbers in the finance pack reconciliation had been carried forward from the previous reconciliation, but added that the accounts were correct. The finance pack, together with the bank reconciliation and 'earmarked' funds analysis was unanimously APPROVED, subject to the typos being corrected. POST MEETING NOTE: The Clerk has uploaded a correct version to the Parish website.
 - Councillor Aston reminded the Council of a previous decision to use the money donated by a film company, after filming in Little Hampden, to contribute towards replacement Little Hampden Church gates and that the invoice had been received. It was unanimously APPROVED to release the previously agreed funds. POST MEETING NOTE FOR CLARITY: The Clerk has confirmed that minute reference 22/0003 (d)¹ stated, *"It was AGREED that the £1,000.00 donated by a filming company following filming in Little Hampden could be used for this purpose. It was noted that in supporting this proposal the Council was not using funds that had been raised via the Precept, it was using monies donated by a film company for disruption caused in Little Hampden. It was AGREED that the film company donation should be used in the way the Little Hampden community wanted it to be used. Further, minute reference 22/0047 (c)² stated, "The gate is now half made, and it was confirmed by the Chair that the use of the £1,000.00 filming money is at the discretion of the Parish Council. This money will be spent shortly as a contribution towards the cost of the new gate. This item can also be removed to the completed list."*
- 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 2024 finance report: payments made and to be made

List of direct debit payments made since the last meeting (28 October 2024 - to be verified on 2 December 2024)

Invoice Date	Payment to	Amount/Description	Administration
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¹ Meeting date 5 January 2022

² Meeting date 26 July 2022

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28 Oct 2024	BT	Broadband	£48.59
28 Nov 2024	BT	Broadband	£48.59

Payments approved on 28 October 2024 (now paid)

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

List of payments made since the last meeting (28 October 2024 - to be verified on 2 December 2024)

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
4 November 2024	WelMedical	£1,399.20 (defibrillator and cabinet Little Hampden)	2 Nov 2024	2 Nov 2024 – F Smith 2 Nov 2024 – H Stanley
7 November 2024	Alvin Evans-Woodward	£160.00 (electrics and fixing defibrillator cabinet in Little Hampden)	7 Nov 2024	7 Nov 2024– F Smith 7 Nov 2024– K Butler
21 November 2024	SLCC	£450.00 CiCLA qualification Minute reference 24/0021 (g)	21 Nov 2024	21 Nov 2024 – F Smith 21 Nov 2024 – K Butler

Payments to be approved on 2 December 2024

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

Known forward payments (not including DDs to be approved on (2 December 2024))

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

- c) To CONSIDER and APPROVE the Council banking arrangements following new Lloyds charging structure
- The information produced by the Clerk, and placed on the Council website, was considered. After discussion, it was unanimously RESOLVED to remain with Lloyds Bank,

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but the Clerk was asked to keep the position under review and bring the matter back to the attention of the Council if the cost dynamics alter significantly.

- d) To CONSIDER and APPROVE the Precept position for the year 2025-2026
- The information produced by the Clerk, and placed on the Council website, was considered. After discussion, it was unanimously RESOLVED to adopt the amount in the paper (£8,665 for the 2025/26 period).
- e) To CONSIDER and APPROVE the provision of 'bleed kits' by the Great and Little Hampden defibrillators.
- The information produced by the Clerk, and placed on the Council website, was considered. After discussion, it was unanimously RESOLVED to purchase 'bleed kits' for each defibrillator location.
- f) To CONSIDER the Local Government Services Pay Agreement 2024/2025
- The information provided by the National Association of Local Councils in respect of the Local Government Services Pay Agreement 2024/2025, and placed on the Council website by the Clerk, was considered. After discussion, it was unanimously RESOLVED to adopt the 2024/2025 pay award. The Chair will advise our payroll service company.

24/0067: Planning

- a) To CONSIDER for response any planning applications since the previous meeting and CONFIRM the response:
- The Clerk pointed out that the planning items on the agenda were left on the agenda from the last meeting and had been discussed at the last meeting.
- b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:
- It was noted that the following applications had been approved by Buckinghamshire Council:
 - i. 24/07335/FUL- Householder application for construction of single storey detached garage and hardstanding - Yew Tree Cottage Little Hampden Road Little Hampden Buckinghamshire HP16 9PS

- ii. 24/07338/FUL - Householder application for construction of conservatory/sunroom to the left side of the property - Woodpeckers Little Hampden Road Little Hampden Buckinghamshire HP16 9PS.

24/0068: Strategy

- a) To CONSIDER and APPROVE the co-option of a Councillor to replace Councillor Page
- The Clerk advised that the Parish Council had received permission from Buckinghamshire Council to replace Councillor Page by co-option. The Clerk was instructed to advertise the vacancy.
- b) To CONSIDER whether to cancel the Parish Council X (formally known as Twitter) account
- The information produced by the Clerk, and placed on the Council website, was considered and it was unanimously RESOLVED to cancel the Parish Council X account. The Clerk was instructed to implement the decision.
- c) To Consider and APPROVE the risk register (annual review)
- The updated risk register produced by the Clerk, and placed on the Council website, was considered. The Clerk suggested that the 'likelihood' of our bankers failing (risk identification 2.1) should be reduced from a '2' to a '1', as we currently bank with Lloyds Bank. After discussion, this risk identification reduction was unanimously AGREED. After further discussion, it was also unanimously RESOLVED to change 'loss of cash through theft or dishonesty' (risk identification 2.3) and 'failure to adopt sound budgeting to underlie annual precept' (risk identification 2.6) from '2' to '1'. The Clerk was instructed to implement the decision and update the document held on the Council website.

24/0069: Information update: To receive the following items for information and to CONSIDER items to be added to the next agenda

- a) To RECEIVE an update from the Clerk in respect of the operation of the delegated authority scheme approved at the last meeting
- The Clerk advised that the Delegated Authority was not used in the previous period
- b) To RECEIVE reports from Councillors on items not covered in this agenda
- Councillor Butler asked that 'signs around Little Hampden Common' could be added to the next agenda.

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- Councillor Smith advised that she will try to set up a further meeting with the Estate representatives.
- c) To RECEIVE an update from the Clerk in respect of items on the Minute Action Tracker
- The Clerk advised that all the Dropbox files have been transferred to the Zoho Workspace and that the Dropbox account had been cleared and closed.
 - As the defibrillator had now been fitted in Little Hampden the dates of the Defibrillator Awareness courses for villagers were discussed, it was unanimously RESOLVED to hold these on 22 February 2025 and 5 March 2025.
- d) 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
- The Clerk advised that he had received grant requests from the Memorial Hall Management committee in respect of 1) planned groundworks and 2) audio visual equipment. It was unanimously RESOLVED to add this request to the next agenda. The Clerk was instructed to liaise with the requestors before the next meeting so that full information can be considered by the Council.
 - The Clerk advised that he had received grant requests for a defibrillator to be located near to the Great Hampden church. It was unanimously RESOLVED to add this request to the next agenda. The Clerk was instructed to liaise with the requestors before the next meeting so that full information can be considered by the Council.
 - The Clerk advised that he had received correspondence from the residents of Old Saw Mill Lane requesting that the Council reduce the speed limit along Pink Road opposite the entrance to Old Saw Mill Lane. The Clerk advised the Council that he had responded to advise that the Parish Council did not have the power to make such a reduction. After discussion, it was unanimously RESOLVED to add this request to the next agenda.
- e) To RECEIVE and NOTE the most recent crime report
- None
- f) To AGREE any items to be added to the next agenda
- Councillor Butler requested that 'signs around Little Hampden Common' be added to the next agenda.

24/0070: Next Meeting

- a) To AGREE the date of the next meeting (17 February 2025)

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- It was unanimously RESOLVED to hold the next meeting on 17 February 2025 in the Village Hall at 1800 hrs.
- The Clerk advised that the Parish Council had previously agreed to hold the Annual Meeting of the Parish Council and the Annual Meeting of the Electors on 27 May 2025. He advised that in a normal year this would be compliant, but that in an election year, which 2025 is, the Annual Meeting of the Parish Council had to be held within 14 days of the election date. As the Election date is 1 May 2025, it was unanimously RESOLVED to hold the Annual Meeting of the Parish Council and the Annual Meeting of the Electors on 13 May 2025. It was noted that the Clerk will have to join the meetings virtually.

Signed Date

DRAFT until approved

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