

Great and Little Hampden Parish Council
Memorial Hall, Memorial Road Great Hampden HP16 9RF

To Members of the Council: You are hereby summoned to the Parish Council Meeting taking place at the Memorial Hall on Tuesday 13th October 2026 commencing at 6pm.

To Members of the Public and Press: You are invited to attend and witness the meeting.

AGENDA

Formalities:

- 135.26 To receive apologies for absence and consider their acceptance
- 136.26 To receive any declarations of interest and dispensation requests for items on items on the agenda
- 137.26 Members of the Public and Press are invited to address the Council

Minutes:

- 138.26 To consider and approve the minutes of the meeting held on the 8th September 2026

Finance:

- 139.26 To receive and note payments made since the last meeting under delegated authority.
- 140.26 To consider and approve the regular monthly payments and any additional payments due.
- 141.26 To consider and approve finance report including bank reconciliations
- 142.26 To appoint an Internal Auditor for 2026-2027
- 143.26 To note NJC Pay Scale for 2026-2027

Planning:

- 144.26 To note responses to planning applications made under delegated authority:
 - a) PL/26/06912/HB: Ferns Cottage, Pink Road: Defer to Heritage Officer
- 145.26 To consider responses to new planning applications received before publication of this agenda: None received
- 146.26 To consider responses to new planning applications received between publication of this agenda and the meeting date.
- 147.26 To receive an update on planning applications that have been decided.

Information update:

- 148.26 To receive an update from the Clerk on any actions taken under delegated authority.
- 149.26 To review outstanding actions.
- 150.26 To receive an update / report from Councillors on items not covered elsewhere on this agenda.
- 151.26 To receive correspondence received since the last meeting that requires the Council's attention.
- 152.26 To receive and note the most recent crime report.

Future Agenda Items and Meeting Date:

- 153.26 To agree any items to be added to the next agenda.
- 154.26 To confirm the date and time of the next meeting: 8th December 2026 starting at 6pm at the Memorial Hall.

Tracey Martin

Tracey Martin
Clerk to the Council

Wednesday 7th October 2026

Great and Little Hampden Parish Council

Parish Council meeting held on Tuesday 8th September 2026 at 6pm at the Memorial Hall, Memorial Road, Great Hampden

Present: Councillor K Butler (Chair)
Councillor H Stanley (Vice Chair)
Councillor T Ramsey
Councillor C Aston
Tracey Martin, Clerk and Responsible Financial Officer

Members of the public: None present

Formalities

116.26 To receive apologies for absence and consider their acceptance: No apologies.

117.26 To receive any declarations of interest on items on the agenda: None declared.

118.26 Members of the Public and Press invited to address the Council: None present

Minutes

119.26 To approve the Minutes of the Meeting held on 6th July 2026: It was unanimously **resolved** to approve the minutes and the minutes were signed.

Finance

120.26 To receive and note payments made since the last meeting under delegated authority: The following payments were noted.

Payments Made Since Last Meeting (06th July) 2026						
Date	Payee	Method	Gross	VAT	NET	Description
27/06/2026	BT	Direct Debit	£ 61.93	£ 10.32	£ 51.61	Monthly charge
11/06/2026	Lloyds	Direct Debit	£ 4.25		£ 4.25	Bank Charge
14/07/2026	Tracey Martin	Online	£ 348.40		£ 348.40	Clerk Salary
14/07/2026	St Mary Magdalene Church	Online	£1,100.00		£1,100.00	Grant Min Ref 108.26
20/07/2026	HeartSafe	Debit Card	£ 588.50	£ 95.60	£ 492.90	Bleed Kits x 2
15/08/2026	Tracey Martin	Online	£ 278.80		£ 278.80	Clerk Salary
15/08/2026	HMRC	Online	£ 69.60		£ 69.60	PAYE
28/07/2026	BT	Direct Debit	£ 67.27	£ 11.21	£ 56.06	Monthly charge
28/08/2026	BT	Direct Debit	£ 67.27	£ 11.21	£ 56.06	Monthly charge
18/08/2026	Nick Higgins	Online	£ 320.00	£ -	£ 320.00	Grass cutting Apr, May, Jun GH Common
24/08/2026	Chiltern Society	Direct Debit	£ 30.00	£ -	£ 30.00	Annual Subscription

121.26 To consider and approve the regular monthly payments and any additional payments due: It was **resolved** to approve the following payments.

Payments to be Approved						
Date	Payee	Method	Gross	VAT	NET	Description
15/09/2026	Tracey Martin	Online	£278.80		£278.80	Clerk Salary
15/09/2026	HMRC	Online	£69.60		£69.60	PAYE

122.26 To consider and approve Finance Report and Bank Reconciliations for July and August 2026: It was **resolved** that the finance reports and bank reconciliations be approved.

Planning

- 155.26 **To note responses to planning applications made under delegated authority:** It was **resolved** to note the below comments.
- a) PL/26/06094/KA: Blakemore Memorial Road: Removal of Trees 1) Damson, 2) Hawthorn, 3) Ash, 4) Ash, 5) Hawthorn, 6) Hawthorn, 7) Hawthorn and 8) Beech: No objection
 - b) PL/26/06088/KA: Blakemore Memorial Road: Removal of Trees - 12) multi stemmed Hornbeam (and Holly) tree, 13) Holly tree, multi stemmed, 14) Holly tree, 15) Hornbeam tree, 16) Hornbeam tree: No objection
 - c) PL/26/06200/FA: Primrose Cottage Hampden Common Lane: Erection of a single-storey rear glazed veranda: No objection
- 156.26 **To consider responses to new planning applications received before publication of this agenda:** **None received:** None received
- 157.26 **To consider responses to new planning applications received between publication of this agenda and the meeting date:** None received
- 158.26 **To receive an update on planning applications that have been decided:** The below change of status were noted.
- a) PL/26/03831/HB: Ferns Cottage Pink Road: Refuse consent
 - b) PL/26/04569/FA: Ferns Cottage Pink Road Great Hampden: Refused
 - c) PL/26/06088/KA: Blakemore Memorial Road: TPO shall not be made
 - d) PL/26/06094/KA: Blakemore Memorial Road: TPO shall not be made

Strategy

- 159.26 **To consider the purchase of a bleed kit for the church defibrillator at a cost of £229 + VAT:** Two bleed kits have been received and arrangements are being made for installation. Discussions were had on a third kit for the Church and it was **resolved** to order one more bleed kit at a total cost of £229 + VAT. Cllr Butler will confirm that the Church will be happy for it to be installed on the Church and once confirmation is received the Clerk will order. **Action: Cllr Butler / Clerk**

Information Update

- 160.26 **To receive an update from the Clerk on any actions taken under delegated authority:** None taken
- 161.26 **To review outstanding actions:**
- i) **22/0021c: Asset Register – Add photographs:** Progressing. **Action: All**
 - ii) **003/26: Speed limits Pink Road:** Data has been supplied to Councillors. **Action: Closed**
014/26: Parish Council marketing - leaflet & poster: Cllr Stanley has produced a poster which will be put on noticeboards and is waiting on a quote for the leaflet. It was agreed that a Beech or Oak Leaf or Tree will be used as the Parish Council Logo. **Action: Cllr Stanley**
 - iii) **24/0066e: Bleed Kits – Add to agenda purchase of additional bleed kit for church:** This was discussed earlier in the meeting. **Action closed.**
Clerk will enquire if Bleed Kits need to be registered like defibrillators with the circuit. **Action: Clerk**
The Clerk will advertise their availability once installed along with defibrillators on the Parish Council website, social media etc. **Action: Clerk**
- 162.26 **To receive an update from Councillors on items not covered elsewhere on this agenda:** Cllr Butler reported on a recent Planning Forum meeting and provided Councillors with an update. Key topics discussed included the use of the Buckinghamshire Council Enforcement webpage for reporting planning concerns, updates on the Local Plan consultation and associated timescales, the National Scheme of Delegation, revisions to the National Planning Policy Framework, and clarification regarding the definition of Grey Belt land. The presentation slides will be circulated to Councillors for information.
- 163.26 **To receive correspondence received that requires the Council's attention:** None
- 164.26 **To receive and note the most recent crime report:** No crimes to report

Future Agenda Items & Meeting Dates

- 165.26 **To agree any items to be added to the next agenda:** None. Any further items to be sent through to the Clerk.
- 166.26 **To confirm the date and time of the next meeting:** Tuesday 13th October 2026 starting at 6pm at the Memorial Hall.

Meeting closed at 6.51pm

Signed Date

FINANCE:**Payment Schedule - October 2026**

Payments Made Since Last Meeting (8th September 2026)						
Date	Payee	Method	Gross	VAT	NET	Description
28/09/2026	BT	Direct Debit	£ 67.27	£ 11.21	£ 56.06	Monthly Charge
15/09/2026	Tracey Martin	Online	£ 278.80		£ 278.80	Clerk Salary
15/09/2026	Tracey Martin	Online	£ 69.60		£ 69.60	PAYE
					£ -	

Payments to be Approved						
Date	Payee	Method	Gross	VAT	NET	Description
15/10/2026	Tracey Martin	Online	£278.80	£0.00	£278.80	Clerk Salary
15/10/2026	HMRC	Online	£69.60	£0.00	£69.60	PAYE
15/10/2026	BT	S/O	£67.27	£11.21	£56.06	Monthly charge
10/10/2026	Lloyds	S/O	£4.25		£4.25	Bank Charge

Receipts						
Date	Payee	Method	Gross	VAT	NET	Description
15/09/2026	Buckinghamshire Council	Online	£4,332.50		£4,332.50	Precept - 2nd Half
16/09/2026	Lloyds	Online	£ 75.00		£ 75.00	Complaint compensation

Cash Book:

Date	Account	Type	Payee	Method	Cleared	Gross Amount	VAT	Net	Category	Description
09/04/2026	Deposit	Income	Lloyds	Online	Yes	£8.52		£8.52	Bank interest	Interest
13/04/2026	Current	Expenditure	Lloyds	Online	Yes	£4.25		£4.25	Admin costs	Bank Charge
14/04/2026	Current	Income	Buckinghamshire C	Online	Yes	£4,332.50		£4,332.50	Precept	1st Half
16/04/2026	Current	Expenditure	Parish Online	Online	Yes	£643.20	£107.20	£536.00	Admin costs	Website and Email Hosting
27/04/2026	Current	Expenditure	BMKALC	Online	Yes	£57.60		£57.60	Subscriptions	Subscription 26-27
27/04/2026	Current	Expenditure	GiffGaff	Debit Card	Yes	£6.00	£1.00	£5.00	Telephone	Top Up
27/04/2026	Current	Expenditure	Amazon	Debit Card	Yes	£559.00	£93.17	£465.83	Capital expenditure	Laptop
27/04/2026	Current	Expenditure	Amplified Sound Lin	Online	Yes	£2,276.22		£2,276.22	Donation/grant made	Grant
27/04/2026	Current	Expenditure	Adam Piercey Gard	Online	Yes	£1,025.00		£1,025.00	Donation/grant made	Grant
28/04/2026	Current	Expenditure	BT	Direct Debit	Yes	£61.93	£10.32	£51.61	Telephone	Monthly charge
06/05/2026	Current	Expenditure	Microsoft	Debit Card	Yes	£119.99	£20.00	£99.99	Admin costs	Microsoft Office One of Purchase
11/05/2026	Deposit	Income	Lloyds	Online	Yes	£9.17		£9.17	Bank interest	Interest
12/05/2026	Current	Expenditure	Lloyds	Online	Yes	£4.25		£4.25	Admin costs	Bank Charge
14/05/2026	Current	Income	Lloyds	Online	Yes	£50.00		£50.00	Other Receipt	Complaint Payment
27/05/2026	Current	Expenditure	Clear Councils	Online	Yes	£463.45		£463.45	Insurance	Insurance 26-27
27/05/2026	Current	Expenditure	Auditing Solutions	Online	Yes	£306.00	£51.00	£255.00	Audit fees	Internal Audit 25-26
28/05/2026	Current	Expenditure	BT	Direct Debit	Yes	£61.93	£10.32	£51.61	Telephone	Monthly charge
09/06/2026	Deposit	Income	Lloyds	Online	Yes	£7.49		£7.49	Bank interest	Bank Interest
10/06/2026	Current	Expenditure	Everything Figures	Online	Yes	£169.20	£28.20	£141.00	Admin costs	Annual Payroll Charge
11/06/2026	Deposit	Expenditure	Lloyds	Online	Yes	£4.25		£4.25	Admin costs	Bank Charge
15/06/2026	Current	Expenditure	Tracey Martin	Online	Yes	£348.40		£348.40	Clerk salary	Clerk Salary
16/06/2026	Current	Expenditure	Nick Baxter	Online	Yes	£147.38		£147.38	Clerk salary	Clerk Salary
16/06/2026	Current	Expenditure	HMRC	Online	Yes	£98.00		£98.00	HMRC (PAYE)	PAYE
27/06/2026	Current	Expenditure	BT	Online	Yes	£61.93	£10.32	£51.61	Telephone	Monthly charge
09/07/2026	Deposit	Income	Lloyds	Direct Debit	Yes	£7.47		£7.47	Bank interest	Bank Interest
14/07/2026	Current	Expenditure	Lloyds	Online	Yes	£4.25		£4.25	Admin costs	Bank Charge
15/07/2026	Current	Expenditure	Tracey Martin	Online	Yes	£348.40		£348.40	Clerk salary	Clerk Salary
15/07/2026	Current	Expenditure	St Mary Magdalene	Online	Yes	£1,100.00		£1,100.00	Donation/grant made	Grant Min Ref 108.26
20/07/2026	Current	Expenditure	HeartSafe	Debit Card	Yes	£588.50	£95.60	£492.90	Maintenance	Bleed Kits x 2
28/07/2026	Current	Expenditure	BT	Direct Debit	Yes	£67.27	£11.21	£56.06	Telephone	Monthly charge
10/08/2026	Deposit	Income	Lloyds	Direct Debit	Yes	£7.20		£7.20	Bank interest	Bank Interest
11/08/2026	Current	Expenditure	Lloyds	Direct Debit	Yes	£4.25		£4.25	Admin costs	Bank Charge
15/08/2026	Current	Expenditure	Tracey Martin	Online	Yes	£278.80		£278.80	Clerk salary	Clerk Salary
15/08/2026	Current	Expenditure	HMRC	Online	Yes	£69.60		£69.60	HMRC (PAYE)	PAYE
18/08/2026	Current	Expenditure	Nick Higgins	Online	Yes	£320.00		£320.00	Maintenance	Grass cutting Apr, May, Jun GH Common
24/08/2026	Current	Expenditure	Chiltern Society	Direct Debit	Yes	£30.00		£30.00	Maintenance	Maintenance
28/08/2026	Current	Expenditure	BT	Direct Debit	Yes	£67.27	£11.21	£56.06	Telephone	Monthly charge
15/09/2026	Current	Expenditure	Tracey Martin	Online	Yes	£278.80		£278.80	Clerk salary	Clerk Salary
15/09/2026	Current	Expenditure	HMRC	Online	Yes	£69.90		£69.90	HMRC (PAYE)	PAYE
28/09/2026	Current	Expenditure	BT	Direct Debit	Yes	£67.27	£11.21	£56.06	Telephone	Monthly charge
15/10/2026	Current	Expenditure	Tracey Martin	Online		£278.80		£278.80	Clerk salary	Clerk Salary
15/10/2026	Current	Expenditure	HMRC	Online		£69.60		£69.60	HMRC (PAYE)	PAYE
09/09/2026	Deposit	Income	Lloyds	Online	Yes	£6.35		£6.35	Bank interest	Bank Interest
10/09/2026	Current	Expenditure	Lloyds	Online	Yes	£4.25		£4.25	Admin costs	Bank Charge
15/09/2026	Current	Income	Buckinghamshire C	Online	Yes	£4,332.50		£4,332.50	Precept	Precept
16/09/2025	Current	Income	Lloyds	Online	Yes	£75.00		£75.00	Admin costs	Complaint Payment

	Apr	May	Jun	Jul	Aug	Sep	Grand Total		Budget	Budget Spend %	Variance £ Spent v budget
Income	£4,341.02	£59.17	£7.49	£7.47	£7.20	£4,413.85	£8,836.20		£ 9,107.16		
Admin costs						£75.00	£75.00				
Bank interest	£8.52	£9.17	£7.49	£7.47	£7.20	£6.35	£46.20		£ 142.34	32%	£ 96.14
Donation received									£ -	0%	£ -
Other Receipt		£50.00					£50.00		£ -	0%	-£ 50.00
Precept	£4,332.50					£4,332.50	£8,665.00		£ 8,665.00	100%	£ -
VAT refund									£ 299.82	0%	£ 299.82
Expenditure	£4,633.20	£955.62	£829.16	£2,108.42	£769.92	£420.22	£9,716.54		£ 10,540.90		
Admin costs	£647.45	£124.24	£173.45	£4.25	£4.25	£4.25	£957.89		£ 881.40	109%	-£ 76.49
Audit fees		£306.00					£306.00		£ 294.00	59%	£ 120.55
Capital expenditure	£559.00						£559.00		£ 1,134.40	49%	£ 575.40
CIL									£ 1,740.29	0%	£ 1,740.29
Clerk salary			£495.78	£348.40	£278.80	£278.80	£1,401.78		£ 3,000.00	47%	£ 1,598.22
Donation/grant made	£3,301.22			£1,100.00			£4,401.22		£ 100.00	4401%	-£ 4,301.22
Hall hire									£ -	0%	£ -
HMRC (PAYE)			£98.00		£69.60	£69.90	£237.50		£ 1,159.60	20%	£ 922.10
Insurance		£463.45					£463.45		£ 458.45	101%	-£ 5.00
Maintenance				£588.50	£350.00		£938.50		£ 575.00	163%	-£ 363.50
Office supplies									£ -	0%	£ -
Other									£ 273.00	0%	£ 273.00
Postage									£ -	0%	£ -
Regulatory fees									£ 47.00	0%	£ 47.00
Subscriptions	£57.60						£57.60		£ 83.24	69%	£ 25.64
Telephone	£67.93	£61.93	£61.93	£67.27	£67.27	£67.27	£393.60		£ 644.52	61%	£ 250.92
Training									£ 150.00	0%	£ 150.00
Opening Balance as per bank statement	£ 20,447.91	£ 20,155.73	£ 19,259.28	£ 18,437.61	£ 16,336.66	£ 15,573.94					
Income	£ 4,341.02	£ 59.17	£ 7.49	£ 7.47	£ 7.20	£ 4,413.85					
Expenditure	£ 4,633.20	£ 955.62	£ 829.16	£ 2,108.42	£ 769.92	£ 420.22					
Closing Balance	£ 20,155.73	£ 19,259.28	£ 18,437.61	£ 16,336.66	£ 15,573.94	£ 19,567.57					
Balance as per bank statements	£ 20,155.73	£ 19,259.28	£ 18,437.61	£ 16,336.66	£ 15,573.94	£ 19,567.57					
Difference (must be £0)	£ -	£ -	£ -	£ -	£ -	£ -					
Less Unpresented Cheque	-£ 100.00	-£ 100.00	-£ 100.00	-£ 100.00	-£ 100.00	-£ 100.00					
Adjusted Bank Balance	£ 20,055.73	£ 19,159.28	£ 18,337.61	£ 16,236.66	£ 15,473.94	£ 19,467.57					

To consider and approve finance report including bank reconciliations:

GREAT AND LITTLE HAMPDEN PARISH COUNCIL BANK RECONCILIATION 1ST APRIL 2026 - 31ST MARCH 2027

Bank Reconciliation at 30th September 2026		
A	Cashbook Balance as of 1st April 2026	£ 20,347.91
	Total balance	£ 20,347.91
	Add	
	Receipts 01/04/2026 - 31/03/2027	£ 8,836.20
	Less	
	Payments 01/04/2026 - 31/03/2027	£ 9,716.54
	Cash in Bank 30/06/2026 (per cash book)	£ 19,467.57
B	Cash in hand per Bank Statements	
	Current Account	£ 4,381.62
	Deposit Account	£ 15,185.95
	Total balance	£ 19,567.57
	Less unrepresented payments	-£ 100.00
	Plus unrepresented receipts	£ -
	Adjusted Bank Balance	£ 19,467.57
A=B	OK	

Earmarked Reserves (MANUAL)

Earmarked funds: held reserve c50% of precept	£ 4,500.00
Earmarked funds: future election expenses	£ 2,000.00
Earmarked funds: GH & LH bleed kits and cabinets [24/0068 (e)]	£ 250.00
Earmarked funds: Village Hall support (ground works) [25/0003 (d)] , Village Hall support (audio system, hearing loop, projector and retractable screen) [25/0003 (e)] and 'new plumbing' request [25/0053 (e)] = all combined to a max of 75% of the request	£ 2,298.78
Unaccounted balance of funds available	-£ 9,048.78

TO NOTE NJC PAY SCALES FOR 2026-2027

SCP 17 backdated to 1st May 2026.
£16.08 to £16.61

TO APPOINT AN INTERNAL AUDITOR FOR 2026-2027

Quote 1: Auditor from previous year: Auditing Solutions
£270.00 + VAT

Quote 2: T Goss who is an auditor who the Clerk has worked with previously.
Fees are set by the higher of receipts and payments.
The end of year audit also includes a 6-month audit and support throughout the year.
£225.00

OUTSTANDING ACTIONS

<u>Minute</u>	<u>Action</u>	<u>Whom</u>	<u>Progress</u>	<u>Status</u>
22/0021 c	Asset Register – Add photographs	Clerk / Cllr Stanley	06/07/26: Clerk and Councillors progressing	
129/26 ii	Parish Council marketing – Look at producing a leaflet & poster	Cllr Stanley	Cllr Stanley has produced a poster which will be put on noticeboards and is waiting on a quote for the leaflet. It was agreed that a Beech or Oak Leaf or Tree will be used as the Parish Council Logo.	
127.26 (ii)	Bleed Kit – Do they need registering like defibrillators	Clerk	There are various websites they can be registered with BleedMap - National Bleed Control Kit Registry seems a good site. Once they have been installed they can be registered.	
127.26 (ii)	Bleed Kit	Cllr Butler and Clerk	Cllr Butler will confirm that the Church will be happy for it to be installed on the Church and once confirmation is received the Clerk will order.	