

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 8th September 2026 commencing at 6pm.

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

AGENDA

Formalities:

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

Minutes:

- 119.26 To consider and approve the minutes of the meeting held on the 6th July 2026

Finance:

- 120.26 To receive and note payments made since the last meeting under delegated authority.
- 121.26 To consider and approve the regular monthly payments and any additional payments due.
- 122.26 To consider and approve finance report including bank reconciliations

Planning:

- 123.26 To note responses to planning applications made under delegated authority:
 - 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
- 124.26 To consider responses to new planning applications received before publication of this agenda: None received
- 125.26 To consider responses to new planning applications received between publication of this agenda and the meeting date.
- 126.26 To receive an update on planning applications that have been decided:
 - a) PL/26/03831/HB: Ferns Cottage Pink Road: Listed building application for proposed underpinning works: Refuse consent
 - b) PL/26/04569/FA: Ferns Cottage Pink Road Great Hampden: Refused

Strategy:

- 127.26 To consider the purchase of a bleed kit for the church defibrillator at a cost of £229 + VAT

Information update:

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

Future Agenda Items and Meeting Date:

- 133.26 To agree any items to be added to the next agenda.
- 134.26 To confirm the date and time of the next meeting: Tuesday 13th October 2026 starting at 6pm at the Memorial Hall.

Tracey Martin

Tracey Martin
Clerk to the Council

Wednesday 2nd September 2026

MINUTES FOR APPROVAL

Great and Little Hampden Parish Council

Parish Council meeting held on Monday 6th July 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: Two members of the public present at the start of the meeting

Formalities

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

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

100.26 Members of the Public and Press are invited to address the Council:

- a) A resident who has moved to the Parish and introduced themselves.
- b) A resident asked for an update on an outstanding enforcement issue W/24/00419/COU: It was noted that an appeal is currently outstanding and enforcement action cannot proceed until that appeal has been determined.

Minutes

101.26 To approve the Minutes of the Meeting held on 26 May 2026: A minor amendment was made to minute 87.26, updating the month from June to July. It was unanimously resolved to approve the minutes as amended and the minutes were signed.

Finance

102.26 To receive and note the payments made since the last meeting under delegated authority: It was **resolved** that the delegated authority payments be accepted.

Invoices Paid				
Payee	Gross	VAT	NET	Description
Everything Figures	£169.20	£28.20	£141.00	Payroll processing (annual)
Nick Baxter	£147.38	£0.00	£147.38	Clerk salary
HMRC	£98.00	£0.00	£98.00	PAYE
Tracey Martin	£348.40	£0.00	£348.40	Clerk salary

103.26 To consider and approve the regular monthly payments and any additional payments due: It was **resolved** that the below payments be unanimously approved.

Direct Debits				
Payee	Gross	VAT	NET	Description
BT	£61.93	£10.32	£51.61	Monthly charge
Lloyds	£4.25		£4.25	Bank Charge

Invoices to be approved and paid				
Payee	Gross	VAT	NET	Description
Tracey Martin	£348.40	£0.00	£348.40	Clerk salary to be paid 15/07/26

104.26 To consider and approve the Bank Reconciliation for May and June 2026: It was **resolved** that the bank reconciliations be approved.

Planning

135.26 To consider responses to new planning applications received before publication of this agenda: It was unanimously **resolved** to approve the below comments.

PL/26/03831/HB: Ferns Cottage Pink Road Great Hampden: Comment submitted under delegated authority due to deadline: No objection

PL/26/04569/FA: Ferns Cottage Pink Road Great Hampden: The Parish Council objects to this application due to concerns regarding the proposed plumbing arrangements and the potential for the building to be used now or in future as residential accommodation or a holiday let. This could lead to a

form of ancillary accommodation similar to that previously refused on this site. The Council also considers that the height and scale of the proposed building would encroach upon neighbouring properties and appear overbearing within the Green Belt.

- 136.26 **To consider responses to new planning applications received between publication of this agenda and the meeting date:** None received
- 137.26 **To receive an update on planning applications that have been decided:** The below change of status were noted.
PL/26/02571/FA: Cottage On The Common 40 School Lane Great Hampden: Refuse Permission
PL/26/02572/HB: Cottage On The Common 40 School Lane Great Hampden: Refuse consent
PL/26/03425/CONDA: Hilltop Cottage Little Hampden Road Little Hampden: Condition Accepted

Strategy

- 138.26 **To consider and approve a grant application from St Mary Magdalene Church Great Hampden for funding towards guard rails around footpath:** Following discussions it was **resolved** to approve the grant of £1,100. It was also **resolved** that the monies will be paid in the July payment schedule.

Information Update

- 139.26 **To receive an update from the Clerk on any actions taken under delegated authority:** None taken
- 140.26 **To review outstanding actions:**
- i) **22/0021c: Asset Register – Add photographs:** The Clerk is progressing this and Cllrs Stanley and Butler will take additional photographs. The Clerk will add these to the asset register and present the updated entry to Full Council for approval. **Action: Cllr Stanley / Cllr Butler / Clerk**
 - ii) **24/0066e: Bleed Kits – purchase for each defibrillator location:** It was **resolved** that further to minute reference 24/0066e the Clerk will purchase two bleed kits, one for Great Hampden and one for Little Hampden at a cost of £239 per unit plus VAT. Councillors will obtain permission with the respective building owners. **Action: Councillors and Clerk**
A potential third kit for the Church will be considered at the September meeting, and the Clerk will include this item on the agenda. **Action: Clerk**
 - iii) **003/26: Speed limits Pink Road:** The Clerk has liaised with Buckinghamshire Council. They have advised there is no data available for Pink Road but they have supplied Ordnance Survey Telematic speed data which has been shared with Councillors. Cllr Stanley stated that what has been supplied is useful but unfortunately doesn't cover far enough up the road. Cllr Stanley will mark up a map with the area required and the Clerk will liaise with Buckinghamshire Council to see if they have data for this area. **Action: Cllr Stanley and Clerk**
 - iv) **Supply of bin stickers for residents:** Cllr Stanley will share with Councillors and also bring along to community events. Action closed.
 - v) **Parish Council marketing, look at producing a leaflet & poster:** Cllr Stanley shared a mock-up of a leaflet. It was agreed that Cllr Stanley will obtain a quote for these to be produced. **Action: Cllr Stanley** Members discussed possible distribution methods including a leaflet drop but no decision was made. As there is no meeting in August it was noted that, depending on the cost arrangements, this may be made under delegated authority. The Council also discussed the placement of noticeboards and wider opportunities to promote the Council and its Councillors to residents.
 - vi) **Add to agenda grant application for funding of repairs to the public footpath which runs through the church grounds between the church and the toilet block:** This was discussed earlier in the meeting. This action is now closed.
- 141.26 **To receive an update from Councillors on items not covered elsewhere on this agenda:** None
- 142.26 **To receive correspondence received that requires the Council's attention:** None
- 143.26 **To receive and note the most recent crime report:** No crimes to report

Future Agenda Items & Meeting Dates

- 144.26 **To agree any items to be added to the next agenda:** Bleed Kit for alongside the church defibrillator.
- 145.26 **To confirm the date and time of the next meeting:** As the Parish Council does not meet in August the next meeting will be on Tuesday 8th September 2026 starting at 6pm at the Memorial Hall.

Meeting closed at 6.58pm

FINANCE

To receive and note payments made since the last meeting under delegated authority:

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 Great Hampden	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

Payments to be approved:

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

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

Great and Little Hampden Parish Council
Unaudited Accounts 1st April 2026 to 31st March 2027

	Apr	May	Jun	Jul	Aug	Grand Total
Income	£4,341.02	£59.17	£7.49	£7.47	£7.20	£4,422.35
Bank interest	£8.52	£9.17	£7.49	£7.47	£7.20	£39.85
Donation received						
Other Receipt		£50.00				£50.00
Precept	£4,332.50					£4,332.50
VAT refund						
Expenditure	£4,633.20	£955.62	£829.16	£2,108.42	£769.92	£9,296.32
Admin costs	£647.45	£124.24	£173.45	£4.25	£4.25	£953.64
Audit fees		£306.00				£306.00
Capital expenditure	£559.00					£559.00
CIL						
Clerk salary			£495.78	£348.40	£278.80	£1,122.98
Donation/grant made	£3,301.22			£1,100.00		£4,401.22
Hall hire						
HMRC (PAYE)			£98.00		£69.60	£167.60
Insurance		£463.45				£463.45
Maintenance				£588.50	£350.00	£938.50
Office supplies						
Other						
Postage						
Regulatory fees						
Subscriptions	£57.60					£57.60
Telephone	£67.93	£61.93	£61.93	£67.27	£67.27	£326.33
Training						
Travel expenses						
Opening Balance as per bank statement	£ 20,447.91	£ 20,155.73	£ 19,259.28	£ 18,437.61	£ 16,336.66	
Income	£ 4,341.02	£ 59.17	£ 7.49	£ 7.47	£ 7.20	
Expenditure	£ 4,633.20	£ 955.62	£ 829.16	£ 2,108.42	£ 769.92	
Closing Balance	£ 20,155.73	£ 19,259.28	£ 18,437.61	£ 16,336.66	£ 15,573.94	
Balance as per bank statements	£ 20,155.73	£ 19,259.28	£ 18,437.61	£ 16,336.66	£ 15,573.94	
Difference (must be £0)	£ -	£ -	£ -	£ -	£ -	
Less Unpresented Cheque	-£ 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	

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 31st July 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	£	4,415.15
	Less		
	Payments 01/04/2026 - 31/03/2027	£	8,526.40
	Cash in Bank 30/06/2026 (per cash book)	£	16,236.66
B	Cash in hand per Bank Statements		
	Current Account	£	164.26
	Deposit Account	£	16,172.40
	Total balance	£	16,336.66
	Less unrepresented payments	-£	100.00
	Plus unrepresented receipts	£	-
	Adjusted Bank Balance	£	16,236.66
A=B	Checks out 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)]	£	229.00
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	£	7,208.88

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

Bank Reconciliation at 31st August 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	£	4,422.35
	Less		
	Payments 01/04/2026 - 31/03/2027	£	9,296.32
	Cash in Bank 30/06/2026 (per cash book)	£	15,473.94
B	Cash in hand per Bank Statements		
	Current Account	£	394.34
	Deposit Account	£	15,179.60
	Total balance	£	15,573.94
	Less unrepresented payments	-£	100.00
	Plus unrepresented receipts	£	-
	Adjusted Bank Balance	£	15,473.94
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)]	£	1,000.00
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	-£	9,798.78

OUTSTANDING ACTIONS

<u>Date</u>	<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: The Clerk is progressing this	
	003/26	Speed limits Pink Road 1. Obtain speed data from Buckinghamshire Council 2. Supply of bin stickers for residents	Clerk / Cllr Stanley	Data has been supplied to Councillors	Completed
	014/26	Parish Council marketing – Look at producing a leaflet & poster	Cllr Stanley	06/07/26: Cllr Stanley will obtain a quote for these to be produced which will be circulated by email. As there is no September meeting depending on costs this maybe decided under delegated authority.	
	110.26 (ii)	Bleed Kit	Clerk	Add to agenda to consider purchasing a third kit for the Church	On Agenda Completed