Great and Little Hampden Parish Council

Minutes of the Annual Meeting of the Council held on Tuesday 26th May 2026 at 6.15pm at the Memorial Hall, Memorial Road, Great Hampden

Present: Councillor F Smith opened the meeting and chaired item 74.26, following this became a member of the public due to resignation
Councillor K Butler (Chair from item 75.26)
Councillor H Stanley (Vice Chair from item 75.26)
Councillor T Ramsey
Councillor C Aston

Attendance: Tracey Martin, Clerk and Responsible Financial Officer

Members of the public: Two members of the public present at the start of the meeting

Formalities

74.26 To elect a Chair and Vice Chair to the Parish Council for the period to 31 March 2027 and to receive the signed declaration of Acceptance of Office: It was unanimously ***resolved*** that Cllr Butler will be elected Chair of the Parish Council and Cllr Stanley be elected Vice Chair. Both members signed their Declarations of Acceptance of Office.

75.26 To note any apologies received and decide whether to accept them: No apologies.

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

77.26 Members of the Public and Press are invited to address the Council: A member of the public thanked Cllr Smith for their work for the Parish Council.

78.26 To approve the Minutes of the Meeting held on 27 April 2026: It was unanimously ***resolved*** to approve the minutes and the minutes were signed.

Finance

79.26 To consider and approve the regular monthly payments, payments made since the last meeting and payments to be made: It was ***resolved*** that all payments be unanimously approved.

Payments to be approved 26th May 2026

Payee	Gross	VAT	NET	Description
Clear Council	£ 463.45		£ 463.45	Insurance Renewal due 30th May 2026
Auditing Solutions	£ 306.00	£ 51.00	£ 255.00	Internal Audit 25-26

Payments and Receipts Made Since Last Meeting (27th April 2026) To Be Noted

Debit Card Spend				
Payee	**Gross**	**VAT**	**NET**	**Description**
GiffGaff	£ 6.00	£ 1.00	£ 5.00	Top Up
Amazon	£ 559.00	£ 93.17	£ 465.83	Laptop
Microsoft	£ 119.99	£ 20.00	£ 99.99	Microsoft Office One of Purchase

Invoices Paid				
Payee	**Gross**	**VAT**	**NET**	**Description**
BMKALC	£ 57.60		£ 57.60	Subscription 26-27
Amplified Sound Limited	£2,276.22		£2,276.22	

Initial

Adam Piercey Gardening	£1,025.00		£1,025.00	

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

Receipts				
Payee	**Gross**	**VAT**	**NET**	**Description**
Lloyds	£ 50.00		£ 50.00	Complaint Payment
Lloyds	£ 9.17		£ 9.17	Interest

80.26 To consider and approve the Bank Reconciliation for April 2026: It was ***resolved*** that the April 2026 bank reconciliation be approved.

81.26 To reconsider and approve the internal audit report for 2025-2026 due to an error in the original comments from the internal auditor: The Internal Audit page of the Annual Governance and Accountability return had been revised with box O now being marked as yes. It was ***resolved*** to accept the revision.

82.26 To consider and reapprove the final AGAR report due to the above error: This item is not required as page 4 does not affect the decisions taken under sections 1 and 2.

83.26 To consider and approve a debit card for the Clerk with a limit of £500: Following discussions it was unanimously ***resolved*** to approve the debit card and the forms were signed.

84.26 To consider response to any planning applications notified prior to publication of this agenda:

a) PL/26/02572/HB: Cottage On The Common 40 School Lane Great Hampden: Objection submitted under delegated authority due to comment deadline and an extension not granted.

b) PL/26/02571/FA: Cottage On The Common 40 School Lane Great Hampden: Objection submitted under delegated authority due to comment deadline and an extension not granted.

85.26 To consider response for any planning applications notified between the publication of this agenda and the meeting date: None notified

86.26 To receive an update on any received and/or decided planning applications and appeals: No updates received.

Strategy

87.26 To consider and approve grant application for funding of repairs to the public footpath which runs through the church grounds between the church and the toilet block: This item will be deferred to the next meeting due to a delay in the Clerk producing the grant application form which has now been shared. This will be added to the July agenda. **Action: Clerk**

Policy Review

88.26 To review and approve Standing Orders (no amendments): Following a minor amendment in the version control it was unanimously ***resolved*** to readopt the Standing Orders.

89.26 To review and approve Financial Regulations (no amendments): Following a minor amendment in the version control it was unanimously ***resolved*** to readopt the Financial Regulations.

90.26 To review and approve the Scheme of Delegation (no amendments): Following a minor amendment in the version control it was unanimously ***resolved*** to readopt the Scheme of Delegation.

Initial

Information Update

91.26 To receive an update from the Clerk in respect of the operation of the delegated authority scheme approved at the last meeting (including planning applications with response deadlines after the last meeting and prior to this meeting): No update required

92.26 To receive reports from Councillors on items not covered in this agenda: No reports.

93.26 To receive an update from the Clerk in respect of items on the Minute Action Tracker:

a) 21/0054: Parish Laptop: The has now been purchased and this item will be removed from the action tracker.

b) 22/0021: Photos on Asset Register. Photos will be shared with Clerk and Clerk will update. **Action: Clerk**

c) 24/0066: Bleed Kits: Clerk will look into purchasing. **Action: Clerk**

d) 25/0003: Grants approved for the Memorial Hall. It was agreed these items would be removed from the action tracker and reflected in earmarked reserves.

e) 003/26: Pink Road speed data and bin stickers. The Clerk will obtain the data, and Cllr Smith will pass the bin stickers to Cllr Stanley. **Action: Clerk / Cllr Smith**

f) 014/26: Parish Council marketing – Look at producing a leaflet & poster: 26/05/26: Cllr Stanley will produce but has asked Councillors to share thoughts on Parish Council achievements by the end of June. **Action: Cllr Stanley / All**

94.26 To receive information from the Clerk relating to items of correspondence received since the last meeting that the Clerk feels should be bought to the attention of the Council: None received.

95.26 To receive and note the most recent crime report: No crime report received.

Future Agenda Items & Meeting Dates

96.26 To AGREE any items to be added to the next agenda: None

97.26 To AGREE dates of meetings for the ensuing year: Following discussions it was ***resolved*** to move all meetings apart from the one schedule for 6th July 2026 to the second Tuesday of the month for consistency. All meetings start at 6pm unless otherwise stated and are held at the Memorial Hall. Note: these dates may be subject to change due to ensuring that the meetings are quorate.

Monday 6th July 2026
Tuesday 8th September 2026
Tuesday 13th October 2026
Tuesday 8th December 2026
Tuesday 9th February 2027
Tuesday 13th April 2027

Meeting closed at 6.57pm

Signed …… Date ……..

Initial