

Great and Little Hampden Parish Council

Matters Arising Action Tracker (live tasks)

Last updated/saved 19th May 2026

Minute reference	Subject/details	Due Date	Responsibility	Update
21/0054 (c)	Parish Computer It would AGREED the Clerk would investigate replacement options and make a proposal to the next Council meeting.			On the 7 April 2026 agenda 044/26 – 7 April 2026 - The amount up to the earmarked funds (£1,000) for this purpose was unanimously APPROVED although it was noted the likely cost would be <£600. The replacement Clerk agreed to provide details of a recent laptop purchase for a different Council. The current Clerk will circulate the details for Councillors to approve the purchase of this model. Once approved, by email, the current and replacement Clerk will sort out the logistics. May 2026: Laptop has not been purchased and in use. Consider deletion of this action.
22/0021 (c)	Asset register It was AGREED that during this financial year we would carry out a physical audit of the Assets include taking photographs of the Assets and including them in the register.	30 Aug 2022	Chair/Clerk	May 2026: Can this be scheduled or item closed
24/0066 (e)	Bleed kits 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.			May 2026: Update required
25/0003 (d)	To CONSIDER and APPROVE 'in principle' a grant toward a predicted £2,500 for groundworks around the Memorial Hall In view of the fact that the Council holds CIL monies it was prepared to fund, in principle, this project to 100%. The Council will require two quotes and a full scheme of works. It was agreed that the Village Hall committee would pay for the works and the Parish Council would pay the funds in to the Village Hall committee bank account.			Oct 2025 – rolling agenda item 30 Nov 2025 – on the agenda for 8 Dec 2025 8 Dec 2025 - A grant of £5,600.00 in respect of the three items ((25/0003(d), 25/0003(e) & 25/0053(e)) (75%) was unanimously RESOLVED, subject to confirmation, in writing from the village hall committee, that appropriate permissions for the work to be carried out have been received.
25/0003 (e)	To CONSIDER and APPROVE 'in principle' a grant toward a predicted £5,000 for an audio system,			Oct 2025 – rolling agenda item 30 Nov 2025 – on the agenda for 8 Dec 2025

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	<p>hearing loop, projector and retractable screen in the Memorial Hall</p> <p>In view of the size of the single investment the Council agreed, in principal, to part fund this project to 75%. The Council will require two quotes and a full scheme of works. It was agreed that the Village Hall committee would pay for the works and the Parish Council would pay the funds in to the Village Hall committee bank account.</p>			8 Dec 2025 - A grant of £5,600.00 in respect of the three items ((25/0003(d), 25/0003(e) & 25/0053(e)) (75%) was unanimously RESOLVED, subject to confirmation, in writing from the village hall committee, that appropriate permissions for the work to be carried out have been received.
25/0053 (e)	<p>To CONSIDER and APPROVE a new funding request for the Village Hall plumbing system</p>			8 Dec 2015 - A grant of £5,600.00 in respect of the three items ((25/0003(d), 25/0003(e) & 25/0053(e)) (75%) was unanimously RESOLVED, subject to confirmation, in writing from the village hall committee, that appropriate permissions for the work to be carried out have been received.
25/0041 (d)	<p>New Assertion 10</p> <p>It was unanimously AGREED to adopt the items suggested in the proposal. It was noted that further training should be undertaken and that the Council needed to write and adopt an IT policy. Councillor Butler agreed to assist with the writing of the IT policy.</p>	31 Dec 2025	KB	<p>7 Mar 2026 – add to the agenda for 7 April 2026</p> <p>7 April 2026 – minute reference 032/26 - It was noted that the draft IT Policy had not 'saved' to the website. It was unanimously Resolved to approve by email and it was agreed that all Councillors would comment and approve before the next meeting, by email. All have approved by email.</p> <p>27 April 2026 – final confirmation on the agenda.</p> <p>27 April – put on website</p> <p>May 2026 Update: Can this item now be closed</p>
25/0042 (d)	<p>Broken bench on Common</p> <p>The Parish Council was grateful for the offer by a local family to replace the bench. It was unanimously AGREED that the replacement should match the benches obtained during the COVID pandemic. The Chair agreed to share the details so the Clerk could forward them on to the family.</p>	ASAP	Clerk	<p>26 Sept 2025 – Clerk email to family</p> <p>27 Sept 2025 – Response from family "I will share this news with the family and then get back to you on the matter"</p> <p>30 Nov 2025 – no further response from the family</p> <p>May 2026 Update: As no further communication has been received since November how would the Council like to proceed with this action.</p>

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003/26	<p>Speed limits Pink Road</p> <ul style="list-style-type: none"> i. The Clerk will attempt to obtain this data for Pink Road outside Old Saw Mill Lane. ii. Clerk to supply the link to previous speed limit data obtained in Great Hampden iii. Chair to supply 'bin stickers' for the residents of Old Saw Mill Lane. 			<p>Action ii - 27 April 2026 – the previous speed data outputs (excel spreadsheets) are available on the parish website from when the issue was discussed, the November 2023 meeting:</p> <p>https://greatandlittlehampdenparishcouncil.gov.uk/meetings/full-council-meeting-28th-november-2023/</p>
014/26	<p>Parish Council marketing</p> <ul style="list-style-type: none"> • Councillor Stanley will look at producing a leaflet and poster. 			<p>May 2026 Update: Is there any progress on this matter</p>
034/26	To CONSIDER and APPROVE the Rural Community Defibrillator Group request to Great and Little Hampden Parish Council to take over the running and management of the defibrillator in Great Hampden (on the side of the Village Hall)	n/a	Clerk	<p>034/26 – 7 April 2026 - It was unanimously Resolved to take over the running and management of the defibrillator in Great Hampden (on the side of the Village Hall), as and when the Rural Community Defibrillator Group make further contact.</p> <p>May Update: this was approved, can this now be removed from the action tracker</p>
035/26	To CONSIDER and APPROVE the DCK Payroll Solutions fee list for 2026-2027	31 May 2026	Clerk	<p>035/26 – 7 April 2026 - The DCK Payroll Solutions fee list for 2026-2027 was unanimously APPROVED. It was also unanimously RESOLVED that the replacement Clerk would consider alternative suppliers and make a proposal to a future meeting.</p> <p>27 April – considered and resolved.</p> <p>May Update: DCK has been given notice and TM's payroll will be run by a new payroll provider. Can this item now be closed.</p>

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