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

Minutes of the Annual Meeting of the Parish Council on Thursday 17 July 2025

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

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

Apologies: None

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: One member of the public was present from item 5 (d)

Members of the press: None

MINUTES

25/0030: Formalities

a) To NOTE apologies for absence

- There were no apologies from Parish Councillors
- The Clerk confirmed the Council was quorate
- Apologies were received from Buckinghamshire Councillor David Carroll

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)*

- Councillor Stanley declared an interest in respect of the cricket club grant update.

c) Members of the public and press are invited to address the Council.

- No members of the public were present during the public participation section of the meeting.

25/0031: Minutes

a) To APPROVE the Minutes of the Meeting held on 13 May 2025

- The minutes were unanimously APPROVED. The Chair will sign the minutes when the draft watermark is amended.

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25/0032: Finance

a) To CONSIDER and APPROVE finance pack and bank reconciliation.

- The finance pack and bank reconciliation were unanimously APPROVED

b) To CONSIDER and APPROVE the regular monthly payments made, and the payments to be made.

- The regular payments report, copied into the minutes below, were unanimously APPROVED.

July 2025 finance report: payments made and to be made

List of payments made since the last meeting (13 May 2025 - to be verified on 17 July 2025) – not including DD's

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
13 June 2025	Alvin Evans-Woodward	£50.00 (erection of sign on Little Hampden Common – 25/006 (d)).	11 June 2025	11 June 2025 – F Smith 13 June 2025 – H Stanley
3 July 2025	DCK payroll services	£46.80 (payroll admin Apr, May & June 2025)	1 July 2025	3 July 2025 – H Stanley 3 July 2025 – K Butler
3 July 2025	N Baxter	£421.68 (net salary Apr, May & June 2025	1 July 2025	13 July 2025 – H Stanley 3 July 2025 – K Butler
3 July 2025	HMRC	£280.80 (NB PAYE Apr, May & June 2025)	1 July 2025	3 July 2025 – H Stanley 3 July 2025 – K Butler

Payments to be approved on 17 July 2025

Invoice Date	Payment to	Amount/Description
	NONE	N/A

Known forward payments (not including DDs to be approved on (17 July 2025))

Invoice Date	Payment to	Amount/Description
28 July 2025	£51.71	Broadband
28 Aug 2025	£51.71	Broadband

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Initial

25/00033: Planning

a) To CONSIDER for response any planning applications:
   - No notice of planning applications had been received.

b) To CONSIDER for response planning applications notified in the period between the publication of this agenda and the meeting date.
   - A notice, issued after the agenda was posted, was discussed - 25/06381/FUL which related to Walnut Tree Cottage, Little Hampden. The notice related to Householder application for surfacing of driveway, and new gates and fence to the front boundary (part retrospective). It was unanimously AGREED that the works that had been undertaken were not particularly in keeping with the rest of the village and had encroached on the road and the Clerk was instructed to make these comments to the approving authority.
   - Another notice, issued after the agenda was posted, in respect of the management of trees in the garden of The Hampden Arms, was discussed. No objections were raised.

c) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:
   - No updates had been received.

25/0034: Strategy

a) Grant update

i. To receive a response from the Village Hall committee in response to the Clerks email of 13 June 2025 (1725 hrs) – see also previous minute reference 25/0003 (d) & (e)
   - The Clerk provided an update that had been received from the Chair of the Village Hall committee, which stated. *"Both projects are scheduled for the autumn. In particular, we had remedial works to the electrics which need to be undertaken prior to the works on the AV system. The external works are better done after the summer to reduce the immediate impact of weed growth. I recognise that we still owe you full details on quotations before we can proceed - I'll ensure this is not overlooked. Please do pass this to the full council, and if you need further details ahead of the meeting, please let me know."*

ii. To receive a response from the Cricket Club in response to the Clerks email of 13 June 2025 (1722 hrs) – see also previous minute reference 25/0010 (k)
   - The Clerk provided an update he had received from the Cricket Club, which confirmed *"We have indeed made progress, and procured a mower. I've attached the invoice, we've*

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raised further funds to cover the difference." On this basis, it was unanimously APPROVED (by those who had not declared an interest) to release the £3,000.00 once evidence had been received of the correct Cricket Club bank account details.

- Councillor Stanley agreed to consider, with the Cricket Club, how best to publicise this grant.

b) To receive an update on the co-option of a Councillor to replace Councillor Page

- The Clerk confirmed that he had held a Teams call with the local landowner and business holder mentioned by Councillor Smith at the last meeting. The Clerk confirmed that he had explained the roles, responsibilities and time commitments of a parish councillor. A response was now awaited. Councillor Smith will make further contact.

c) Administration: To CONSIDER whether to place the minute tracker on the website

- It was unanimously AGREED to place the updated tracker in future meeting folders on the Parish Council website, names would be redacted where appropriate.

d) Policy review:

i. Grant policy: The Grant policy was unanimously APPROVED subject to the maximum amounts being set as £2,500 in respect of a capital spend and £500 in respect of a community benefit.

ii. Co-option policy: The Co-option policy was unanimously APPROVED subject to minor typo corrections.

25/0035: 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 highlighted that the insurance premium had been identified in the May 'payments to be made and/or verified' report at the May meeting[1]. As the insurance had to be in place by 1 June 2025, to comply with statutory requirements, the Clerk confirmed the premium of £458.45 had been paid via the debit card.

b) To RECEIVE reports from Councillors on items not covered in this agenda

- It was reported that the existing bench in Little Hampden had been renovated rather than a new one being purchased. The renovation was undertaken without the prior approval of the Parish Council. A request for payment for the work had been received. It was unanimously

[1] https://greatandlittlehampdenparishcouncil.gov.uk/wp-content/uploads/2025/05/Payments-to-be-verified-or-paid-on-13.05.2025.pdf

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AGREED that the Parish Council would not contribute to a renovated bench as this work was unauthorised and contrary to the agreement to purchase a new one. It was also noted that for renovation type work an estimate and scheme of works is required before agreeing to any expenditure.

c) To RECEIVE an update from the Clerk in respect of items on the Minute Action Tracker

- The Clerk will remove 20/0040 (b) i. 21/0018 (a), 20/0069 (a) i, 23/0066 (a), 24/0020 (c) I, 24/0029 (b), 24/0053 (a), 23/0069 (a), 24/0066 (a), 25/0013 (b), 25/0006 (d) and 25/0006 (f).

d) 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

- The clerk confirmed that he had received correspondence from, and had a Teams conversation with, a resident whose home is on the Great and Little Hampden and Great Missenden parish boundaries. The resident had recently been granted permitted development rights, from Buckinghamshire Council, for a fence next to his house in the woodland. The resident informed the clerk that he was in correspondence with Buckinghamshire Council highways about the footpath surfaces etc and thought it might be worth offering to speak to the Parish Councillors in case they had any questions. The resident was unable to make this meeting. The Clerk advised the resident that the Parish Council was a planning consultee rather than a decision- making authority and that if the Parish Council was asked its opinion (or received a complaint from a neighbour) the item would be added to a meeting agenda and discussed after due notice had been given. The clerk reported to the Parish Council that he had advised the resident that he would let t him know if the item was added to a future agenda so that he could attend the meeting.

e) To RECEIVE and NOTE the most recent crime report

- No crimes were reported.

f) To AGREE any items to be added to the next agenda

- Village Hall grant update.

25/0036: Next Meeting

a) To AGREE the date of the next meeting (15 September 2025) – unanimously AGREED.

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Signed …….. Date ……..

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