Great and Little Hampden Parish Council

Matters Arising Action Tracker (live tasks) **Last updated/saved 07 September 2025 10:31**

,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.			
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	
22/0071	**Litter bin near the Memorial Hall** While discussing the dog waste bin, the need for a litter bin to be installed near the Memorial Hall was also discussed. The Clerk was asked to investigate how this would be achieved and add it to the next agenda.			20 June 2023 – Chair has asked for a little bin and it has been passed for assessment. 7 Sept 2025 – no update – is this still live?
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.			
24/0068 (a) 25/0012 (a) 25/0034 (b)	**Councillor Co-option** The Clerk advised that the Parish Council had received permission from Buckinghamshire Council to replace Councillor Page by co-option. The Clerk was instructed to advertise the vacancy. It was noted that no applicant had come forward. Councillor Stanley AGREED to produce a 'Flyer' marketing the position to be handed out at the next monthly coffee morning in Great Hampden village hall. The Clerk confirmed that he had held a Teams call with the local landowner and business holder mentioned by			28 July 2025 – the local landowner responded to say he was not in a position to join the council at the moment.

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	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.			
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.			
25/0003 (e)	**To CONSIDER and APPROVE 'in principle' a grant toward a predicted £5,000 for an audio system, hearing loop, projector and retractable screen in the Memorial Hall** 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.			
25/0010 (k)	**To CONSIDER a grant request from Great and Little Hampden Cricket Club** The Councillors (other than the Councillor who had declared an interest – see 25/0009 (b)) agreed that they would like to support the cricket club in some way, It was unanimously AGREED to support the cricket club by supporting the purchase of a mower, to			25 July 2025 – Clerk emailed the cricket club asking for a copy of the clubs bank account statement. 26 July 2025 – Grant payment set up – approved by FS & KB 27 July 2025

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	a maximum £3,000 (which is the likely cost of a second hand mower). The Clerk was asked to update the annual CIL report.			
25/0034 (a) (ii)	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 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.			
25/0012 (b)	**To CONSIDER and APPROVE a replacement bench on Little Hampden Common** •Councillor Butler advised that an additional/replacement bench for Little Hampden would be welcomed. The two existing benches are well used by local walkers. The suggestion of a commemorative bench had previously been rejected. The Chair outlined her findings from some cost research that she had undertaken, and the style/materials of the bench were discussed. After discussion, it was agreed to spend up to a maximum of £400.00 on a replacement bench for Little Hampden Common. Councillor Aston and Councillor Butler AGREED to progress this project.			15 Sept 2025 - On the basis of 25/0035 (b) this item should be removed.
25/0035 (b)	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 AGREED that the Parish Council would not contribute to a renovated bench as this work was unauthorised and contrary to the agreement to			

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	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.			
25/0013 (f)	**British Legion wreaths** The Chair advised that as the British Legion wreaths for 2025 were now £30 each that the Council should consider increasing its section 137 donation in October 2025 ready for Remembrance Day 2025. The Clerk advised this item would be added to the 15 September 2025 agenda.	15 Sept 2025	Clerk	24 July 2025 - Added to the September 2025 agenda
25/0033 (b)	**Planning** 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.	ASAP	Clerk	24 July 2025 - Online planning system not working so Clerk has emailed the planning department.
25/0034 (a) (ii)	**Cricket Club Grant publicity** Councillor Stanley agreed to consider, with the Cricket Club, how best to publicise this grant.	15 Sept 2025	HS	
25/0034 (d) (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.	15 Sept 2025	Clerk	3 Sept 2025 – Clerk to upload updated policy to the parish website
25/0034 (d) (ii)	**Co-option policy** The Co-option policy was unanimously APPROVED subject to minor typo corrections.	15 Sept 2025	KB	3 Sept 2025 – Typo comments awaited.

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