# Great and Little Hampden Parish Council
## Memorial Hall, Memorial Road Great Hampden HP16 9RF

**To Members of the Council: You are hereby summoned to attend a meeting of Great and Little Hampden Parish Council Monday 15 September 2025 commencing at 6.00 pm. The meeting will take place at the Memorial Hall. To Members of the Public and Press: You are invited to attend and witness the meeting.**

*Nick Baxter* **Nick Baxter - Clerk to the Council – 5 September 2025**

| AGENDA | Proposed Timings | Lead | Inputs |
|---|---|---|---|
| **1. Formalities** | | | |
| a) To NOTE any received apologies for absence and DECIDE whether to accept any such apologies | 1 Min | All | Verbal |
| 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)* | 1 Min | All | Verbal |
| c) Members of the Public and Press are invited to address the Council | 10 Mins | Chair | Verbal |
| **2. Minutes** | | | |
| a) To APPROVE the Minutes of the Meeting held on 17 July 2025 | 1 Min | Clerk | Website |
| **3. Finance** | | | |
| a) To CONSIDER and APPROVE the financial pack and bank reconciliation | 4 Mins | Clerk | Website |
| b) To CONSIDER and APPROVE the regular monthly payments, payments made since the last meeting and payments to be made | 4 Mins | Clerk | Website |
| c) To CONSIDER and APPROVE the internal audit arrangements for the year ending 31 March 2026 (email 20 August 2025) | 2 Mins | Clerk | Website |
| d) To CONSIDER and AGREE the National pay award for clerks in relation to our Parish Clerk | 2 Mins | Chair | Website |
| e) To CONSIDER and AGREE the Annual British Legion wreath donation (via S137 payment) | 2 Mins | Chair | Website |
| **4. Planning** | | | |
| a) To CONSIDER for response planning applications notified prior to the publication of this agenda<br>• None notified prior to 5 September 2025 | 1 Mins | Clerk | n/a |
| b) To CONSIDER for response planning applications notified in the period between the publication of this agenda and the meeting date | 1 Mins | Clerk | n/a |
| c) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals<br>None notified prior to 5 September 2025 | 1 Mins | Clerk | n/a |
| **5. Strategy** | | | |
| a) Grant update | | | |
| i. To RECEIVE an update Re; Village Hall committee grant (see Clerks email of 13 June 2025 (1725 hrs) and previous minute reference 25/0003 (d) & (e), 25/00034 (a) (i) and 25/0035 (f)) | 2 Mins | Clerk | Verbal |
| b) To RECEIVE an update on the co-option of a Councillor to replace Councillor Page | 5 Mins | Chair | Verbal |
| c) To CONSIDER and AGREE the actions needed to comply with the 2026 AGAR, the new 'Assertion 10 – Digital and Data Compliance' | 5 Mins | Clerk | Website |
| **6. 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 | 2 Mins | Clerk | Verbal |
| b) To RECEIVE reports from Councillors on items not covered in this agenda | 5 Mins | All | Verbal |
| c) To RECEIVE an update from the Clerk in respect of items on the Minute Action Tracker | 5 Mins | Clerk | To follow |
| 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 | 2 Mins | Clerk | Verbal |
| • To RECEIVE notification of correspondence in respect of footpath diversion EII.58.1 and AGREE if any action is required | 1 Min | Clerk | Verbal |
| • To RECEIVE information from the Clerk relating to a broken bench on the Common and AGREE if any action is required. | 2 Min | Clerk | Verbal |
| e) To RECEIVE and NOTE the most recent crime report | 1 Min | Clerk | Verbal |
| f) To AGREE any items to be added to the next agenda | 1 Min | Clerk | Verbal |
| **7. Urgent items** | | | |
| a) To NOTE any items to be added to the next agenda. | 1 Mins | All | Verbal |
| **8. Next meeting** | | | |
| a) To AGREE the date of the next meeting (27 October 2025) | 2 Mins | All | Verbal |
| | 1 hr 4 Mins | | |