

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

Minutes of the Annual Meeting of the Parish Council on Monday 27 October 2025

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

Present: Councillor K Butler (Vice Chair and Chair of this meeting)
Councillor C Aston
Councillor H Stanley
Councillor T Ramsey (from co-option – item 25/0045 (d))

Apologies: Councillor F Smith
Buckinghamshire Councillor – David Carroll

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: One member of the public (until item 25/0045 (d)) then attended as a co-opted Councillor
Another member of the public (the Chair of the Village Hall Committee joined the meeting at item 5 (a) (i))

Members of the press: None

MINUTES

25/0045: Formalities

- a) To NOTE apologies for absence
- The apologies from Councillor Smith had been previously notified and were unanimously APPROVED.
 - 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*)
- None
- c) Members of the public and press are invited to address the Council.
- No members of the public were present.
- d) To CONSIDER appointing via 'co-option' a Councillor, to replace Councillor Page

Initial

- The Clerk confirmed that Mr Anthony [Tony] Ramsey had attended the last Council meeting as a MOP and observer, had held a meeting with the Chair and completed the relevant forms (application form and register of interests) and that they had been posted on the Council website.
- It was unanimously RESOLVED to appoint Mr Ramsey as a Councillor via co-option.
- Mr Ramsey signed the Declaration of Office which was verified by the 'Proper Officer of the Council' [the Clerk] and the Clerk confirmed that Mr Ramsey was a Great and Little Hampden Parish Councillor with immediate effect.
- The Clerk was instructed to process the relevant forms and look into possible induction training dates.

25/0046: Minutes

- a) To APPROVE the Minutes of the Meeting held on 15 September 2025
- The minutes were unanimously APPROVED. The Chair will sign the minutes when the draft watermark is amended.

25/0047: 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.

October 2025 finance report: payments made and to be made

List of payments made since the last meeting (15 September 2025 - to be 'noted' on 27 October 2025) – not including DD's

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
2 October 2025	DCK Payroll	£46.80 (payroll admin June to Sept 2025)	2 Oct 2025	2 Oct 2025 – F Smith 4 Oct 2025 – H Stanley

Initial

Payments to be approved on 27 October 2025

Invoice Date	Payment to	Amount/Description
	NONE	N/A

Known forward payments (not including DDs to be approved on (27 October 2025))

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

- c) To CONSIDER and APPROVE the purchase of the most up to date version of Charles Arnold Baker (14th edition).
- It was unanimously RESOLVED to purchase a copy of the 14th edition.

25/0048: Planning

- a) To CONSIDER for response any planning applications:
- Reference: PL/25/4500/KA / Application type: Notification of proposed works to trees in a conservation area / Location: Hampden Arms, Hampden Road, Great Hampden, Buckinghamshire, HP16 9RQ
 - It was unanimously RESOLVED to submit no objections
- b) To CONSIDER for response planning applications notified in the period between the publication of this agenda and the meeting date.
- No late applications had been notified.
- c) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:
- No updates had been received.

25/0049: Strategy

- a) Grant update

Initial

- 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))
- The Chair of the Village Hall committee updated the Council on progress.
 - The Village Hall committee have received the necessary quotes and will be a position to formally apply for the grants, previously agreed in principle, by the December 2025 Parish Council meeting.

25/0050: 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 advised that the delegated authority scheme had not been used in the previous period.
- b) To RECEIVE reports from Councillors on items not covered in this agenda
- No reports were given.
- c) To RECEIVE an update from the Clerk in respect of items on the Minute Action Tracker
- It was unanimously AGREED to remove items 24/0068 (a), 25/0012 (a) and 25/0034 (b).
- d) To RECEIVE information from the Clerk relating to items of correspondence received since the last meeting that the Clerk feels should be brought to the attention of the Council
- None
- e) To RECEIVE and NOTE the most recent crime report
- No crimes were reported.

25/0051: Urgent items

- a) To NOTE any items to be added to the next agenda.
- The Clerk reminded the Council that the neighbourhood police officer would be attending the meeting. Also that the December meeting was important as the Precept for 2026-2027 is to be discussed and agreed.
 - Councillor Stanley gave her apologies for the December meeting.

25/0052: Next Meeting

- a) To AGREE the date of the next meeting (8 December 2025) – unanimously AGREED.

Signed Date

DRAFT until approved