

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

Minutes of the Annual Meeting of the Parish Council on Tuesday 7 April 2026

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

Present: Councillor C Aston
Councillor H Stanley (Meeting Chair)
Councillor T Ramsey

Apologies: Councillor F Smith (Chair)
Councillor K Butler (Vice Chair)

Attendance: Mr N Baxter – Clerk and Responsible Financial Officer

Members of the public: One member of the public was present

Members of the press: None

MINUTES

Formalities

The first business of the meeting was to appoint a meeting chair as neither the Chair nor Vice Chair were present. It was unanimously RESOLVED that Councillor Stanley would 'chair' the meeting.

022/26: To NOTE apologies for absence

- Councillor Smith and Buttler apologised prior to the meeting, the apologies were accepted.
- The Clerk confirmed the Council was quorate.

023/26: 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

024/26: Members of the public and press are invited to address the Council.

- The one member of the public present did not address the Council.

Minutes

025/26: APPROVE the Minutes of the Meeting held on 23 February 2026

Initial

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

Finance

026/26: To CONSIDER and APPROVE finance pack and bank reconciliation.

- The finance pack and bank reconciliation were unanimously APPROVED.

027/26: 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.

March 2026 finance report: payments made and to be made

List of payments made since the last meeting (23 February 2026 - to be 'noted' on 7 April 2026) – not including DD's

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
23 Mar 2026	HMRC (Clerk PAYE)	£290.00 (Clerk Jan, Feb, Mar 2026 PAYE)	23 Mar 2026 - NB	23 Mar 2026 – H Stanley 23 Mar 2026 – F Smith
23 Mar 2026	N Baxter (net salary)	£434.98 (Jan, Feb, Mar 2026 net salary)	23 Mar 2026 - NB	23 Mar 2026 – H Stanley 23 Mar 2026 – F Smith
23 Mar 2026	DCK Payroll	£46.80 (payroll management)	23 Mar 2026 - NB	23 Mar 2026 – H Stanley 23 Mar 2026 – F Smith

Payments to be approved on 7 April 2026

Invoice Date	Payment to	Amount/Description
	NONE	N/A

Known forward payments (not including DDs to be approved on (7 April 2026))

Invoice Date	Payment to	Amount/Description
	NONE	N/A

Initial

Planning

028/26: To CONSIDER for response any planning applications:

- None notified prior to 28 March 2026, when the agenda was issued.

029/26: 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.

030/26: To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:

- None notified prior to 28 March 2026, when the agenda was issued.

Strategy

031/26: To CONSIDER and APPROVE steps that need to be taken to find a replacement Clerk

- It was noted that the proposed new Clerk attended this meeting as a member of the public, she was welcomed and thanked for taking on the role at Great and Little Hampden.

032/26: To CONSIDER and APPROVE the draft IT Policy

- 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.

033/26: To CONSIDER and APPROVE the draft document retention policy

- It was noted that the draft documents retention 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.

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).

- 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.

035/26: To CONSIDER and APPROVE the DCK Payroll Solutions fee list for 2026-2027

- 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.

036/26: To CONSIDER and APPROVE the Asset Register to 31 March 2026

- The Asset Register to 31 March 2026 was unanimously APPROVED.

037/26: To CONSIDER and APPROVE the AGAR Certificate of Exemption (Form 2)

- The AGAR Certificate of Exemption (Form 2) was unanimously APPROVED.

038/26: To CONSIDER and APPROVE the AGAR Governance Statement

- The AGAR Governance Statement was unanimously APPROVED.

039/26: To CONSIDER and APPROVE the AGAR Accounting statement

- The AGAR Accounting statement was unanimously APPROVED.

040/26: To CONSIDER and APPROVE the AGAR Public Rights Period

- The AGAR Public Rights Period was unanimously APPROVED.

041/26: To CONSIDER and APPROVE the Annual CIL report

- The Annual CIL report was unanimously APPROVED.

042/26: POLICY REVIEW: Bank Standing Order payments for 2026/2027

- The Bank Standing Order payments for 2026/2027 were unanimously APPROVED.

043/26: To CONSIDER and APPROVE to reverting to paying the Clerk monthly (currently quarterly)

- Reverting to paying the Clerk monthly (currently quarterly) was unanimously APPROVED.

044/26: To CONSIDER and APPROVE the purchase of a replacement laptop computer (earmarked funds already held)

- 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.

Initial

Information update: To receive the following items for information and to CONSIDER items to be added to the next agenda

045/26: To RECEIVE an update from the Clerk in respect of the operation of the delegated authority scheme approved at the last meeting

- The Clerk confirmed that the delegated authority had not been used since the last meeting.

046/26: To RECEIVE reports from Councillors on items not covered in this agenda

- None.

047/26: To RECEIVE an update from the Clerk in respect of items on the Minute Action Tracker

- All items remain relevant and are carried forward.

048/26: 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

- a) None

049/26: To RECEIVE and NOTE the most recent crime report

- No crimes were reported.

Urgent items

050/26: To NOTE any items to be added to the next agenda.

- The purchase of a separate phone SIM for the new Clerk
- Bank arrangements – the addition of Councillor Ramsey and the new Clerk and the ultimate removal of the outgoing clerk.
- Approval of the formal contract for the new Clerk.
- Dates of future meetings in 2026.

Next Meeting

051/26: To AGREE the date of the next meeting (27 April 2026)

- The date of the next meeting was unanimously APPROVED
- Apologies from Councillor Aston were received and accepted.

Signed Date

Initial