

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

Minutes of the Annual Meeting of the Parish Council on Monday 27 April 2026

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

Present: Councillor F Smith (Chair)
Councillor K Butler (Vice Chair)
Councillor H Stanley
Councillor T Ramsey

Apologies: Councillor C Aston

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

052/26: To NOTE apologies for absence

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

053/26: 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

054/26: 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

055/26: APPROVE the Minutes of the Meeting held on 7 April 2026

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

Finance

Initial

056/26: 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.

April 2026 finance report: payments made and to be made

List of payments made since the last meeting (7 April 2026 - to be 'noted' on 27 April 2026) – not including DD's

Invoice Date/Due date	Payment to	Amount/Description	Online set up	Administration
15 April 2026	Parish Online	£643.20 (website hosting and email)	15 Apr 2026 - NB	16 Apr 2026 – F Smith 16 Apr 2026 – H Stanley

Payments to be approved on 27 April 2026

Invoice Date	Payment to	Amount/Description
	NONE	N/A

Known forward payments (not including DDs to be approved on (27 April 2026))

Invoice Date	Payment to	Amount/Description
Now	£306.00	Audit Solutions Limited (internal audit)
Now	£599.00	Replacement computer
Any day now	To be agreed	Release of Village Hall grant of part thereof
Any day now	£53.24	BMKALC (annual subscription)
30 May 2025	£458.45	The Clear Group (annual insurance)

057/26: To RECEIVE, CONSIDER and APPROVE the internal audit report for 2025/2026

- The internal audit report for 2025/2026 was RECEIVED, CONSIDERED and APPROVED
- The Clerk updated the Council on the auditor comments box O. It was agreed that the website will be reviewed during the year.

Initial

058/26: To CONSIDER and APPROVE the final AGAR report

- The final AGAR report CONSIDERED and APPROVED

Planning

059/26: To CONSIDER for response any planning applications:

- None notified prior to 21 April 2026, when the agenda was issued.

060/26: To CONSIDER for response planning applications notified in the period between the publication of this agenda and the meeting date.

- One application Cherry Tree Cottage (PL/26/01844/HB) was considered and it was unanimously APPROVED to make no comment.

061/26: To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals:

- None notified prior to 21 April 2026, when the agenda was issued.

Strategy

062/26: To CONSIDER and APPROVE possible funding of repairs to the public footpath which runs through the church grounds between the church and the toilet block

- In Principle a contribution was unanimously APPROVED, but it was also agreed that the application must go through the usual grant process. The Chair agreed to write to the applicant.

063/26: To CONSIDER and APPROVE the formal contract for the replacement Clerk.

- The contract was signed with a takeover date of 1 May 2026.

064/26: To CONSIDER and APPROVE a phone SIM for the replacement Clerk

- The SIM was activated on the evening for £6.00.

065/26: To CONSIDER and APPROVE the removal of the existing Clerk from the banking arrangements and add the replacement clerk and Councillor T Ramsey.

- It was unanimously RESOLVED to make these changes.

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

066/26: 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.

067/26: To RECEIVE reports from Councillors on items not covered in this agenda

- Chair updated the Council on conversations with the Hampden Estate. It was noted that there was no longer an estate office and contact is via the estate website.

068/26: To RECEIVE an update from the Clerk in respect of items on the Minute Action Tracker

- In respect of minute actions 25/0003 (d), 20/0003 (e) and 25/0053 (e) it was noted:
 - The Village Hall committee had proposed three projects totalling £7,459
 - Of this, £5,401 related to two: the external works and the AV combined
 - The council had agreed to fund £5,600, being 75% of the total requested for the original three projects
 - 75% of £5,401 is £4,051
 - Invoices received totalling £3,301.22 relating to the external works (£1,025.00) and the AV works (£2,276.22) in part (the part, which was contracted out, in line with quote).
- It was unanimously RESOLVED to settle the two invoices directly.

069/26: 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

070/26: To RECEIVE and NOTE the most recent crime report

- No crimes were reported.

Urgent items

071/26: To NOTE any items to be added to the next agenda.

- None

Next Meeting

072/26 To AGREE the date of the next meetings (the Annual Meeting of the Parish Council and the Annual Parish Meeting (26 May 2026)

Initial

- The date was unanimously AGREED

073/26 To AGREE the dates of the Parish Council meetings for 2026 (May to December)

- It was unanimously AGREED to change the meeting date from 21 September 2026 to 29 September 2026 and meeting date 14 December 2026 to 8 December 2026.

Signed Date

DRAFT until approved