

Minutes of the Meeting of Little Horwood Parish Council, held in the Memorial Hall at 8.00pm on Monday 15TH September 2025

	Present: Cllrs. John Davis (JD), Andrew Kane (AK), Chris Hooper, Clerk Mrs H Kane (HK).
25/094	Election of chair for the meeting Cllr Andrew Kane was elected as Chair for the meeting
25/095	Apologies for absence Cllrs DF, RM, ADM & KJ sent their apologies. It was resolved to accept their reasons for absence.
25/096	To receive declarations of personal or prejudicial Interest and consideration of requests for dispensations None received
25/097	Minutes of the Parish Council meeting held on 28th July 2025 to be approved and signed The minutes were approved and signed without amendment.
	<i>At approximately 8.15pm the Chairman will adjourn proceedings for public participation.</i> Nothing raised.
25/098	Buckinghamshire Council News No news was reported.
25/099	Items deferred from previous meeting (Not covered elsewhere on the agenda). None
25/100	Clerk's Report Clerk has attended a Data protection webinar on AGAR Assertion 10 training. Cllr AK will attend equivalent training for Councillors and share with the rest of the council. Npower have sent out updated invoices for the year to the end of July.
25/101	To consider the Planning and Development Report The decision date for the Abbeymills planning application has been moved back to 3 rd October.
25/102	Planning and Development matters arising if any None
25/103	Report on meetings attended a) DF & the clerk met with the manager of North Bucks Community Board & showed him round the Green Spaces Project area. He was impressed with everything & liked the area. He confirmed that invoices to date could be sent in for payment against the grant, which has since been done. He also said that it was acceptable for some of the end of project items to be invoiced more than 12 months after the grant award date.
25/104	20 mph campaign a) Update from ADM – nothing new b) Old MVAS to be tested in next day or so. ADM has info on new models for consideration.
25/105	Update from working group on how the Recreation Hall may be assisted by the Parish when undertaking projects. JD has written to Recreation Hall Chairs to see what assistance may be requested. DF has been in touch with Community Impact Bucks who have made some suggestions including a possible lawyer.
25/106	Parish Maintenance a) The report on the Green Spaces Project was received and noted. This included a report on tree health assessment.. b) Land registry update – village green & permissive path still to do. A solicitor may be needed. c) Logo for PC – preferred design confirmed

	d) update on Winslow Road bank repairs – notification has been received that investigative groundworks are planned for October. There has been a request to lay down equipment at the top of Clays Lane during the works, which was approved. e) Overgrown streetlight – the clerk has been advised this is the responsibility of the landowner, so DF has discussed this with them. f) Dead tree by Manor entrance – the clerk has been advised this is the responsibility of the landowner. DF trying to trace. g) Litter pick – planned for 26th October																																																																												
25/107	City Fibre and Registration of Village Green ownership Update on discussion with City Fibre – the clerk has followed up on this but not received any response.																																																																												
25/108	Policies for Review and Adoption The following policies were approved for adoption by LHPC: a) Risk Assessment b) Document Retention Policy c) IT Policy																																																																												
25/109	External audit report The external audit report was received and noted.																																																																												
25/110	Administration a) Report on progress with website – the site is being worked on gradually and a link has been sent for councillors to see what input they could suggest. DF has liaised with a local historian who is happy to write a history of the village. Reports, minutes and policies are placed on the website as required. b) Internal auditor for next year – it was resolved to engage the same internal auditor as last year and the letter of engagement was signed.																																																																												
25/111	Finance a) Bank reconciliation, receipts and payments were reviewed and authorised.<table><tr><td colspan="2">Payments</td><td></td><td></td></tr><tr><td>Ref</td><td>Date</td><td>Supplier</td><td>Total</td></tr><tr><td>36</td><td>28/07/2025</td><td>Mem Hall rent</td><td>20.00</td></tr><tr><td>37</td><td>25/07/2025</td><td>SLCC training</td><td>36.00</td></tr><tr><td>38</td><td>01/08/2025</td><td>Staff wages</td><td>690.53</td></tr><tr><td>39</td><td>25/07/2025</td><td>HMRC NIC</td><td>41.03</td></tr><tr><td>40</td><td>30/07/2025</td><td>Walker Grounds Care</td><td>777.00</td></tr><tr><td>41</td><td>01/08/2025</td><td>Scribe</td><td>27.60</td></tr><tr><td>42</td><td>13/08/2025</td><td>Walker Grounds Care</td><td>777.00</td></tr><tr><td>43</td><td>13/08/2025</td><td>Bucks Council elections</td><td>148.00</td></tr><tr><td>44</td><td>27/08/2025</td><td>Geo Cheshire</td><td>960.00</td></tr><tr><td>45</td><td>27/08/2025</td><td>HMRC NIC</td><td>41.03</td></tr><tr><td>46</td><td>27/08/2025</td><td>PKF Littlejohn</td><td>252.00</td></tr><tr><td>47</td><td>29/08/2025</td><td>Staff wages</td><td>690.53</td></tr><tr><td>48</td><td>01/09/2025</td><td>Scribe</td><td>27.60</td></tr><tr><td>49</td><td>01/09/2025</td><td>Unity Trust</td><td>5.81</td></tr><tr><td>51</td><td>03/09/2025</td><td>SLCC training</td><td>60.00</td></tr><tr><td colspan="2">Receipts</td><td></td><td></td></tr><tr><td>12</td><td>10/08/2025</td><td>TSB interest</td><td>25.24</td></tr></table> b) 5 extra days work from Green Trees as part of green spaces project, including remedial safety work, were approved. c) The projected overspend on the green spaces project was approved. Progress with post office rental arrangements with Mem Hall committee – waiting for response. d) Staff pay scales for 2025-6 (dated from 01.04.2025) were noted and the amendment to the clerk's contract approved, including that annual leave should be increased in line with the increase in hours agreed in April 2025, backdated to then.	Payments				Ref	Date	Supplier	Total	36	28/07/2025	Mem Hall rent	20.00	37	25/07/2025	SLCC training	36.00	38	01/08/2025	Staff wages	690.53	39	25/07/2025	HMRC NIC	41.03	40	30/07/2025	Walker Grounds Care	777.00	41	01/08/2025	Scribe	27.60	42	13/08/2025	Walker Grounds Care	777.00	43	13/08/2025	Bucks Council elections	148.00	44	27/08/2025	Geo Cheshire	960.00	45	27/08/2025	HMRC NIC	41.03	46	27/08/2025	PKF Littlejohn	252.00	47	29/08/2025	Staff wages	690.53	48	01/09/2025	Scribe	27.60	49	01/09/2025	Unity Trust	5.81	51	03/09/2025	SLCC training	60.00	Receipts				12	10/08/2025	TSB interest	25.24
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25/112	Confirmation of Dates & times of Ordinary Meetings for the year. 10/11/25, 12/01/26, 09/03/26, 11/05/26, 13/07/26, 14/09/26. It was resolved to move to the earlier start time of 7.30 pm
25/113	Items for the next meeting None
25/114	Date of the next meeting – The meeting closed at 21.05. The next meeting is on 10/11/2025 at 7.30 pm in the Memorial Hall

The following is included for information only and does not constitute part of the minutes.

Planning and Development Report - for meeting on 15th September 2025

Below are current and recent Planning Applications. The Parish Council is invited to ratify the comments made to AVDC on behalf of the Planning Committee since the last meeting.

CURRENT PLANNING APPLICATIONS

Date Received	Application Number Respond by	Site Address	Details of Application	Parish Council Response	AVDC Decision
Determined					
01/07/2025	25/02049/PIP 25/07/2025	Land Adjacent To Warren House Warren Road Little Horwood Buckinghamshire	Permission in Principle for a minimum of one and maximum of one dwelling	No Objection	Refused
26/03/2025	25/00933/CPE 05/05/2025	13 Church Street Little Horwood Buckinghamshire MK17 0PF	Certificate of Lawfulness for existing use of an outbuilding ancillary to a private dwelling and built in accordance with the requirements of Class E Permitted Development	No comment	Certificate Issued
12/03/2025	25/00719/APP 21/04/2025	Lower Grove Farm Mursley Road Little Horwood Buckinghamshire	Conversion of barn to 1no. dwelling to include the existing southeast lean-to section	No comment	Approved
27/05/2025	25/01624/VRC 26/06/2025	Land East Of Mursley Road Little Horwood Buckinghamshire	Variation of condition 2, 7, 14 and 15 (temporary period date) relating to application 19/04485/APP (allowed on appeal 22/00080/REF) (Ground mounted solar farm, ancillary infrastructure and associated works including the diversion of public rights of way and landscape planting). (Increase from 30 yrs to 40)	No objection	Approved
09/06/2025	25/01741/APP 17/07/2025	Home Farm Mursley Road Little Horwood Buckinghamshire MK17 0PG	Installation of access gates and part resurfacing of the existing farm access track	No comment	Approved

Pending

15/01/2021	21/00146/COU AR 11/02/2021	Clare Farm Winslow Road Little Horwood Buckinghamshire MK18 3JW	Determination to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the conversion of agricultural barn into dwelling house (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)).	No objection	Awaiting decision
23/01/2025	25/00199/APP 03/03/2025 04/06/2025 amended	Land North Of Mursley Road Little Horwood Bucks MK17 0PA	Erection of nine detached and semi detach 2 storey dwellings with new access off Mursley Road, footpaths, carports, parking, landscaping and all enabling works	Objection with request to call in	Awaiting decision