

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND AND MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND THE ANNUAL MEETING OF LITTLE HORWOOD PARISH COUNCIL IN THE MEMORIAL HALL AT 8.00PM ON THURSDAY 15TH MAY 2025

AGENDA

25/040	Election of Chairman and to receive the confirmation of acceptance of office
25/041	Apologies for absence
25/042	To receive declarations of personal or prejudicial Interest and consideration of requests for dispensations
25/043	To receive acceptance of office for elected councillors
25/044	Minutes of the Parish Council meeting held on 16th March 2025 to be approved and signed
25/045	To co-opt 2 new councillors and to receive acceptance of office
25/046	Election of Vice-Chair
25/047	Review of delegations to committees and appointments to/representation of members to committees/outside bodies See Annex 1
25/048	Appointment of Trustees to Little Horwood Recreation Ground Trust
25/049	To consider formation of a working group to research how the Recreation Hall may be assisted by the Parish when undertaking projects.
	<i>At approximately 8.30pm the Chairman will adjourn proceedings for public participation.</i>
25/050	Buckinghamshire Council News
25/051	Progress reports for information (Not covered elsewhere on the agenda)
25/052	Items deferred from previous meeting (Not covered elsewhere on the agenda). Grievance policy, trade account policy
25/053	Correspondence sent & received (Not dealt with elsewhere on the agenda)
25/054	To consider the Planning and Development Report Abbeymills
25/055	Planning and Development matters arising if any Clarification of when clerk can file consultee comments
25/056	To receive a report on meetings attended a) NBPPC meeting RM b) Rural housing c) Planning forum d) Community Board e) Strategic plan
25/057	20 mph campaign a) Update from ADM. b) Decision on reinstatement of MVAS

25/058	<p>Parish Maintenance</p> <ul style="list-style-type: none"> a) Green spaces. Update on Green Spaces Project b) update on bus shelter library c) update on Winslow Road bank repairs d) spring litter pick report e) request for volunteer to refurbish the noticeboard & benches
25/059	<p>City Fibre and Registration of Village Green ownership</p> <p>Update on discussion with City Fibre</p>
	Annual Governance and Accountability Return
25/060	to receive and note the AGAR Internal Audit report
25/061	<p>to resolve to approve the Annual Governance Statement for the 2024/2025 AGAR</p> <p>Each assertion to be considered in turn, to be signed by the Clerk & Chair</p>
25/062	<p>to receive and resolve to approve the AGAR Accounting Statements section 2 for the 2024/2025 audit</p> <p>to be signed by the Chair.</p>
25/063	to note that an external audit is required
25/064	To confirm dates for publication of AGAR and notice of public rights
25/065	To agree actions required arising from internal audit report
25/066	To consider the Gallagher/Hiscox public liability/asset insurance renewal
25/067	<p>Review and Adoption of Governance Documents</p> <p>Standing Orders</p> <p>Financial Regulations</p> <p>Code of Conduct</p> <p>Risk Assessments</p> <p>Other required policies</p>
25/068	<p>Administration</p> <ul style="list-style-type: none"> a) to report on progress with new website b) To review and confirm internal control arrangements
25/069	<p>Finance</p> <ul style="list-style-type: none"> a) to review bank reconciliation, receipts and authorise payments. b) to receive and note end of year accounts and final budget actuals c) update on progress with post office rental arrangements with Mem Hall committee. d) to review progress on transferring banking from TSB to Unity and to agree signatories required. e) To review and approve the asset register f) to approve the annual grant to LH Rec Ground Trust and consider their mowing contribution. g) To confirm the grass cutting fee and agree amount of extra regular expenditure on green spaces maintenance (Walker Grounds Care, £45 /visit). h) to authorise payment of the internal auditor's invoice

	<p>i) To agree transfer from green spaces reserve to greenspaces project.</p> <p>j) To note current general reserves situation</p> <p>k) to approve the following standing orders and direct debits: SO Clerk's salary DD Streetlighting power, Scribe, Landlords Allotment rents, Anglian Water (allotments), Information Commissioner's Office & Employer National Insurance.</p> <p>l) to consider and approve grants to be made in 2025-6 Financial Year: CAB £20.00, British Legion £50.00, Community Bus £100.00, Men in Sheds £100</p> <p>m) to review current subscriptions - NBPPC, BMKALC (Bucks & Milton Keynes Association of Local Councils), Information Commissioners Office, SLCC (Society of Local Council Clerks).</p>
25/070	Confirmation of Dates & times of Ordinary Meetings for the year.
25/071	Items for the next meeting
25/072	Date of the next meeting – 24th July 2025 at 8.00 pm in the Memorial Hall



Hilary Kane Clerk to the Council
8th May 2025

Annex 1

To make the following appointments

- 1) Appointments to/representation on Outside Bodies:
 - a) Little Horwood Trust Trustees
 - b) Memorial Hall Management Committee
 - c) Winslow and Villages Community Board
 - d) NBPPC
 - e) Parish Liaison Committee representative

- 2) Roles and Responsibilities
 - a) members of the Planning Committee (requires 4 councillors)
 - b) councillor responsible for budget setting with Clerk
 - c) councillor responsible for the quarterly review of accounts
 - d) councillor to organise the Annual Parish (Village) meeting in April/ May
 - e) councillor to carry out the annual audit of the grass cutting contractor
 - f) councillor to review the website for compliance with transparency and accessibility regulations
 - g) councillor to organise litter picks
 - h) councillor responsible for highway repairs
 - i) councillor responsible for defibrillator training
 - j) councillor responsible for flood response
 - k) councillor responsible for police liaison
 - l) councillor responsible for monitoring developments with the Oxford/Cambridge Arc

The following is included for information only and does not constitute part of the agenda. It will be updated as required.

Planning and Development Report - for meeting on 15th May 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
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Determined

30/10/2024	24/03276/APP 27/11/2024	Harefields Winslow Road Little Horwood Buckinghamshire MK17 OPD	Conversion of garage into annex accommodation	No objection	Approved
15/01/2025	25/00117/AGN 29/01/2025	Home Farm Mursley Road Little Horwood Buckinghamshire MK17 0PG	Erection of an agricultural farm access track	No objection (necessity queried)	Refused
14/02/2025	25/00438/AGN 10/03/2025	Home Farm Mursley Road Little Horwood Buckinghamshire MK17 0PG	Erection of an agricultural farm access track	No comments	No objection

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
17/03/2025	25/00604/VRC 14/04/2025	Harefields Winslow Road Little Horwood Buckinghamshire MK17 OPD	Variation of condition 2 (approved plans) attached to pp 24/03276/APP (Conversion of garage into annex accommodation involving alteration to the fenestration of the building and the construction of a dormer window to the rear roof slope) to allow for design alterations	No comment	Awaiting decision
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	Awaiting decision
24/03/2025	25/00872/APP 02/05/2025	1 Fernfield Farm Cottages Mursley Road Whaddon Buckinghamshire MK17 0PR	Householder application for single storey front extension	No comment	Awaiting decision
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	Awaiting decision
11/04/2025	25/01159/APP 25/05/2025	Brook Farmhouse 9 Winslow Road Little Horwood Buckinghamshire MK17 OPD	Householder application for proposed demolition & replacement of the existing garage with a detached garage with Annex accommodation above to include 3 no. conservation rooflights and 3 no. side dormers. Construction of glazed link to the main dwelling.		Awaiting decision