

MINUTES of the ANNUAL PARISH COUNCIL MEETING of LITTLE HORWOOD PARISH COUNCIL (LHPC) held on Thursday 15th August 2024 at 8 pm in the Memorial Hall			Action
<p>Present: Chair, Steve Simpson (SS), Cllrs. Amanda Digne-Malcolm (ADM), David Foster (DF), Chris Hooper (CH), Andrew Kane (AK), Clerk Mrs M Cliffe (AC) and Dist. Cllr. Sir Beville Stanier. 1 member of the public was present.</p> <p>Please note that the meeting</p> <p>Please note: to comply with new data protection rules, names (other than councillors or persons who have previously given their permission) will not be used in Little Horwood Parish Council Minutes.</p>			
24/64	1	Apologies County Cllr. John Chilver, Dist. Cllr. Billy Stanier, Cllr. Robbie Macpherson (RM)	
24/65	2	To receive declarations of personal or prejudicial interest None.	
24/66	3	Minutes of the Parish Council Meeting held on 16th May 2024 to be approved and signed It was resolved to agree and sign the minutes without amendment.	
24/67	4	To consider matters arising from the Minutes of the Parish Council meeting held on 16th May 2024 – (Not covered elsewhere on the agenda) There were no matters arising from the Minutes of the meeting.	
24/68	5	Minutes of the Annual Parish/Village meeting held on 9th May 2024 to be approved and signed It was resolved to agree and sign the minutes without amendment.	
24/69	6	To consider matters arising from the Minutes of the Annual Parish/Village Council meeting held on 9th May 2024 There were no matters arising from the Minutes of the meeting. However, the Councillors were asked to consider how attendances could be increased.	
24/70	7	Co-opt a new Councillor or consider progress in filling the casual vacancy and finding a new Clerk Mr John Davis was co-opted to the Parish Council as a new councillor by unanimous vote. A declaration of acceptance of office was signed. Cllr. SS advised that a job description has been drafted for the role of a new Clerk. This would be circulated.	SS
24/71	8	Items deferred from Previous Meeting (and not covered elsewhere on the agenda) Covered at item 5.	
24/72	9	Correspondence sent and received – <ul style="list-style-type: none"> A request was received from a member of the public asking whether the stile on footpath LHO/22/1 adjacent to Green Farm/the Millenium Wood could be improved as it is a quagmire in winter, difficult to negotiate for smaller people and the dog gate is broken. Cllr. SS offered to repair the dog gate. Cllr. DF suggested that aggregate be acquired to alleviate the mud. The Clerk was asked to contact the landowner to ask whether the stile could be changed to a gate. An invitation to the official re-opening of the Great Horwood Village Hall after extensive refurbishment has been extended to LHPC. Cllr. SS has confirmed that he will be in attendance. Cllrs DF and ADM gave their apologies. As no correspondence had been received from Elgin with reference to the solar farm, the Clerk was asked to contact the company. 	SS DF AC AC
24/73	10	Planning and Development Report No new applications have been received and 3 applications have been determined. Applications 24/01203/APP (15A Winslow Road for a rear conservatory), 24/00993/APP (9 Church Street for rear and side extensions) and 24/01730/APP (15A Winslow Road for a garage) were approved.	
24/74	11	Planning and development matters arising if any. No issues were raised.	
24/75	12	Buckinghamshire Council News No one from Buckinghamshire Council was available due to the change of meeting date.	
		Public participation – No issues were raised during the public participation period.	
24/76	13	To formulate a response to the letter received from Mr Callum Anderson MP. The Clerk was asked to request a meeting with Mr Anderson in the week beginning 23 rd September 2024.	AC

24/77	14	<p>To report on progress with a .gov.uk domain name. Cllr. SS contacted 2 companies on the list approved under the grant scheme for the provision of a .gov domain name. He will do further research and obtain prices.</p>	SS																				
24/78	15	<p>To consider the revised Finance policy The revised Finance Policy was approved with minor changes. Cllr. ADM will amend and forward to the Clerk for publication.</p>	ADM																				
24/79	16	<p>To request a volunteer to form a biodiversity policy Cllr. DF volunteered to draft a biodiversity policy for consideration at a future meeting.</p>	DF																				
24/80	17	<p>To receive a report on meetings attended</p> <ul style="list-style-type: none"> Cllr. CH attended a meeting of the Winslow and District Community Board on 23rd May 2024 but had nothing to report. Cllr ADM attended a meeting of the Parish Liaison group but had nothing to report. 																					
24/81	18	<p>Parish Maintenance – To consider progress with ongoing issues</p> <p>a). footpaths issues – there are issues with footpath LHO/22/1 at Green Farm. The route marker points to the track adjacent to the mini spinney, however, the official route is through Green Farm. Buckinghamshire Council Rights of Way team has referred the matter to the definitive mapping team and LHPC is awaiting their response. Cllr. DF reported that the Rights of Way team has offered to supply four footpath gates. Three will be used in the Spinney to replace stiles with kissing gates. Cllr. DF will approach the Winslow and District Community Board for a grant for fixing materials and the cost of labour.</p> <p>b). flood warning boards signs - Buckinghamshire Council Highways department do not provide flood warning boards. They have asked that affected residents call the Emergency Flood Line to report all flooding – working hours 01296 382416 - out of hours: 01296 486630</p> <p>c). the issue of running water by the White House has been resolved by Buckinghamshire Council Highways.</p> <p>d). update on the bus stop library – Cllr CH will speak to Cllr. RM.</p> <ul style="list-style-type: none"> Cllr. DF reported that the Winslow and District Community Board liked the application put forward for work in Little Horwood green spaces, however, requires a larger contribution from LHPC. This will be put forward for approval at the next LHPC meeting. NB. WDCB will only provide grant money for work net of VAT. The Little Horwood Trust would also be approached for a grant towards the project. Streetlamp 9 (Wood End) is not working – it was previously agreed that unserviceable lamps would be converted to LED. However, under the new Sparkx maintenance rules, a large call out fee is applied to all repairs/conversions. It was agreed to wait until more lights need converting before the work was requested. Blocked drains above the allotments will be repaired on 29th/30th August 2024 by Bucks Council Highways. 	<p>SS</p> <p>DF</p> <p>CH</p> <p>AC</p> <p>SS</p> <p>DF</p>																				
24/82	19	<p>Administration</p> <p>a) to approve the final Roles & Responsibilities list – the Roles and Responsibilities list was approved by all councillors and will be published on the website.</p> <p>b) to note the internal auditors report from the Annual Governance and Accountability return – the internal auditor has not provided an audit report.</p> <p>c) to report on progress with the new Scribe package – the Clerk and Cllr. ADM are working through the programme setup.</p> <p>d) to appoint a new internal auditor of the financial year 2024/2025 – Cllr. ADM requested a copy of the suggested auditor's CV.</p>	AC																				
24/83	20	<p>Finance</p> <p>a). the bank reconciliation and receipts and payments were reviewed and ratified by Councillors. The following receipts and payments since the last PC meeting were noted and authorised:</p> <p>Payments Clerk's ref</p> <table border="1"> <tr> <td>LH 24.12</td><td>Gallagher/Hiscox inv.4240994/129493878</td><td>FPO</td><td>712.02</td></tr> <tr> <td>LH 24.13</td><td>LHRGT grant for playground</td><td>FPO</td><td>1250.00</td></tr> <tr> <td>LH 24.14</td><td>WGC inv.772</td><td>FPO</td><td>712.20</td></tr> <tr> <td>LH 24.15</td><td>Internal audit inv. 2353</td><td>FPO</td><td>100.00</td></tr> <tr> <td>LH 24.16</td><td>Anqlian Water</td><td>DD</td><td>34.48</td></tr> </table>	LH 24.12	Gallagher/Hiscox inv.4240994/129493878	FPO	712.02	LH 24.13	LHRGT grant for playground	FPO	1250.00	LH 24.14	WGC inv.772	FPO	712.20	LH 24.15	Internal audit inv. 2353	FPO	100.00	LH 24.16	Anqlian Water	DD	34.48	
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02/04/2024	24/00993/APP 30/04/2024	Church Cottage 9 Church Street Little Horwood Buckinghamshire MK17 0PF	Householder application for single storey side and two storey rear extension	No objection subject to keeping the road clear of obstructions	Approved 28/06/2024
12/06/2024	24/01730/APP 10/07/2024	15A Winslow Road Little Horwood Buckinghamshire MK17 0PD	Householder application for erection of garage	Passed to Planning Committee	Approved 05/08/2024

Pending

13/08/2019	19/02910/APP 10/09/2019	Harefields Winslow Road Little Horwood Buckinghamshire MK17 0PD	Installation of 12 x 100w LED flood lights erected on 4m high scaffold poles to illuminate a 30m x 50m domestic riding arena. The riding arena is already in situ.	No Objection	Awaiting decision
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)).	Passed to Planning Committee for comment	Awaiting decision

NB Future Meetings will be held in the Memorial Hall at 8.00 pm on 21st November, 2024 - 16th January 2025

Annual Parish Meeting 2025 in the Memorial Hall at 8.00 pm TBD

Little Horwood Parish Council 2024 - 2025 Councillors and their Responsibilities

Name of Councillor	Responsibilities	Projects	Committees Attending
Steve Simpson Chairman	Defibrillator training & maintenance with AK Footpath walk with ADM stile repairs Organising Annual Parish meeting in April PC Trustee Little Horwood Trust (Chairman) Review of Planning Applications Flooding Police liaison HS2/EWR liaison Highways repairs	Street Furniture Annual Asset Register review	Little Horwood Trust
Robbie Macpherson Vice Chairman	Organise Litter Pick Review of Planning Applications		North Bucks Parishes Planning Consortium (NBPPC)
Amanda Digne-Malcolm	Quarterly review of Parish Council accounts Budget setting with Clerk Review of Planning Applications Footpath walk with SS	Annual Asset Register review	Little Horwood Trust Parish Liaison Committee
David Foster	Annual audit of the grass cutting contractor PC Rep on LH Recreation Ground Committee Green Spaces	Devolution	Green spaces
Chris Hooper	PC Rep on LH Memorial Hall Management committee Winslow & Villages Community Board representative Risk Assessment audit		Winslow & Villages Community Board LH Memorial Management committee
Andrew Kane	Defibrillator training & maintenance with SS Maintain and download data from MVAS speed control equipment & MVAS stats analysis Review of Planning Applications Review the website for compliance with transparency and accessibility regulations		