

**NOTICE IS HEREBY GIVEN OF THE  
ANNUAL PARISH COUNCIL MEETING OF LITTLE HORWOOD PARISH COUNCIL IN THE MEMORIAL HALL  
AT 8.00PM ON THURSDAY 16<sup>TH</sup> MAY 2024**

**AGENDA**

- 1) **Apologies for absence**
- 2) **To receive declarations of personal or prejudicial Interest and consideration of requests for dispensations**
- 3) **Election of Chairman and to receive the confirmation of acceptance of office**
- 4) **Election of Vice-Chairman**
- 5) **To declare a CASUAL VACANCY**
- 6) **To elect a new trustee to the LH Recreation Ground Trust**
- 7) **Minutes of the Parish Council meeting held on 21st March to be approved and signed**
- 8) **To consider matters arising from the Minutes of the Parish Council meeting held on 21st March 2024 – (Not covered elsewhere on the agenda)**
- 9) **Minutes of the Annual Parish (Village) Meeting held on 9<sup>th</sup> May 2024 to be approved and signed**
- 10) **To consider matters arising from the Minutes of the Annual Parish Council meeting held on 9<sup>th</sup> May 2024**
- 11) **Items deferred from previous meeting**
- 12) **Correspondence sent & received (Not dealt with elsewhere on the agenda)**
- 13) **To consider the Planning and Development Report**
- 14) **Planning and Development matters arising if any**

*At approximately 8.30pm the Chairman will adjourn proceedings for public participation.*

- 15) **Buckinghamshire Council News**
- 16) **To report on progress with.gov.uk domain name.**
- 17) **To consider introducing the Scribe accounting package**
- 18) **To consider the proposed Health and Safety policy**
- 19) **To consider the Gallagher/Hiscox public liability/asset insurance renewal**
- 20) **To receive a report on meetings attended**
- 21) **Parish Maintenance – to consider progress with ongoing issues**
  - a). footpaths issues
  - b). to report on the spring litter pick on 14<sup>th</sup> April 2024
  - c). to report that drain clearing has been carried out on 25<sup>th</sup>/26<sup>th</sup> April in Winslow Road
  - d). to report on the water leaks at the allotments and on Winslow Rd near the Millenium Wood. As above
- 22) **Administration**
  - a). Annual Governance and Accountability Return (AGAR)
    - i. to note the AGAR Internal Audit report if available.
    - ii. to note and approve the AGAR Annual Governance Statement for the 2023/2024 audit.
  - b). to note and approve the AGAR Accounting Statements for the 2023/2024 audit.
  - c). to note and approve the request for an exemption from external audit and to set a grass cutting fee.
- 23) **Finance**
  - a). to review bank reconciliation, receipts and authorise payments.
  - b). to receive and note the end of year accounts and final budget actuals.
  - c). to approve the annual grant to LH Rec Ground Trust and consider their mowing contribution.
- 24) **Business of the Annual Council Meeting:**
  - a) appointments to/representation on Outside Bodies:  
see Annex 1
  - b). to approve the continuation of the following standing orders and direct debits:  
SO Clerk's salary  
DD Streetlighting power, Landlords Allotment rents, Anglian Water (allotments) & Information Commissioner's Office.
  - c). to consider and approve grants to be made in 2023-24 Financial Year: CAB £20.00, British Legion £50.00, Community Bus £100.00, Men in Sheds
  - e). to review current subscriptions - NBPPC, BMKALC (Bucks & Milton Keynes Association of Local Councils), Information Commissioners Office, SLCC (Society of Local Council Clerks).
- 25) **Items for the next meeting – Diversity policy, Finance policy**
- 26) **Date of the next meeting – 18<sup>th</sup> July 2024 8.00 pm in the Memorial Hall**

NB, further meetings will be held on 19th September, 21st November 2024 - 16th January 2025.  
Annual Parish (Village) Meeting May TBD



Mandy Cliffe Clerk to the Council

10 May 2024

## Annex 1

### Item 23 Business of the Annual Council Meeting

To make the following appointments

- a) appointments to/representation on Outside Bodies:
  - i. Little Horwood Recreation Ground Trustee
  - ii. Little Horwood Trust Trustees
  - iii. Memorial Hall Management Committee
  - iv. Winslow and Villages Community Board
  - v. NBPPC
  - vi. Parish Liaison Committee representative
- a. Roles and Responsibilities
  - i. members of the Planning Committee (requires 4 councillors)
  - ii. councillor responsible for budget setting with Clerk
  - iii. councillor responsible for the quarterly review of accounts
  - iv. councillor to organise the Annual Parish (Village) meeting in April/May
  - v. councillor to carry out the annual audit of the grass cutting contractor
  - vi. councillor to review the website for compliance with transparency and accessibility regulations
  - vii. councillor to organise the footpath walk
  - viii. councillor to organise litter picks
  - ix. councillor responsible for highway repairs
  - x. councillor responsible for defibrillator training
  - xi. councillor responsible for flood response
  - xii. councillor responsible for police liaison
  - xiii. 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 16th May 2024 (as at 7 May 2024)

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
<b>Determined</b>					
NIL					
<b>Pending</b>					
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 insitu.	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	No Objection	Awaiting decision

Copies sent to County Cllr John Chilver & Dist. Cllr Sir Beville Stanier

			dwelling house (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)).		
<b>02/04/2024</b>	<b>24/00993/APP</b> 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	Awaiting decision
<b>18/05/2024</b>	<b>24/01203/APP</b> 16/05/2024	15A Winslow Road Little Horwood Buckinghamshire MK17 0PD	Householder application for rear conservatory		