

Minutes of the Meeting of Little Horwood Parish Council held in the Memorial Hall at 7.30pm on Monday 11th May 2026

Present: Chairman David Foster (DF), Cllrs. Robbie Macpherson (RM), Andrew Kane (AK), Chris Hooper (CH), Karen Jones (KJ), Clerk Mrs H Kane (HK). Ward Cllr John Chilver and 2 members of the public were present.

26/045	<p>Election of Chairman and to receive the confirmation of acceptance of office Cllr David Foster was unanimously re-elected as the Chairman, and the acceptance of office was signed.</p>
26/046	<p>Apologies for absence Cllrs ADM & JD sent their apologies. It was resolved to accept their reasons for absence.</p>
26/047	<p>To receive declarations of personal or prejudicial interest and consideration of requests for dispensations None received.</p>
26/048	<p>Minutes of the Parish Council meeting held on 9th March 2025 to be approved and signed The minutes were approved & signed without amendment.</p>
26/049	<p>Election of Vice-Chair Cllr RM was unanimously re-elected as vice-Chairman.</p>
26/050	<p>Review of delegations to committees and appointments to/representation of members to committees/outside bodies See Appendix 1.</p>
26/052	<p>Items deferred from previous meeting (Not covered elsewhere on the agenda). None</p>
26/053	<p>Clerk's Report As seen below the Internal Audit this year went well with no major problems. Investigation has been started into the possibility of having the road through the village designated as not suitable for lorries. The parish will need to put forward a proposal to the Bucks Council commissioning team including alternative routes, and we may need to provide a feasibility study. Enquiries have also been made about having the approaches to the A421 included on the winter gritting route. The information so far is that this should be reported via Fix my Street. The PC has been asked whether we would be willing to take on the running of the Little Horwood Village Facebook page. The consensus on discussion was that this would not be appropriate as it provides general village information rather than PC notices and the like.</p>
26/054	<p>Planning and Development</p> <ol style="list-style-type: none"> a) Planning & Development Report (at end of minutes). No applications of concern. b) Planning Forum meeting report – RM. Presentations received about the consultations on move to introduce CIL in this area and the suggested allocation of parking spaces for new housing. c) CIL consultation. Buckinghamshire County Council is proposing to introduce CIL (Community Infrastructure Levy) for smaller developments in North Bucks. S106 would still apply for large developments. d) Local Plan parking & design standards consultation. As mentioned above. e) Norbury Solar farm update – HK. The Voluntary Unilateral Agreement was approved & signed. f) Interparish meetings regarding the proposed Local Plan – RM has circulated his report on this. If the housing development on the old airfield goes ahead it will at least meet 5-year supply requirements. The proposed plan is due to be completed and go to full consultation in July.
26/055	<p>To receive a report on other meetings/training attended</p> <ol style="list-style-type: none"> a) Clerks Forum - HK 29/01. Presentations were received on CCTV digitalisation, the consultations on CIL introduction and parking allocation, and on the restructuring of the highways Network Operation Team. There is emphasis on reporting via Fix My Street, and area inboxes for email have been introduced, monitored by a team rather than a single person. b) Finance for Councillors – ADM 29/01. Although ADM already knew most of what was covered this was informative training. c) AGAR for Councillors – DF 11/03. Informative training. d) Parish Liaison Meeting - ADM 16/04. Reports received on: Fix my Street

	<ul style="list-style-type: none"> • 28,000 reports in the first 3 months of 2026 • Top issue- potholes (already more than the whole of 2025) , then fly tipping • There is an emergency number that Councillors and Clerks can use for emergency issues • It is planned to put parish lights on the FMS map in due course <p>CIL consultation</p> <ul style="list-style-type: none"> • Charging schedule for North and Central Bucks consulted on • Charges scale from £0 to £250 per m² • Monies ringfenced for infrastructure with 15% to PC – increased to 25% where there is a neighbourhood plan in place. • S 106 remains and is complementary to CIL • Exemptions – NFP and affordable housing • Adoption expected 2027 (will apply to PP granted after this date)
26/056	<p>20 mph campaign – report from ADM</p> <p>We as a parish council have previously agreed that we support a 20 mph speed limit in our village, and there are other neighbouring villages who also support 20 mph in their village so this offers an opportunity to work with others in order to have greater impact- particularly given we know that Buckinghamshire council is opposed to having 20 mph speed limits.</p> <p>We also agreed that we need empirical evidence to understand the speeding issues in Little Horwood and to achieve that, we purchased a new Speed Indicator Device (SID) which has been in place gathering data for just over two weeks.(Many thanks to those who helped to get it operational) .The SID is sited on the Winslow road as you come into the village.</p> <p>The first report shows us the traffic data since the SID has been in place.</p> <p>It is early days and the settings will need some tweaking (e.g. at the moment it shows the current speed limit as 20mph rather than 30), however headline data shows that over the past 2 weeks we had</p> <ul style="list-style-type: none"> • 7493 vehicles coming into the village • 9693 leaving the village • Maximum speed recorded leaving the village 48mph • Maximum speed recorded coming into the village 42mph <p>The traffic speed may have been impacted by the cars parked outside the Simpsons house due to their building work having now started.</p> <p>We will have more data by the next council meeting and that will be useful to better understand the trends.</p> <p>In the meantime, the 20s Plenty in Bucks campaign is aiming to start a new push to get it into policy and there are a number of initiatives being considered. To that end, there are meetings planned which I will report back on.</p>
26/057	<p>Parish Maintenance</p> <ol style="list-style-type: none"> a. Land registry update on village green & permissive path. This is pending final decision on how to proceed, including possible liaison with the Recreation Ground Trust. b. New posts for post & chain fence on the Green. CH has new posts to go in & will undertake this. It was agreed the chain could be removed. c. New defibrillator & cabinet requirement – DF will ask the representative of the Freemasons if they are willing to assist with costs. d. Spring litter pick. RM reported that there was good attendance by volunteers with all areas of the parish covered. It was suggested that the wire collected be offered to the scouts for their fundraising.
26/051	<p>Buckinghamshire Council News</p> <p>Confirmation of restructuring of the highways Network Operation Team, with the Local Area Technician role being replaced by an Area Inspector.</p> <p>There have been further updates on the planned repair to the collapsed embankment, with surveys taking place through the summer and the work planned for December 2026.</p> <p>The Local Plan is the main planning concern at present, with a 6 week consultation to start in July. No new towns designated as such are planned for Buckinghamshire.</p> <p>The Buckinghamshire Council AGM is on 20th May.</p>
	<i>Public Participation.</i>

	A member of the public noted that the last time there was a planning application to build houses on the airfield there was a campaign against this. They felt there seemed less chance for this now. It was noted that the previous application was developer-led while this is as part of the Local Plan. There will be the opportunity to campaign against the plan during the consultation period.																									
26/058	City Fibre A surveyor who is a parish resident is liaising with City Fibre and has objected to their proposal, asserting that it is not fair or reasonable.																									
26/059	Administration The website is compliant with regulatory requirements and the layout is being optimised as time permits. AK to research options for online document storage for councillors to access.																									
	Annual Governance and Accountability Return																									
26/060	The AGAR Internal Audit report was received and noted																									
26/061	It was resolved to approve the Annual Governance Statement for the 2024/2025 AGAR																									
26/062	The AGAR Accounting Statements section 2 for the 2024/2025 audit were received and it was resolved to approve them.																									
26/063	It was noted that an external audit is required This is because the annual expenditure was over the threshold amount (£25,000).																									
26/064	The dates for publication of the notice of public rights were confirmed 3 rd June – 14 th July confirmed.																									
26/065	To agree actions required arising from internal audit report There were no major actions required. The addition of a box for the Chair to fully sign & date at the end of minutes has been implemented. Allotment risk assessment to be written.																									
26/066	To consider the Gallagher/Hiscox public liability/asset insurance renewal The Council agreed to accept the renewal quotation, with the intention of carrying out a review in time for next year.																									
26/067	Review and Adoption of Governance Documents The following were reviewed and no changes were found to be necessary: Standing Orders Financial Regulations Code of Conduct Full Risk Assessment																									
26/068	Policies for Review and Adoption a) Green Spaces working party Terms of Reference. DF to create a second draft. b) Disaster action plan – it was agreed to up a working party to go through the template issued by BMKALC. HK to suggest dates. c) Adoption of the ICO Publication Scheme was approved. d) The draft Little Horwood Publication Schedule was approved.																									
26/069	Finance a) bank reconciliation were reviewed and the following receipts and payments authorised. Payments																									
	<table border="1"> <thead> <tr> <th>Voucher No</th> <th>Date</th> <th>Description</th> <th>Supplier</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>28.04.2026</td> <td>Clerk's Salary</td> <td>Clerk & RFO</td> <td>£698.72</td> </tr> <tr> <td>9</td> <td>30.04.2026</td> <td>Service Charge</td> <td>Unity Trust Bank</td> <td>£7.00</td> </tr> <tr> <td>8</td> <td>01.04.2026</td> <td>Speed Sign</td> <td>ElanCity UK</td> <td>£3,503.11</td> </tr> <tr> <td>6</td> <td>27.04.2026</td> <td>Handyman</td> <td>Iron Will</td> <td>£175.00</td> </tr> </tbody> </table>	Voucher No	Date	Description	Supplier	Total	10	28.04.2026	Clerk's Salary	Clerk & RFO	£698.72	9	30.04.2026	Service Charge	Unity Trust Bank	£7.00	8	01.04.2026	Speed Sign	ElanCity UK	£3,503.11	6	27.04.2026	Handyman	Iron Will	£175.00
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4	23.04.2026	National Insurance Contribution	HMRC	£126.78
3	27.04.2026	NBPPC	NBPPC	£20.00
2	23.04.2026	Street Lighting power	nPower	£91.00
1	01.04.2026	Scribe	Scribe	£27.60
143	31.03.2026	Service Charge	Unity Trust Bank	£7.00
142	30.03.2026	Clerk's Salary	Clerk & RFO	£698.72
141	31.03.2026	Memorial Hall Rent	LH Memorial Hall	£1,400.00
140	23.03.2026	Street Lighting power	nPower	£93.59
139	30.03.2026	Allotment water	Anglian Water	£61.38
138	19.03.2026	Training	BMKALC	£50.00
137	31.03.2026	Clerk's expenses	Little Horwood Parish Council	£84.00
136	18.03.2026	Training	BMKALC	£50.00
135	10.03.2026	Refund	Buckinghamshire Council	-£82.02
134	10.03.2026	Recreation Hall rent	Little Horwood Rec Ground Trust	£24.00
133	10.03.2026	Streetlighting maintenance	Sparkx Electrical	£1,170.00
132	10.03.2026	Green spaces equipment	RT Machinery	£2,159.15
Total				£10,365.03

Receipts

Voucher No	Date	Description	Customer	Total
2	23.04.2026	VAT refund	Little Horwood Parish Council	£1,648.50
1	14.04.2026	Precept	Little Horwood Parish Council	£13,650.00
50	31.03.2026	Bank Interest	Little Horwood Parish Council	£122.21
49	25.03.2026	Allotment rent	Allotment Plot 8	£10.00
Total				£15,430.71

- b) end of year accounts and final budget actuals were received and noted.
- c) the asset register was reviewed and approved.
- d) payment of the internal auditor's invoice was authorised.
- e) the following standing orders and direct debits were approved:
 SO Clerk's salary
 DD Streetlighting power, Scribe, Landlords Allotment rents, Anglian Water (allotments), Information Commissioner's Office & Employer National Insurance.
- f) The following grants to be made in 2026-7 Financial Year were approved:
 British Legion £50.00, Community Bus £100.00, Men in Sheds £100
- g) the annual grant to LH Rec Ground Trust of \$2,500 was approved and their mowing contribution held at £395.
- h) Subscriptions to the following were approved:
 NBPPC, BMKALC (Bucks & Milton Keynes Association of Local Councils), Information Commissioners Office, SLCC (Society of Local Council Clerks).

Confirmation of Dates & times of Meetings for the year.

10/11/25, 12/01/26, 09/03/26, 11/05/26, 13/07/26, 14/09/26. 7.30 pm

It is expected that future Parish Council Meetings will be held on the second Monday of the relevant month.

26/070

Items for the next meeting

26/071

Date of the next meeting – 13/07/2026 at 7.30 pm in the Memorial Hall

Signed:	Chairman of the Meeting
Date:	

Appendix 1

Little Horwood Parish Council 2026-7 Councillors and their Responsibilities

Name of Councillor	Responsibilities	Projects	Appointments/Representation on Outside Bodies
David Foster Chairman david.foster@littlehorwoodparishcouncil.gov.uk	PC Trustee Little Horwood Trust (Chairman) Flooding Highways repairs Green Spaces Annual audit of the grass cutting contractor PC Rep on LH Recreation Ground Trust Committee	Street Furniture Annual Asset Register review Devolution Green Spaces	Little Horwood Trust Green spaces
Robbie Macpherson Vice Chairman robbie.macpherson@littlehorwoodparishcouncil.gov.uk	Organise Litter Pick Review of Planning Applications HS2/EWR liaison		North Bucks Parishes Planning Consortium (NBPPC) Buckinghamshire Council Planning Forum
Amanda Digne-Malcolm amanda.dignemalcolm@littlehorwoodparishcouncil.gov.uk	Quarterly review of Parish Council accounts Budget setting with Clerk Review of Planning Applications Footpath walk with SS 20 mph campaign	Annual Asset Register review	Little Horwood Trust Parish Liaison Committee
Chris Hooper chris.hooper@littlehorwoodparishcouncil.gov.uk	PC Rep on LH Memorial Hall Management committee North Buckinghamshire Community Board representative Risk Assessment audit		Winslow & Villages Community Board LH Memorial Management committee
Andrew Kane andrew.kane@littlehorwoodparishcouncil.gov.uk	Defibrillator training & maintenance with SS Review of Planning Applications Review the website for compliance with transparency and accessibility regulations		

Karen Jones karen.jones@littlehorwoodparishcouncil.gov.uk	Police liaison Review of Planning Applications		
John Davis john.davis@littlehorwoodparishcouncil.gov.uk	Review of Planning Applications		Little Horwood Trust

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 9th March 2026

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
23/01/2025	25/00199/APP 03/03/2025 04/06/2025 Amended 03/10/2025 Amended	Land North Of Mursley Road Little Horwood Bucks MK17 OPA	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	Approved.
09/03/2026	PL/26/01071/KA 30/03/2026	St Nicholas Church Church Street Little Horwood Buckinghamshire MK17 0PF	Raise crown by approximately 3m to allow light onto footpath x 1 Thuja and remove epicormic growth up to approximately 2m to raise crowns x 3 Yews	None given	Approved (TPO not made).
15/01/2021	21/00146/COUAR 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	Not proceeded with
16/03/2026	PL/26/02138/TP 08/05/2026	1 The Green Little Horwood Buckinghamshire MK17 0PB	T1 Ash - Reduce large limb over neighbours garden by approx. 2m. (2006 No 12).	No objection	