Minutes of the Meeting of Little Horwood Parish Council held in in the Memorial Hall at 7.30pm on Monday 21st September 2026

Present: Chair David Foster (DF), Vice-chair Robbie Macpherson (RM), Cllrs John Davies (JD) & Andrew Kane (AK), Clerk Mrs H Kane (HK). Ward Cllr John Chilver & one member of public were also present.

26/089	**Apologies for absence** Cllrs ADM & KJ sent their apologies. It was resolved to accept their reasons for absence. CH was not present.
26/090	**To receive declarations of personal or prejudicial Interest and consideration of requests for dispensations** None received
26/091	**Minutes of the Parish Council meeting held on 13th July 2026 to be approved and signed** The minutes were approved & signed without amendment.
	Proceedings adjourned for public participation. No members of the public chose to speak.
26/092	**Buckinghamshire Council News** County Councillor John Chilver provided an update on the Buckinghamshire Council Local Plan Regulation 19 consultation. The consultation has now closed and the responses will be considered by the inspector as part of the examination process. There were about 3,500 responses. The potential impact of proposed development in the north of Buckinghamshire on Little Horwood was discussed, particularly in relation to infrastructure, transport, drainage and sewage capacity. The strong bias towards the north of the county for development locations was also noted. Councillor Chilver explained that the Council was required to identify land for significant additional housing and that the proposed scale of development was largely determined by the Government's housing requirements. Members reiterated the strength of local feeling regarding the scale and location of proposed development and the associated lack of infrastructure. Councillor Chilver also advised that Buckinghamshire Council had opened a consultation concerning priorities for the forthcoming Council budget and invited the Parish Council to submit any relevant views. A planned meeting with the new Buckinghamshire Council highways officers was also noted. Members raised the following matters for consideration: • the abandoned vehicle on the village green; • update on planned work to repair the collapsed road; • persistent fly-tipping, particularly on the road between Warren Road and the A421; and • the possibility of Buckinghamshire Council providing or lending surveillance equipment to assist with fly-tipping enforcement. **Action:** The Clerk/County Councillor to pursue the highways issues raised, including the abandoned vehicle and fly-tipping concerns. Councillor Chilver left the meeting.
26/093	**Items deferred from previous meeting** (Not covered elsewhere on the agenda). Outstanding matters were considered as part of the relevant agenda items.
26/094	**Clerk's Report** The Clerk reported that: • progress had been made with the ILCA qualification; • training on the use of artificial intelligence by councils had been attended; • an allotment holder had requested clarification regarding bringing their dog on to the allotments, which is considered below; • the second instalment of the Parish Council's precept had been received; • some historic accounting records had unfortunately been destroyed by the previous Clerk's husband before they could be handed over to the current Clerk.

26/095	**Planning and Development** **a) Planning and Development Report (see appendix)** The planning report was reviewed and noted. **b) Planning Group Report** The Planning Group reported that members had attended webinars concerning the Buckinghamshire Local Plan and the Winslow area. The possibility of working jointly with neighbouring parish councils should the Local Plan proceed to an examination hearing was discussed, particularly to enable coordinated representation and access to expert witnesses. A further planning forum had been missed and notes had been requested. **c) Draft Local Plan Regulation 19 Consultation** Members noted that the Parish Council had submitted its response to the consultation following the local public meeting and that the Parish Council's submission reflected the views expressed at the public meeting. The Council noted that Buckinghamshire Council had approved submission of the Local Plan and that the plan would proceed to examination with the consultation representations.
26/096	**Meetings and Training** **a) AI use for Councils** The Clerk reported on training attended concerning the use of artificial intelligence by councils. Members discussed the potential uses of AI, including assistance with minutes, drafting documents and other administrative tasks. The Council also discussed the risks associated with AI, particularly the need to avoid entering personal or sensitive information into inappropriate systems and the need to check AI-generated material carefully. The Clerk had obtained a model AI policy and would either incorporate this in the existing IT Policy or create a separate policy. **HK**
26/097	**Roads & Traffic** **a) 20 mph Campaign and SID Progress** Members considered the report concerning the Speed Indicator Device (SID). The SID had been operated facing different directions on Winslow Road and the data indicated that vehicle speeds were noticeably reduced when approaching the display. A further pole was required to allow the SID to be used at another location. Members also discussed the possibility of introducing a second SID in future. **b) Meeting with Buckinghamshire Council regarding HGVs and Speed Limits** A report was given on discussions with Buckinghamshire Council concerning possible weight restrictions for HGVs travelling through Little Horwood. It was reported that a weight restriction would be complicated and expensive to implement. Experience elsewhere suggested that restrictions were difficult to enforce without suitable camera enforcement. The possibility of introducing lower speed limits was considered to be similarly complicated. Installing a village gateway marker was suggested. Speedwatch was considered as another potential measure and members supported investigating whether a local Speedwatch scheme could be established. **Action: ADM** **c) Green 20 mph Signs** The Council discussed purchasing informal green 20 mph signs. Members acknowledged that such signs were not formal traffic regulation signs and that their installation raised legal and highways considerations, for instance if they were cited as a distraction that contributed towards an accident. However they felt that they could make a positive contribution towards reducing speeding through the village and resolved to purchase them. The Clerk noted that they advised against this as their placement is not legal, being classed as flyposting. **Action: HJK**
26/098	**Parish Maintenance** **a) Tree Survey and Required Work** The recent tree survey was considered in which a number of trees adjacent to footpaths were identified as requiring work for safety reasons. It was agreed that the work required should be carried out (up to three days), with the estimate identifying breakdown between essential and additional work so that the Council would be informed about the extent of expenditure.

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	. **Action: HJK** **b) Tree at Entrance to Garden of Peace** A request from a resident for work to a tree at the entrance to the Garden of Peace was considered. Members noted that the tree was healthy and contributed to the street scene within the conservation area. The Council considered a representation received from another resident who wished the tree to remain as it is. The Council decided that no work should be undertaken to the tree as they could not identify sufficient justification for reduction and noted that this was in line with the Tree Safety Policy. **c) Cameras to Monitor Fly-tipping** The possibility of installing or borrowing cameras to monitor fly-tipping was discussed in response to a resident's submission. It was noted that the Parish Council could not simply install a camera on land that it did not control and that any proposed surveillance would need to be appropriately authorised. The possibility of Buckinghamshire Council providing or lending equipment has been raised with the County Councillor. **d) Land Registry – Village Green and Other Land** The Council discussed the registration of Parish Council land with the Land Registry as some Parish Council land was not currently registered electronically, although the Council held historic deeds. Members considered that it would be sensible to regularise the position and plan to use the solicitors already acting in connection with the Recreation Ground Trust. This is item is pending further developments in that regard. **e) Defibrillator and Cabinet** The defibrillator was confirmed to be functioning correctly. The problem related to the cabinet heater, which was not operating and could result in damp conditions and potentially affect the battery. It was agreed that a replacement heater should be purchased and installed. **Action: HJK**
26/099	**City Fibre** The Council received an update concerning the discussion with CityFibre regarding their works on the village green. A resident with relevant experience had been acting on behalf of the Parish Council in discussions with CityFibre. CityFibre had acknowledged the Council's concerns and indicated that the matter was being followed up. The Council noted the position and awaited further response.
26/100	**Administration** **a) Website** The Clerk reported that progress on the website had been slower than anticipated as other things took priority. Councillors who had not yet supplied photographs for the website were requested to do so. **Action: Councillors** **b) External Audit Closure** The external audit report was received and noted. **c) Online Document Storage** The Council discussed whether a separate online document-storage system was required. Members considered that the existing OneDrive arrangements could be used for sharing documents and that most documents were also available through the Parish Council website. It was agreed that a new paid document-storage system was not currently necessary. **d) Council Printer** A councillor offered to provide an existing printer for Council use following an upgrade of their own equipment. The offer was accepted in principle, subject to confirming that there were no issues with its use.
26/101	**Policies for Review and Adoption** **a) Disaster Action Plan** Deferred to the next meeting. **b) Allotments Risk Assessment** The Council considered a request from an allotment holder concerning taking a dog on to an allotment. It was agreed that the risk assessment should be amended to allow dogs provided they are kept on a lead and remain on the allotment holder's plot or the access route to that plot. **c) Document Retention Policy** The Document Retention Policy was reviewed. It was agreed that no amendments were required.

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	d) IT Policy / AI Members agreed that the use of AI required further consideration and that a separate AI policy might be more appropriate than incorporating extensive provisions into the IT Policy. Deferred to the next meeting.
26/102	**Finance** **a) Bank Reconciliation, Receipts and Payments** The bank reconciliation was reviewed and signed. Receipts and payments were considered and payments requiring authorisation were approved. Please see Table 1 at end of minutes. **b) Budget** The current budget position was reviewed. It was noted that expenditure was generally tracking against budget. **c) Reserves** The Council reviewed the earmarked and general reserve balances. **d) Tree Safety and Green Spaces Earmarked Reserves** The Council considered the use of the Tree Safety and Green Spaces earmarked reserves to fund the tree work identified by the tree survey and agreed that the reserves could be used for the necessary work. **e) Transfer to SID Earmarked Reserve** The Council noted that SID expenditure had exceeded the original budget allocation. It was resolved that £1,500 be transferred from the General Reserve to the SID Earmarked Reserve to cover the additional expenditure. **f) Closure of TSB Accounts** The Clerk reported that correspondence had been sent to TSB regarding closure of the relevant account but no response had yet been received. The Council noted that there was no money remaining in the account. **g) Preliminary Discussion – 2027/28 Budget** The Clerk advised that the 2027/28 budget would be discussed in more detail in November and agreed in January. It was noted that providing for a second SID and provision for tree safety expenditure could result in a significant increase in the budget, whereas delaying expenditure on a second SID could result in a smaller increase. **h) Pay Agreement** The Clerk reported that the national pay agreement had been settled, resulting in a 3.3% pay increase. The Council noted the pay award.
26/103	**Confirmation of Dates & times of Meetings for the year.** 16/11/2026, 11/01/2027, 08/03/2027, 10/05/2027, 12/07/2027. 7.30 pm
26/104	**Items for the next meeting** Initial discussion concerning whether the PC should investigate the possible purchase of land adjacent to the Recreation Field.
26/105	**Date of the next meeting – 16/11/2026 at 7.30 pm in the Memorial Hall** The meeting was closed at 21.10.

Table 1. : List of Payments & receipts for authorisation.

Payments				
Voucher No	**Date**	**Description**	**Supplier**	**Total**
57	09.09.2026	Recreation Hall rent	Little Horwood Rec Ground Trust	£24.00
55	31.08.2026	Service Charge	Unity Trust Bank	£7.00
50	09.09.2026	Audit	PKF Littlejohn LLP	£252.00
49	18.09.2026	Website	TEEC Limited	£223.20
48	09.09.2026	NBPPC	NBPPC	£50.00
47	14.08.2026	Tree work	Davies Arboriculture Ltd	£600.00
45	26.08.2026	Allotment & grounds maintenance	Walker Grounds Care	£800.35
42	05.08.2026	Allotment rent	Allotment plot 2	£20.00
41	31.07.2026	Service Charge	Unity Trust Bank	£7.00

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40	23.07.2026	Training	SLCC	£168.00
38	28.07.2026	Allotment & grounds maintenance	Walker Grounds Care	£800.35
37	23.07.2026	Memorial Hall Rent	LH Memorial Hall	£20.00
Total				**£2,971.90**

Receipts				
Voucher No	**Date**	**Description**	**Source**	**Total**
12	14.09.2026	Allotment rent	Allotment plot 1a	£20.00
10	15.09.2026	Precept	Little Horwood Parish Council	£13,650.00
9	08.09.2026	Allotment rent	Allotment plot 28a	£10.00
8	20.08.2026	Allotment rent	Allotment plot 6	£10.00
7	05.08.2026	Allotment rent	Allotment plot 2	£20.00
6	05.08.2026	Allotment rent	Allotment plot 2	£20.00
5	15.07.2026	VAT refund	Little Horwood Parish Council	£874.87
Total				**£14,604.87**

Signed:	Chairman of the Meeting
Date:	

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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 21st September 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

Appendix: Current Planning Applications

Date Received	Application Number Respond by	Site Address	Details of Application	Parish Council Response	AVDC Decision
01/06/2026	**PL/26/03521/FA** 22/06/2026	Chapel Cottage , 3 Winslow Road, Little Horwood, Buckinghamshire, MK17 0PD	Installation of solar photovoltaic panels on the roof of an existing detached bungalow in a conservation area.	No objection	
09/06/2026	**PL/26/04225/FA** 30/06/2026	Greenacres , 13 Mursley Road, Little Horwood, Buckinghamshire, MK17 0PG	Single storey side, two storey side & two storey front extensions with changes to fenestration	No objection	Approved
25/06/2026	**PL/26/04940/KA** 16/07/2026	Wood End Cottage, 28 Wood End, Little Horwood, Buckinghamshire, MK17 0PE,	Proposed crown reduction of Willow (probably a clone of salix cinerea) by pollarding the entire crown to a height of approximately 2.0 - 2.5 m above ground level, due to poor physiological condition and evidence of extensive squirrel damage	No objection	TPO not applied
30/07/2026	**PL/26/05516/KA** 20/08/2026	2 Wood End Little Horwood Buckinghamshire MK17 0PE	Oak Tree - Crown reduction - take 4-5meters off the sides over the property and the garden to bring the tree in to shape with the rest of the canopy of the tree	No objection	TPO applied

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