

MINUTES of the ANNUAL PARISH COUNCIL MEETING of LITTLE HORWOOD PARISH COUNCIL (LHPC) held on Thursday 16th May 2024 at 8 pm in the Memorial Hall			Action
<p>Present: Chair, Steve Simpson (SS), Cllrs. Robbie Macpherson, vice chair (RM), Amanda Digne-Malcolm (ADM), David Foster (DF), Chris Hooper (CH), Andrew Kane (AK), Clerk Mrs M Cliffe (AC) and Dist. Cllr. Sir Beville Stanier. 2 members of the public were present.</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>			
24/38	1	Apologies County Cllr. John Chilver	
24/39	2	To receive declarations of personal or prejudicial interest None.	
24/40	3	Election of Chairman and to receive the confirmation of acceptance of office Cllr. SS was unanimously re-elected as Chairman, seconded by Cllr. DF and the acceptance of office was signed.	
24/41	4	Election of Vice Chairman Cllr RM was unanimously relected as Vice Chairman.	
24/42	5	To declare a Casual Vacancy Due to the resignation of Cllr Jane Davey, a Casual Vacancy was declared. The Clerk will advise Buckinghamshire Council electoral services. The meeting was also advised that the Clerk had submitted her resignation as she felt that it was time to retire.	AC
24/43	6	To elect a new trustee to the LH Recreation Ground Trust (LHRGT). Cllr. SS has submitted his resignation as a trustee on the LHRGT. Mr Nick Derry volunteered to fill the vacancy and this was approved unanimously by LHPC.	
24/44	7	Minutes of the Parish Council Meeting held on 21st March 2024 to be approved and signed It was resolved to agree and sign the minutes without amendment.	SS
24/45	8	To consider matters arising from the Minutes of the previous meeting (and not covered elsewhere on the agenda). There were no matters arising from the Minutes of the meeting.	
24/46	9	Minutes of the Annual Parish/Village Meeting held on 9th May 2024 to be approved and signed This item was deferred until the next meeting.	AC
24/47	10	To consider matters arising from the Minutes of the previous meeting (and not covered elsewhere on the agenda). This item was deferred until the next meeting.	AC
24/48	11	Items deferred from Previous Meeting (and not covered elsewhere on the agenda) None.	
24/49	12	Correspondence sent and received – The 2024 online edition of the Good Councillors Guide has been produced by NALC (National Association of Local Councils) and was distributed to Councillors.	
24/50	13	Planning and Development Report No new applications have been received and no applications have been determined. The application 24/01203/APP 15A Winslow Road for a rear conservatory was considered and no objections raised, although a comment about barn extensions was included in the narrative.	
24/51	14	Planning and development matters arising if any. None.	
		Public participation – No issues were raised during the public participation period.	
24/52	15	Buckinghamshire Council News <ul style="list-style-type: none"> Dist. Cllr Stanier advised that the Buckinghamshire Council (BC) had held its Annual Council meeting and all current members were re-elected. As mentioned in previous Minutes, 71% of the BC budget is allocated to social care. This leaves 29% to cover all other expenditure and no funding for new initiatives. The Winslow and Villages Community Board which provides grants for parish projects has had its funding cut by 50% to £50,000. Cllr. Stanier, in support of a bid for Little 	

		Horwood Green Spaces, advised that LHPC get their bid in early. Cllr. DF assured the meeting that this was well in hand.	DF
24/53	16	To report on progress with a .gov.uk domain name. Cllr. SS reported that a £100 grant is available to offset the charges involved in changing to a .gov.domain. However, accepting the grant would mean using an approved supplier of which the PC's current supplier is not one. Provision for all expenses will be needed in the 2025/2026 budget.	AC
24/54	17	To consider introducing the Scribe accounting package Cllrs. unanimously supported a proposal from Cllr. ADM to purchase the professional Scribe accounts package at a cost of £23 a month +VAT plus an initial one-off setup fee of £177 +VAT. The Clerk will speak to the company and arrange to install the package. Once again, the costs involved are unbudgeted and will need to be considered in the 2025/2026 budget. Additional issues will also require budgeting for including the cost of emails and a new LHPC website in order to comply with current regulations.	AC ALL
24/55	18	To consider the proposed Health and Safety Policy Cllr. DF drafted the Health and Safety Policy submitted to Councillors. With one small change, the new policy was unanimously approved and is attached to the end of these Minutes. As the policy appointed the Clerk as Health & Safety Officer on behalf of the Council, the Clerk raised concerns about lack of qualification for the job and the need for training. Cllr. DF confirmed that risk assessments will be required for litter picks, footpath walks and the green spaces working party.	AC DF ALL
24/56	19	To consider the Gallagher/Hiscox public liability/asset insurance renewal The insurance quote was accepted by Councillors. Cllr. ADM proposed that a review of the insurance arrangements be made before the next renewal and other quotes requested. This will require a physical check of the assets and a reassessment of the current value.	ADM AC
24/57	20	To receive a report on meetings attended <ul style="list-style-type: none"> Cllr. DF attended the North Bucks Parish Planning Consortium (NBPPC) meeting held on 17th April 2024. The issue of payment of subscriptions was raised but the Clerk already has this in hand. Cllr. DF reported that the NBPPC constitution will be revised. Cllr. CH will attend a meeting of the Winslow and District Community Board on 23rd May 2024. 	CH
24/58	21	Parish Maintenance – To consider progress with ongoing issues <p>a). footpaths issues – Cllr. SS received an email from a resident advising that someone from the BC Rights of Way team had removed the footpath way marker from a gate post by the boundary of Lovelywood. Cllr. SS spoke to the Rights of Way Team and was told that the landowner was now disputing the route even though it had been in place for at least 25 years according to local knowledge. Cllr. SS will take this up with BC. Cllr. RM offered to check an old Ordinance survey map. Cllr DF reported that the landowner had provisionally agreed to opening the footbridge in the Spinney.</p> <p>b). the spring Litter pick was attended by 20 residents although others unable to attend on the day were picking at a time more suited to them. Everybody's help was hugely appreciated. There was less litter than usual, but the bags still have not been removed and the Clerk was asked to chase this up.</p> <p>c). BC Highways undertook emergency drain clearing with a road closure on 25th/26th April. This appears to have resolved the issue of water running down the hill from the access to the Millenium Wood. Cllr. SS reported that there was still a puddle further down Winslow Road containing a cone. BC have left paint marks around the hole indicating that action will be taken on this issue.</p> <p>d). the water to the allotments is currently turned off. A tenant reported that the ballcock to the upper trough was broken and Cllr. CH will investigate. Action still needs to be taken on the leak between the two troughs.</p>	SS RM DF AC CH
24/59	22	Administration <p>a) i. the 2023/2024 Annual Governance & Accountability Return internal auditor's report is not yet available. ii. The AGAR Annual Governance Statement was approved and signed.</p> <p>b) the AGAR Accounting Statements were approved and signed.</p> <p>c) The request for an exemption from external audit was approved and signed.</p>	
24/60	23	Finance <p>a). the bank reconciliation and receipts and payments were reviewed and ratified by Councillors.</p> <p>The following receipts and payments since the last PC meeting were noted and authorised:</p>	

		<p>Payments</p> <table border="1"> <tr> <th colspan="4">Clerk's ref</th> </tr> <tr> <td>LH 24.01</td><td>Men in Sheds donation 2023</td><td>FPO</td><td>100.00</td> </tr> <tr> <td>LH 24.02</td><td>Installation of concrete posts on The Green</td><td></td><td>190.00</td> </tr> <tr> <td>LH 24.03</td><td>Anglian water</td><td>DD</td><td>32.42</td> </tr> <tr> <td>LH 24.04</td><td>Clerk's salary</td><td>SO</td><td>670.28</td> </tr> <tr> <td>LH 24.05</td><td>nPower inv. IN10121148 Query required as sum lower than invoice</td><td>DD</td><td>143.33</td> </tr> <tr> <td>LH 24.06</td><td>Amazon, lever arch files</td><td>FPO</td><td>20.99</td> </tr> <tr> <td>LH 24.07</td><td>Amazon, computer ink</td><td>FPO</td><td>13.00</td> </tr> <tr> <td>LH 24.08</td><td>Mileage claim (Bicester to collect documents)</td><td>FPO</td><td>17.10</td> </tr> <tr> <td>LH 24.09</td><td>Mem Hall rent May 2024</td><td>FPO</td><td>40.00</td> </tr> <tr> <td>LH 24.10</td><td>NBPPC Subscription renewal 2024</td><td>FPO</td><td>20.00</td> </tr> <tr> <td>LH 24.11</td><td>WGC Inv.786</td><td>FPO</td><td>712.20</td> </tr> </table> <p>Receipts</p> <table border="1"> <tr> <td>LHR 24.01</td><td>Precept</td><td>FPI</td><td>10,000</td> </tr> </table> <p>b). the end of year accounts and budget actuals were received and noted. c). the annual grant of £2500 to LHRGT was approved (paid in two sums with the cost of mowing the playground deducted). It was noted that the PC has still not received an invoice for the rent of the Mem Hall for the post office and coffee morning. The last payment was up to September 2022.</p>	Clerk's ref				LH 24.01	Men in Sheds donation 2023	FPO	100.00	LH 24.02	Installation of concrete posts on The Green		190.00	LH 24.03	Anglian water	DD	32.42	LH 24.04	Clerk's salary	SO	670.28	LH 24.05	nPower inv. IN10121148 Query required as sum lower than invoice	DD	143.33	LH 24.06	Amazon, lever arch files	FPO	20.99	LH 24.07	Amazon, computer ink	FPO	13.00	LH 24.08	Mileage claim (Bicester to collect documents)	FPO	17.10	LH 24.09	Mem Hall rent May 2024	FPO	40.00	LH 24.10	NBPPC Subscription renewal 2024	FPO	20.00	LH 24.11	WGC Inv.786	FPO	712.20	LHR 24.01	Precept	FPI	10,000	
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24/61	24	<p>Business of the Annual Parish Council Meeting</p> <p>a) appointments to/representation on outside bodies and Cllr Roles and Responsibilities see Annex 1. b) continuation of the following standing orders and direct debits were approved: SO - Clerks salary, DD streetlighting power, landlords' allotment rents, Anglian Water (allotment water), and the Information Commissioners Office. c) grants for the financial year 2024-2025 were approved as follows: CAB £20.00, British Legion £50.00, Winslow and District Community Bus £100.00, and Men in Sheds £100.00. d) the following subscriptions were approved for the financial year 2024-2025: NBPPC, BMKALC (Bucks & Milton Keynes Association of Local Councils, Information Commissioners Office and SLCC (Society of Local Council Clerks).</p>																																																					
24/62	25	<p>Items for the next meeting – Annual Village Meeting Minutes, roles and responsibilities form finalised, Annual Governance and Accountability Return 2023/24, additional charitable grants.</p>	All																																																				
24/63	26	<p>Next Meeting – The meeting closed at 21.57. The next Parish Council meeting will be held on Thursday 18th July 2024 at 8.00 pm in the Memorial Hall</p>																																																					
		<p>Signed:</p> <p>Date 18th July 2024</p>	<p>Chairman of the Meeting</p>																																																				

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
Determined					
NIL					
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
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	Awaiting decision
18/05/2024	24/01203/APP 16/05/2024	15A Winslow Road Little Horwood Buckinghamshire MK17 0PD	Householder application for rear conservatory		

NB Future Meetings will be held in the Memorial Hall at 8.00 pm on 19th September, 21st November, 2024 - 16th January 2025

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

Item 18

LITTLE HORWOOD PARISH COUNCIL HEALTH AND SAFETY POLICY

1 GENERAL STATEMENT

- 1.1 Although only a very small Parish Council with just one part time employee, Little Horwood Parish Council accepts its responsibilities for providing a safe and healthy environment for its employee, contractors, voluntary helpers and users of the Parish Council's facilities.
- 1.2 The Council aims to meet its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation.
- 1.3 If necessary, the Council will seek expert technical advice on Health and Safety matters to assist it in fulfilling its responsibilities.
- 1.4 The Clerk will be required to undertake relevant training and take all reasonable steps to keep up to date with Health and Safety requirements of Parish Councils.
- 1.5 This Health and Safety Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed (annually or sooner if necessary) and revised in the light of legislative or organisational changes.

2 AIMS OF THE HEALTH AND SAFETY POLICY

The Parish Council will provide as far as is reasonably practicable:

- 2.1 A safe place of work and a safe working environment. The Clerk who works from home, is expected to ensure their working environment is safe and healthy.
- 2.2 Sufficient information, instruction and training for employees, contractors, and voluntary helpers to carry out their work safely.
- 2.3 Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.
- 2.4 Arrangements for considering, reporting and reviewing matters of Health and Safety at Work, including specific risk assessments of working activities.
- 2.5 Encourage bodies that have responsibility for managing facilities in the village such as the Memorial Hall and Recreation Ground, to have appropriate health and safety policies and procedures in place including any emergency procedures, including evacuation in case of fire or other significant incident.

3 ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

The ultimate responsibility for Health and Safety rests with the Council. Day to day responsibility for implementation of this Policy is delegated to the Clerk, acting as the Council's Health and Safety Officer. The Clerk will:

- 3.1 Ensure their own working environment and working practices are safe and healthy.
- 3.2 Make effective arrangements to implement the Health and Safety Policy. Keep informed of relevant Health and Safety Policy legislation and updates, informing the Council of necessary revisions to this policy or procedures accordingly.
- 3.3 Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- 3.4 Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments and applicable updates.
- 3.5 Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.
- 3.6 Maintain a record of accidents and comply with reporting serious workplace accidents, occupational diseases and specified dangerous occurrences in accordance with the Reporting Injuries Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R. 2013)
- 3.7 If an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure and update procedures as necessary.

The Parish Councillor responsible for an activity or task being carried out by the Parish Council, and The Clerk, must take all reasonable steps to ensure those involved, whether contractors or volunteers:

- 3.8 Have due consideration for their own safety and the safety of others. Have taken reasonable steps to understand, anticipate and mitigate the risks associated with the task or activity.
- 3.9 Use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- 3.10 Report any accidents or hazardous incidents to the Clerk.
- 3.11 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- 3.12 Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.

Adopted by Little Horwood Parish Council on 16th May 2024

Next Review May 2025

Item 24

Annex 1

Business of the Annual Council Meeting

To make the following appointments

a)	appointments to/representation on Outside Bodies:	Councillors
i.	Little Horwood Recreation Ground Trustee	David Foster
ii.	Little Horwood Trust Trustees	Steve Simpson & Amanda Digne-Malcolm
iii.	Memorial Hall Management Committee	Chris Hooper
iv.	Winslow and Villages Community Board	Chris Hooper

v. NBPPC	Robbie Macpherson
vi. Parish Liaison Committee representative	Robbie Macpherson
a. Roles and Responsibilities	
i. members of the Planning Committee (requires 4 councillors)	Steve Simpson, Robbie Macpherson, Andrew Kane, Amanda Digne-Malcolm
ii. councillor responsible for budget setting with Clerk	Amanda Digne-Malcolm
iii. councillor responsible for the quarterly review of accounts	Amanda Digne-Malcolm
iv. councillor to organise the Annual Parish (Village) meeting in April/May	Steve Simpson
v. councillor to carry out the annual audit of the grass cutting contractor	David Foster
vi. councillor to review the website for compliance with transparency and accessibility regulations	Andrew Kane
vii. councillor to organise the footpath walk	Steve Simpson & Amanda Digne-Malcolm
viii. councillor to organise litter picks	Robbie Macpherson
ix. councillor responsible for highway repairs	Steve Simpson
x. councillor responsible for defibrillator training	Steve Simpson
xi. councillor responsible for flood response	Steve Simpson
xii. councillor responsible for police liaison	Steve Simpson
xiii. councillor responsible for monitoring developments with the Oxford/Cambridge Arc	None