

MINUTES OF THE ANNUAL MEETING OF LITTLE HORWOOD PARISH COUNCIL, HELD IN THE MEMORIAL HALL AT 8.00PM ON THURSDAY 15TH MAY 2025	
	<p>Present: Chairman David Foster (DF), Cllrs. John Davis (JD), Amanda Digne-Malcolm (ADM), Karen Jones (KJ), Clerk Mrs H Kane (HK). 2 members of the public were present, and dist Cllr John Chilver joined the meeting at 8.25 pm.</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>
25/040	<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>
25/041	<p>Apologies for absence Cllrs CH and AK sent their apologies. It was resolved to accept their reasons for absence.</p>
25/042	<p>To receive declarations of personal or prejudicial Interest and consideration of requests for dispensations None</p>
25/043	<p>To receive acceptance of office for elected councillors Signed acceptance of office was received from Cllrs DF, RM, ADM, AK & KJ</p>
25/044	<p>Minutes of the Parish Council meeting held on 16th March 2025 to be approved and signed It was resolved to approve & sign the minutes without amendment.</p>
25/045	<p>To co-opt 2 new councillors and to receive acceptance of office Mr Chris Hooper & Mr John Davis were co-opted onto the council by unanimous vote, and their acceptance of office declarations signed.</p>
25/046	<p>Election of Vice-Chair Cllr RM was unanimously re-elected as vice-Chairman.</p>
25/047	<p>Review of delegations to committees and appointments to/representation of members to committees/outside bodies See Annex 1</p>
25/048	<p>Appointment of Trustees to Little Horwood Recreation Ground Trust Adam Howe, Shirley Spurrell, Bob Curtis and Nick Derry were appointed as Trustees for the next 4 years.</p>
25/049	<p>To consider formation of a working group to research how the Recreation Hall may be assisted by the Parish when undertaking projects. It was agreed that JD, ADM & HK would meet to discuss options.</p>
	<p>Public participation. Concern was raised in regards to the proposed planning development discussed below.</p>
25/050	<p>Buckinghamshire Council News There is little news as the appointment of the new Cabinet is awaited. Martin Tett resigned as leader of the cabinet. The new Conservative leader is Steve Broadbent but elections for Cabinet Chair have yet to take place. As a reminder, the new housing target for Buckinghamshire has been increased by 48% excluding new towns.</p>
25/051	<p>Progress reports for information (Not covered elsewhere on the agenda) none</p>
25/052	<p>Items deferred from previous meeting (Not covered elsewhere on the agenda). Grievance policy, trade account policy</p>
25/053	<p>Correspondence sent & received (Not dealt with elsewhere on the agenda) It was noted that we have not received a bill from nPower yet this year. Clerk to investigate.</p>
25/054	<p>To consider the Planning and Development Report Ward Cllr Chilver reported that he has called the application by Abbey Mills in for Planning Committee consideration. The Parish will seek to make representation.</p>
25/055	<p>Planning and Development matters arising if any It was agreed that members of the planning committee should pass their views on planning applications to RM for collation, who will then convey the overall to the clerk.</p>

25/056	To receive a report on meetings attended <ul style="list-style-type: none"> a) NBPPC meeting - RM confirmed these are generally useful. b) Rural housing - no new meeting held c) Planning forum - ADM & RM attended Planning Framework calls, with information to be circulated. d) Community Board – meetings are pending awaiting the new cabinet appointments. e) Strategic plan – no new meeting 	
25/057	20 mph campaign <ul style="list-style-type: none"> a) It was confirmed that the PC would write to the new council once it is up & running.. b) It was agreed that CH would retrieve the existing MVAS and check how well it still works. 	ADM CH
25/058	Parish Maintenance <ul style="list-style-type: none"> a) Green spaces. Update on Green Spaces Project: The project is within budget and the biodiversity survey done with a report expected soon. The number of butterflies & wildlife in the spinney has been observed to have risen. Most of the new trees & hedging are doing well. The spinney gatepost near allotments has been replaced. Signage still needs to be sourced, and some further tree clearance to be booked for later in the year. The ponds should be dug soon. The costs spreadsheet needs updating & submission of evidence to be prepared in good time. In future improvement of the path at the back of the millenium orchard could be considered. b) update on bus shelter library: almost finished. N&G Windows to install glass, hopefully in June, graphics should also be done in June. It was noted that the condition of the bus shelter is deteriorating. c) update on Winslow Road bank repairs: awaiting a ground investigation d) spring litter pick report: about 20 volunteers collected litter including 20 NO₂ catering size canisters. These were reported to the police. e) CH plans to refurbish the benches but it was agreed that a volunteer should be sought to refurbish the noticeboard. 	HK
25/059	City Fibre and Registration of Village Green ownership Update on discussion with City Fibre: the clerk has reiterated that the Parish is not happy that their land was dug up without permission, but has not yet received a response. To follow up further.	HK
	Annual Governance and Accountability Return	
25/060	The AGAR Internal Audit report was received and noted	
25/061	It was resolved to approve the Annual Governance Statement for the 2024/2025 AGAR The assertions were considered and responses agreed, and the governance statement was signed by the Clerk & Chair	
25/062	It was resolved to approve the AGAR Accounting Statements section 2 for the 2024/2025 audit The accounting statement was signed by the Chair.	
25/063	It was noted that an external audit is required This is because expenditure was over £25,000	
25/064	To confirm dates for publication of AGAR and notice of public rights Confirmed as 3 rd June – 14 th July.	

25/065	To agree actions required arising from internal audit report See below	
25/066	To consider the Gallagher/Hiscox public liability/asset insurance renewal The renewal quotation was accepted & it was resolved to renew insurance with Gallagher/Hiscox. Clerk given delegated authority to accept a smae change in quotation amount due to change in asset valuation.	
25/067	Review and Adoption of Governance Documents To be considered at July meeting: Standing Orders Financial Regulations Code of Conduct Risk Assessments (audit action) Other required policies	
25/068	Administration <ul style="list-style-type: none"> a) to report on progress with new website: Required documents have been uploaded and village photos added. Clerk to raise a ticket requesting confirmation that current accessibility requirements are met, and for the website statement to reflect this (audit action). b) To review and confirm internal control arrangements – clerk to go through with ADM 	HK ADM/HK
25/069	Finance <ul style="list-style-type: none"> a) bank reconciliation, receipts and payments were reviewed and authorised. b) end of year accounts and final budget actuals were received and noted. c) ADM to meet Mem Hall committee to discuss post office rental arrangements. d) Unity bank accounts to be opened ASAP, with HK, ADM, DF & JD as signatories (audit action). e) The asset register was reviewed and approved. f) It was resolved to approve the annual grant to LH Rec Ground Trust, maintaining it and their mowing contribution at existing levels. g) The grass cutting fee and extra regular expenditure on green spaces maintenance was approved (Walker Grounds Care, £732 plus £45 /visit). h) Payment of the internal auditor's invoice was authorised. i) Transfer from green spaces reserve to greenspaces project was approved. j) It was noted that the general reserves at the end of year are lower than ideal. This is due to spending on the green spaces project and will be resolved upon claiming the grant awarded. k) 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. l) The award of the following grants was approved for the 2025-6 Financial Year: CAB £20.00, British Legion £50.00, Community Bus £100.00, Men in Sheds £100 m) The following subscriptions were approved: NBPPC, BMKALC (Bucks & Milton Keynes Association of Local Councils), Information Commissioners Office, SLCC (Society of Local Council Clerks). 	ADM HK

25/070	Confirmation of Dates & times of Ordinary Meetings for the year. Dates TBC since a change to Monday meetings was requested.	
25/071	Items for the next meeting None	
25/072	Date of the next meeting The meeting closed at 22.16. Next meeting to be confirmed for 21 st or 28 th July 2025 at 8.00 pm in the Memorial Hall	

Annex 1

Little Horwood Parish Council 2025-26 Councillors and their Responsibilities

Name of Councillor	Responsibilities	Projects	Appointments/Representation on Outside Bodies
David Foster Chairman	PC Trustee Little Horwood Trust (Chairman) Flooding Highways repairs Green Spaces Annual audit of the grass cutting contractor PC Rep on LH Recreation Ground Committee	Street Furniture Annual Asset Register review Devolution Green Spaces	Little Horwood Trust Green spaces
Robbie Macpherson Vice Chairman	Organise Litter Pick Review of Planning Applications HS2/EWR liaison		North Bucks Parishes Planning Consortium (NBPPC) Buckinghamshire Council Planning Forum
Amanda Digne-Malcolm	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	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		
Karen Jones	Police liaison Review of Planning Applications		
John Davis	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 15th May 2025

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
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Determined

30/10/2024	24/03276/APP 27/11/2024	Harefields Winslow Road Little Horwood Buckinghamshire MK17 0PD	Conversion of garage into annex accommodation	No objection	Approved
15/01/2025	25/00117/AGN 29/01/2025	Home Farm Mursley Road Little Horwood Buckinghamshire MK17 0PG	Erection of an agricultural farm access track	No objection (necessity queried)	Refused
14/02/2025	25/00438/AGN 10/03/2025	Home Farm Mursley Road Little Horwood Buckinghamshire MK17 0PG	Erection of an agricultural farm access track	No comments	No objection

Pending

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)).	No objection	Awaiting decision
23/01/2025	25/00199/APP 03/03/2025 04/06/2025 amended	Land North Of Mursley Road Little Horwood Bucks MK17 0PA	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	Awaiting decision
17/03/2025	25/00604/VRC 14/04/2025	Harefields Winslow Road Little Horwood Buckinghamshire MK17 0PD	Variation of condition 2 (approved plans) attached to pp 24/03276/APP (Conversion of garage into annex accommodation involving alteration to the fenestration of the building and the construction of a dormer window to the rear roof slope) to allow for design alterations	No comment	Awaiting decision
12/03/2025	25/00719/APP 21/04/2025	Lower Grove Farm Mursley Road Little Horwood Buckinghamshire	Conversion of barn to 1no. dwelling to include the existing southeast lean-to section	No comment	Awaiting decision
24/03/2025	25/00872/APP 02/05/2025	1 Fernfield Farm Cottages Mursley Road Whaddon Buckinghamshire MK17 0PR	Householder application for single storey front extension	No comment	Awaiting decision
26/03/2025	25/00933/CPE 05/05/2025	13 Church Street Little Horwood Buckinghamshire MK17 0PF	Certificate of Lawfulness for existing use of an outbuilding ancillary to a private dwelling and built in accordance with the requirements of Class E Permitted Development	No comment	Awaiting decision
11/04/2025	25/01159/APP 25/05/2025	Brook Farmhouse 9 Winslow Road Little Horwood Buckinghamshire MK17 0PD	Householder application for proposed demolition & replacement of the existing garage with a detached garage with Annex accommodation above to include 3 no. conservation rooflights and 3 no. side dormers. Construction of glazed link to the main dwelling.		Awaiting decision