



**Great Horwood  
Parish Council**

# Great Horwood Parish Council

## DRAFT

Minutes of the Ordinary Parish Council Meeting held on Monday 11<sup>th</sup> August 2025  
at 7.30pm in the Great Horwood and Singleborough Village Hall, Great Horwood

Present: Cllr Caroline Cousin (CC) Chairman, Cllr Jackie Goss (JG), Cllr Jonathan Evans (JJ), Cllr Mary Saunders (MS), Sarah Biswell (SB) Clerk and 11 members of the public.

Please note, to comply with Data Protection rules, names (other than councillors or persons who have previously given their permission) will not be used in Great Horwood Parish Council Minutes.

1.	<b>To receive apologies for absence</b> Cllr John Chilver - accepted
2.	<b>To receive declarations of interest</b> None.
3.	<b>Confirmation of the Minutes of the Parish Council meeting held on 14<sup>th</sup> July 2025</b> The minutes were agreed as a true record and were signed by Cllr Cousin at the meeting
4.	<b>To consider matters arising from the Minutes of the last meeting (not otherwise included in the Agenda)</b> Path kerbstones to be put in place in front of residence in Spring Lane by BC ( <b>Clerk to continue to monitor with the LAT</b> ). Cityfibre to reseed following infrastructure installation ( <b>Clerk to continue to monitor</b> ). Cllr Evans spoke re cloud-based storage – issues discussed around potential unauthorised access – however that would be the case for any system. The system used by the Parish Council is considered to be a market leader in its field – matter resolved. The Give Way sign in Singleborough has now been fixed but the 30mph sign in Little Horwood Road is still in the verge – check with Cllr John Chilver/LAT on this being dealt with ( <b>Action: Clerk to contact BC/LAT</b> ). Internal Auditor for 2025/2026 has been contacted and agreed to act for GHPC – matter resolved. Standing Orders – updated version now on GHPC website – matter resolved. Horwood Cherries – Cllr Cousin has written to Horwood Cherries to request copies of PL in place, but as cart has now been moved from The Green this matter, for the current year, is resolved. Additional Admin function on the UTB account has been action and in place – matter resolved.
5	<b>Public Participation Period</b> One resident requested that a sign be erected on the entrance to Willow Road Allotments that cars do not double park as there is very little room to bring water/etc to the Allotments from their home.
6.	<b>Report from Buckinghamshire Councillor – John Chilver</b> Cllr Chilver is away on holiday and no report was received prior to the meeting.
7.	<b>Horwode Pece Management Committee Report</b> No report received.
8.	<b>Footpaths Report</b> No report received prior to the meeting. The Footpath Monitor reported on the problems with broken and failing bridges. The ones on footpaths 5 and 2 were reported back in December 2023. The bridge on Footpath 5 was taped off by Bucks Council in June this year and notices were installed by BC to not use this footpath as it was considered unsafe. These tapes are

	<p>now broken and some of the notices are no longer there. The bridges on footpaths 8 and 2 also need attention and the Footpath Monitor has undertaken to report them to Bucks Council.</p> <p><b>(Action: Clerk to ask for copies of information submitted to Buckinghamshire Council and to monitor progress).</b></p>
9.	<p><b>Parish Maintenance</b></p> <p>It was reported to the Parish Council that Oak saplings have been planted near the substation located on the highway verge on Little Horwood Road. Having checked with Buckinghamshire Highways no one should be planting anything on the highway verge without a cultivation license from the BC Street Works Team. A resident has confirmed that they planted them along with their neighbour, who has since moved. It was felt that this could cause problems for the transformer, and possibly the sewage pipe that runs close by as Oak trees may become very large in future years. The Parish Council do not wish to take on responsibility for these trees in the future, and as a devolved parish it is in our power to make a decision on this - it was resolved by the Parish Council to request to have them removed completely. <b>(Action: Clerk to contact the resident to give them the opportunity to remove them in the first instance).</b></p> <p>A lamp post on Nash Road has sustained some damage, as per the notes in the last set of minutes - it has been assessed by EON engineers and a cost of £872 (Net) to be incurred for this to be repaired <b>(Action: Clerk to arrange for repairs to be completed and invoice requested).</b></p>
10.	<p><b>Planning Report</b></p> <p>Report received.</p>
11.	<p><b>Issues arising from the Planning Report</b></p> <p>Planning application for new windows for GH School has been withdrawn.</p> <p>On the application for land south of Weston Road (25/01623/APP) it was noted that the Heritage officer had withdrawn her earlier objection.</p> <p>The work in application 25/01953/ALB had already been completed when the application was sent to the Parish Council for comment. In view of this it was resolved not to make any comment on this application.</p>
12	<p><b>Neighbourhood Plan</b></p> <p>Due to a misunderstanding, the call for sites wasn't circulated with July FOCUS as planned. The call has now been re-issued with an advertisement placed in the Bucks Herald on 30 July. It is also on the home page of the Great Horwood Parish website. The closing date is 10 September.</p> <p>An invitation to tender for work to support the development of the Neighbourhood Plan has been sent to consultants with a deadline of 5 September for substantive responses.</p> <p>A consultation is to be issued to all residents in the Parish to gather their views on the developing Neighbourhood Plan. There was a brief discussion on suggested amendments. This will be circulated in FOCUS and by hand and will also be available on line.</p>
13.	<p><b>Website and email address using gov.uk</b></p> <p>Three companies have been selected from a large list – still awaiting further information on indicative costs on email provision from some of these providers – Clerk to present findings at the next PC meeting <b>(Action: Clerk to finalise and prepare report for consideration).</b></p>
14	<p><b>Report from the MVAS</b></p> <p>Report received, prepared by Cllr Goss.</p> <p>MVAS, which is currently in Singleborough, is to be moved to Winslow Road, but on trying to get access the MVAS ground screw point it was found impossible to proceed further. The Parish Council have now been provided with a map where they believe the location is, so Clerk to contact landowner to see if it is their land and to clear the overgrowth if it is. <b>(Action: Clerk to contact landowner).</b></p>

15	<p><b>Review of Grounds Maintenance contract</b></p> <p>Management of some highway maintenance, including grass cutting, is devolved to the Parish Council. At present grass cutting is carried out by Walker Grounds Care, but the other tasks included in the Devolution contract are not being carried out. In addition, when Shorts Field is handed over to the Parish Council there will be a need to source a contractor able to mow the steep banks in that area.</p> <p>It was therefore resolved to prepare a tender invitation out to see what options are available to the Parish Council on grass cutting and the other services that should be being carried out. <b>(Action: Possible contractors to be identified and tender invitation to be prepared).</b></p>
16	<p><b>Allotments</b></p> <p>It was agreed that a sign would be positioned to advise that no double parking is permitted at the entrance to Willow Road Allotments. <b>(Action: Clerk to source sign and arrange installation).</b></p> <p>A visit to the Church Lane allotments has resulted in 4 plots being reported to the Parish Council due to the overgrown state they are currently in. It was resolved to write to these plot holders quoting Clause 6 in their signed Tenancy Agreement on maintaining their plots <b>(Action: Clerk to write to plot holders concerned with timescales for action).</b></p> <p>It was resolved that in future when a plot is vacated it must be left in good order before being passed to a new tenant.</p>
17	<p><b>To approve GH Church and Village Fete date – 4<sup>th</sup> July 2026</b></p> <p>The Parish Council resolved to accept this date for the Fete for next year.</p>
18	<p><b>Use of The Green</b></p> <p>Cllr Saunders created a document outlining what actions were permitted to be undertaken on The Green. After discussion and amendments, it was resolved to place this amended notice on the website and Noticeboard for people to be aware. <b>(Action: Clerk to distribute the above document).</b></p>
19	<p><b>To receive a report from any meetings attended</b></p> <p><b>Cllr Cousin</b>  15.7.2025 – Neighbourhood Plan Steering Group  11.8.2025 – Neighbourhood Plan Steering Group</p> <p><b>Cllr Goss</b>  15.7.2025 – Neighbourhood Plan Steering Group  11.8.2025 – Neighbourhood Plan Steering Group</p>
20	<p><b>Transfer of Liden Park to the PC – update</b></p> <p>It was resolved to refer to the Amenity Space on the High Street Homes development as Liden Park. The S106 funds have been received and are in a designated bank account for the maintenance of this site. It was resolved to accept the quotations for cementing in the bench and to purchase and installation of the picnic benches <b>(Action: Clerk to arrange for the benches to be installed).</b></p>
21	<p><b>Transfer of Shorts Field to the PC – update</b></p> <p>Revised plan including the ransom land is still to be received — further updates at next meeting.</p>
22	<p><b>Update on EV Charging Points</b></p> <p>Nothing further to report at this meeting.</p>
23	<p><b>Policies to be approved</b></p> <p>Press and Media policy – it was resolved to accept this policy.</p> <p>Publication Scheme – after modifications it was resolved to accept this scheme.</p> <p><b>(Clerk to publish on website once modifications made to the document).</b></p>
24	<p><b>To receive and note correspondence</b></p> <p>Correspondence received from a resident on overgrown silver birch trees on the public maintained highway at the beginning of Weston Road. The Local Area Technician confirmed that these trees were inspected in February 2025 and no maintenance work was identified. There are also exposed large black cables to the left-hand side of the same space. Clerk corresponded with resident and referred them to FMS for the tree and BT Openreach for the cables.</p> <p>Confirmation has been received from the external auditor that our AGAR 24/25 submission has been received.</p>
25	<p><b>Finance</b></p>

	<p><b>To approve schedule of payments requiring authorisation</b> – (see below). Payments approved.</p> <p><b>Statement of Receipts and Payments for the year to 31 March 2025</b> Resolved to accept that funds were not drawn down from Reserves to pay for VH expenditure, hence the difference in the variance at the end of the financial year.</p> <p><b>Reset bank account for year ending 31.3.2025</b> It was resolved to transfer the funds remaining in the current account at the end of the last financial year to the Reserves Account - £2,006.62.</p> <p><b>RFO to present statement of receipts and payments to date under each head of budget</b> 2<sup>nd</sup> Quarter document presented to all Councillors. Discussion on contingency and budget levels. It was resolved to pay St James Church the grass cutting figure from the 2025/6 Budget now – this will be reflected in October R&amp;P.</p> <p><b>Report on IA comments</b> Resolved to accept the report on IA comments.</p> <p><b>Payment of Employers NI - update</b> Unable to restart PAYE Basic Tools as cessation date unable to be changed by HMRC – new Government Gateway access and a new PAYE Basic Tools record to be set up on Clerk's laptop – resolved to accept this course of action.</p> <p><b>Barclaycard – update</b> Awaiting replacement credit card – original card was cancelled by Clerk as was over the 15-day deadline for arrival – ordered a new card - once received this matter can be resolved.</p> <p><b>Worthy Causes Grants</b> Clerk has written to all previous recipients on 28<sup>th</sup> July 2025 to invite them to apply for this year. Also advertise in Focus for September 2025 and on social media – resolved to accept this.</p> <p><b>Review Salary of the Clerk</b> It was resolved to increase the Clerk's Salary in line with the nationally agreed increase, and that it will be backdated to 1 April 2025. <b>(Action: Clerk to set up payment online).</b></p>
26	<p><b>Items for the next meeting</b> To approve schedule of payments requiring authorisation Horwode Pece 2026/2027 Budget requirements to be considered and agreed</p>
27.	<p><b>Confirmation of date and time of the next meeting</b> Monday 13<sup>th</sup> October 2025 at 7.30pm in the Great Horwood and Singleborough Village Hall.</p>

The meeting closed at 8.50pm

Signed

Date

**Chairman**

**Great Horwood Parish Council Receipts and Payments up to 11th August 2025**

**Current Account T1      Account number: 20500946**

<b>Payments</b>	<b>Payee</b>	<b>Type</b>	<b>Payment £</b>
<b>Payments due</b>			
GH 25.039	T Helsdon invoice for Horwode Pece installation work	FPO	2,000.00
GH 25.040	Wellers Law - transfer of amenity space - Liden Park - fees and disbursements	FPO	3,162.68
GH 25.041	Clerks Salary	SO	851.24
GH 25.042	Norton Annual subscription for Clerk laptop	FPO	6.99
GH 25.043	Dropbox Annual subscription - reimbursement to Clerk as no credit card received currently	FPO	95.88
GH 25.044	123 Reg email subscription - reimbursement to Clerk as no credit card received currently	FPO	116.24
GH 25.045	Hire of Village Hall for NP Steering Group - 15.7.2025	FPO	16.00
GH 25.046	National World Publishing - Bucks Herald Advert for Neighbourhood Plan	FPO	149.47
GH 25.047	Hire of Village Hall for NP Steering Group - 11.8.2025	FPO	8.00
GH 25.048	Walker Grounds Care - GH grass cutting - invoice 829	FPO	625.85
GH 25.049	Walker Grounds Care - Liden Park - invoice 827	FPO	164.00
GH 25.050	Walker Grounds Care - Horwode Pece - invoice 828	FPO	161.50
GH 25.051	EON Parishes - new street lighting column in Nash Road	FPO	1,046.40
GH 25.052	Unity Trust Bank - monthly service charge	DD	6.00
<b>Transfers</b>			
<b>Transfer</b>	<b>Transfer from HP account to T1 account - T Helmsdon Invoice</b>	<b>Transfer</b>	<b>2,000.00</b>
<b>Transfer</b>	<b>Budget share of the precept 2025/2026 from T1 account to Horwode Pece Account</b>	<b>Transfer</b>	<b>4,264.00</b>
<b>Transfer</b>	<b>Transfer from T1 account to Liden Park Instant Access Account - (S106) -20508922</b>	<b>Transfer</b>	<b>27,784.00</b>
<b>Transfer</b>	<b>Transfer from Liden Park account to T1 account to pay grass cutting under GH25.032</b>	<b>Transfer</b>	<b>164.00</b>
<b>Transfer</b>	<b>Transfer from Liden Park account to T1 account to pay grass cutting under GH25.049</b>	<b>Transfer</b>	<b>164.00</b>
<b>Transfer</b>	<b>Transfer from Horwode Pece account to T1 account to pay grass cutting under GH25.050</b>	<b>Transfer</b>	<b>161.50</b>
<b>Transfer</b>	<b>Transfer underspend for 2024-2025 financial year from T1 account to Reserves Account</b>	<b>Transfer</b>	<b>2,006.62</b>

**Receipts**

GHR 25.006	Robobo Land Limited - settlement of legal fees from High Street Homes	3162.68
GHR 25.007	S106 funds from Wellers Law Group	27,784.00

**Total of T1 Current Account as of 8th August 2025**

(excluding above payments to be made, items marked where payment has been made)

**9,837.25**

**Horwode Pece Account number 20500962**

**Receipts/Transfers**

<b>Transfer</b>	<b>Transfer to T1 Account for T Helmsdon invoice</b>	<b>Transfer</b>	<b>2000.00</b>
	<b>Transfer to T1 Account for grass cutting under GH25.050</b>	<b>Transfer</b>	<b>161.50</b>
<b>Receipt</b>	<b>Budget share of the precept 2025/2026</b>		<b>4264.00</b>

**Total of Horwode Pece Account as of 8th August 2025**

(excluding above payments to be made, items marked where payment has been made)

**4,150.96**

**Reserves Account Account number 20500959**

**Receipts/Transfers**

<b>Transfer</b>	<b>Transfer from T1 account for underspend for 2024-2025 financial year</b>	<b>Transfer</b>	<b>2,006.62</b>
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**Total in Reserves Account as of 8th August 2025**

(excluding above payments to be made, items marked where payment has been made)

**46,266.18**

**Liden Park**

**Account Account number 20508922**

**Receipts/Transfers**

<b>Transfer</b>	<b>S106 funds from T1 account from Wellers Law Group</b>	<b>Transfer</b>	<b>27,784.00</b>
<b>Transfer</b>	<b>Transfer to T1 account for grass cutting on GH25.032 (already paid by T1 Account in July)</b>	<b>Transfer</b>	<b>164.00</b>
<b>Transfer</b>	<b>Transfer to T1 account for grass cutting on GH25.049</b>	<b>Transfer</b>	<b>164.00</b>

**Total in Liden Park Account as of 8th August 2025**  
(excluding above payments to be made, items marked where payment has been made)

**27,784.00**

**Planning Committee Report - for meeting on 11 August 2025 (as at 07 August 2025)**

Below are current and recent Planning Applications. The Parish Council is invited to ratify the comments made to Buckinghamshire Council on behalf of the Planning Committee since the last meeting.

**CURRENT PLANNING APPLICATIONS**

Date Received	Application Number	Applicant	Site Address	Details of Application	Parish Council Response	BC Decision
22/8/24	24/02460/APP Faye Hudson	Mr Fred Morris	Land Opposite Ridgehill Farm Little Horwood Road Nash Buckinghamshire	Demolition of existing storage building and replacement with new	No objection	Approved
5/6/25	25/01601/APP	Ella Swinhoe	Great Horwood Church Of England Combined School School End Great Horwood Buckinghamshire MK17 0RG	Replacing existing windows with new aluminium frame double glazed windows at elevations A, B, C and D	No objection	Application withdrawn
21/01/2021	21/00221/APP Kirsty Elliott	J Hanson & Son	Home Farm, 4 Winslow Road, Great Horwood MK17 0QN	Demolition of existing agricultural buildings; erection of 15 residential dwellings with associated access, parking and landscaping; extension and refurbishment of existing listed farmhouse.	Objection	Awaiting decision
21/01/2021	21/00222/ALB Kirsty Elliott	J Hanson & Son	Home Farm, 4 Winslow Road, Great Horwood MK17 0QN	Demolition of existing agricultural buildings; erection of 15 residential dwellings with associated access, parking and landscaping; extension and refurbishment of existing listed farmhouse.	Objection	Awaiting decision
12/1/24	22/03218/APP Emma Mumby	Mr Octavian Negrea	Land To Rear Of Vine Cottage 3 Little Horwood Road Great Horwood Buckinghamshire MK17 0QE	Erection of 3 dwellings	Objection	Awaiting decision
4/4/24	24/00952/APP Emma Mumby	Mr Connors	3 Nash Park Winslow Road Nash Buckinghamshire MK17 0FD	Change of use of land from a 1 pitch Caravan Site to a 2 pitch Caravan Site (2 Static Caravans & 2 Touring Caravans) alongside the retention and conversion of Stables to Dayroom	No objection	Awaiting decision
18/06/24	24/01794/APP Danika Hird	Mr William McDonough	Plot 1 Nash Park Winslow Road Nash Buckinghamshire MK17 0FD	Creation of a 2nd pitch on an existing 1 pitch caravan site to provide 2 static caravans and 2 touring caravans and erection of a dayroom	Objection	Awaiting decision
23/7/24	24/02148/APP Danika Hird	Mr Nigel Denne	The Hedgerows Nash Road Great Horwood Buckinghamshire MK17 0EJ	Change of use of land from agricultural to B8 (Storage and distribution) E(a) (Sales / Display of goods other than hot food) E(g)(i) (Offices). New dropped kerb/access. Erection of building and yard area	Objection	Awaiting decision
4/10/24	24/03004/APP Faye Hudson	Hennigan Building and Civil Engineering Ltd	Land Between Nash Road And Cross Roads Kennels Nash Road Great Horwood Buckinghamshire	Hybrid application for the redevelopment of the site comprising outline planning permission, with all matters reserved except access, for a drive thru restaurant (Use Class E(b)/Sui Generis) and EV charging hub and full planning permission for an office building (Use Class E(g)(ii)) and a day nursery (Use Class E(f)) with associated landscaping, parking and access arrangements	Objection	Awaiting decision

20/11/24	24/03472/APP Danika Hird	Mortlake 17 Llp	Land To The East Side Of Winslow Road Winslow Road Great Horwood MK17 ONP	Four no. commercial stables, ancillary facilities, parking, landscaping and internal road	Objection	Awaiting decision
2/12/24	24/03513/APP	Andrew Marshall	Faccenda Chicken Thornhill Poultry Farm Pilch Lane Great Horwood Buckinghamshire MK17 ONX	Temporary change of use for 3 years of land and dwelling to allow use as a lorry park and offices (retrospective)	Objection	Awaiting decision
2/1/2025	24/03870/APP	Mr And Mrs H Elliott	Spring Cottage 28 Spring Lane Great Horwood Buckinghamshire MK17 0QW	Erection of dwelling with access and amenity space together with the conversion and alterations of existing dwelling to form ancillary accommodation/outbuilding (part retrospective)	Objection	Awaiting decision
12/3/25	25/00518/ADM	Chris Lewis- Evans	Unit A At Land Adjacent To Cakeford Little Horwood Road Great Horwood Buckinghamshire	Prior notification application (Part 11, Class B) for demolition of building	No objection	Details required
4/3/25	25/00425/APP	Mr And Mrs H Elliott	Spring Cottage 28 Spring Lane Great Horwood Buckinghamshire MK17 0QW	Householder application for construction of detached car port	No objection	Awaiting decision
23/4/25	25/01025/APP Dipanwita Chatterjee	Mr Pithers	Greenway Business Park 7 Winslow Road Great Horwood Buckinghamshire MK17 ONP	Erection of two storey modular building to be used as office facilities	No objection	Awaiting decision
25/4/25	25/01262/VRC	Mr and Mrs P Pearce	Spring Hill Farm Little Horwood Road Great Horwood Buckinghamshire MK17 0NZ	Removal of condition 3 (agricultural occupancy condition) 4 (private residential accommodation) relating to application 78/01811/AV (Erection of a farmhouse)	No objection	Awaiting decision
2/6/25	25/01623/APP	Tim Northey  (Abbeymill Homes)	Land South Of Weston Road Great Horwood Buckinghamshire	Erection of 35 detached and semi-detached 2 storey dwellings with new access off Weston Road, footpaths, garaging, parking, landscaping and all enabling works	Objection	Awaiting decision
19/6/25	25/01824/APP Emma Mumby	Ms H Hedges	Hillside Bletchley Road Great Horwood Buckinghamshire MK17 0RB	Demolition of existing dwelling and erection of new dwelling	No objection	Awaiting decision
23/6/25	25/01910/APP Anna Souter	Mr Robert Webb	Home Farm Pilch Lane Great Horwood Buckinghamshire MK17 0QN	Erection of agricultural storage building	No objection	Awaiting decision
2/7/25	25/01773/APP	Beaver	Wigwell Spring Lane Great Horwood Buckinghamshire MK17 0QW	Householder application for the replacement of existing windows to the front, rear and side elevations	No objection	Awaiting decision
9/7/25	25/01964/APP	Mr Robert Webb	Home Farm Pilch Lane Great Horwood Buckinghamshire MK17 0QN	Proposed Grain Store	No objection	Awaiting decision
24/7/25	25/01953/ALB Faye Hudson	Mr Simon Joynes	Rushmere 9 Little Horwood Road Great Horwood Buckinghamshire MK17 0QE	Internal remedial works - oil line failure beneath the floor structure in the snug at the juncture of the dining room and kitchen	No comments made as works complete	Awaiting decision



Key –

Colours

Green = applications determined since last report

Light blue = applications received in 2021

Orange = applications received in 2024

Yellow = Applications received in 2025

Names are those of the Bucks application case officer