



# **Buckland & Chipping Parish Council**

Clerk: Colin Marks

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## **MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 304** **Monday 11<sup>th</sup> January 2021, 7.30pm, via Zoom video conferencing under Covid-19 legislation**

Cllr Jeff Kenyon (Chair) (JK)\*

Cllr Jennifer Makewell (JM)\*

Cllr Aubrey Holt (AH)\*

Cllr Penny Newman (PN)\*

\* Denotes present

Also attending: Cllr Jeff Jones and Cllr Stan Bull

Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

**ACTION**

### **304.01 Apologies for absence**

1. Councillors: None (all present)
2. Other apologies: PCSO Paul Dearman

### **304.02 Declarations of Interest and dispensation requests: None**

### **304.03 1. Minutes of Ordinary Meeting 303 held on 2<sup>nd</sup> November 2020**

**RESOLVED: that the Minutes of Ordinary Meeting 303 held on 2<sup>nd</sup> November be approved as drafted.**

**Clerk**

### **304.10.5 Item 304.10.5 was brought forward for consideration**

**10.5.1** Acquisition of recreation land in Buckland: No response has been received to the Newsletter enquiry. It was agreed to repeat it again in the next newsletter and that if there is again no response, that it be assumed parishioners have no interest in the matter.

**JK**

**10.5.2** Water wheel land. The Clerk confirmed that the plot is not registered and that Veolia and Thames Water have both confirmed that they have no interest in the land. Cllr Jeff Jones said that he was of the opinion that the Parish Council could claim adverse possession since Minutes could confirm that it had maintained the land for an extended period of time. The Clerk was not sure that the adverse possession criteria had been met or could be proven, but he agreed to investigate that.

**Clerk**

### **304.04 Casual Vacancy: No applications received.**

### **304.05 Police Report**

The Clerk read the following report sent by PCSO Paul Dearman:

#### **Crimes and incidents (November-December):**

*2 crimes recorded (Inc. 1x theft)*

*1 x report of dangerous driving*

*1x report of suspicious activity / suspected break-in (attended but nothing found)*

#### **OWL:**

*There are currently 46 registered Neighbourhood watch users in Buckland and Chipping.*

*General awareness raising messages sent in the last quarter:*

- *Crime prevention advice*

#### **What we've been doing**

*Speed checks in Chipping*

#### **Upcoming events**

*Relaunch of Dog Watch scheme across the area following several reports of suspicious activity (albeit no actual thefts have been reported in Buckland or Buntingford).*

## UNAPPROVED DRAFT<sup>2</sup>

Cllr Jeff Jones commented that dog napping is a serious issue and a number of incidents of suspicious activity were reported in the parish on New Years Day and the days following. The best advice is that dogs should not be left out alone, even in a garden, and all suspicious activity should be reported to the police.

### 304.06 Website Accessibility Compliance

The new website is now up and running, although some work needs to be done to add more information and photos. It was noted that the site should be accessed at via the browser using <https://www.bucklandandchipping.org.uk> and not via a google search since, at the moment, that tends to bring up the old redundant website.

### 304.07 Finance

#### 1. Accounts

Accounts summary 1 October to 31 December	£
<b>Opening bank balance 1 October</b>	<b>20,981.12</b>
Income	196.18
Expenditure	3,093.24
Minus previous month's presented cheques	<u>276.60</u>
<b>Available balance (cashbook) 31 December</b>	<b>17,807.46</b>
Plus unpresented cheques 978, 981, 984, 985	<u>819.99</u>
<b>Reconciled bank balance 31 December</b>	<b><u>18,627.45</u></b>

It was unanimously **RESOLVED to accept and approve the Accounts Statement.**

Clerk

**2. Noted:** The reconciliation of the 31 December accounts sheet and bank statement.

#### 3. Budget vs Actual performance to 31 December 2020 (Third quarter)

The Clerk provided an itemised statement of the budget vs actual financial position as at 31<sup>st</sup> December. Actual income to date, including 50% of precept and £909 unbudgetted New Homes Bonus, was £11,740 against the budget of £10,800. Actual net expenditure was £9,374 against the budget of £10,986.

There is a £50 petty cash float.

It was unanimously **RESOLVED to accept the financial statement.**

Clerk

#### 4. Approval / ratification and signing of cheques for payment

*All expenditure made under the General Power of Competence*

Date	Payee	Item	£	Chq
11/11	Citizens Advice Serv.	Donation	<b>50.00</b>	979
30/11	Clerk	Salary Oct/Nov/Dec	<b>443.97</b>	980
30/11	HMRC	PAYE 3 <sup>rd</sup> Quarter Oct-Dec	<b>111.00</b>	981
30/11	Clerk reimburse	SLCC subscription (1/4 <sup>th</sup> )	<b>66.00</b>	982
11/11	Frank Cooper & Son	Grass cutting 2 <sup>nd</sup> payment	<b>1,224.00</b>	983
19/11	TEEC Ltd	Website migration	<b>528.00</b>	984
19/11	TEEC Ltd	Website domain and hosting	<b>155.99</b>	985
	cancelled	cancelled	<b>0</b>	986
11/01	Clerk reimburse	Cartridge Monkey printer ink	<b>125.87</b>	987
11/01	M Webb	Bus shelters & kiosks Nov/Dec 6 of 6	<b>80.00</b>	988
11/01	S Hall	Litterpick Buckland Dec/Jan 1 of 6	<b>190.00</b>	989
11/01	Clerk	Mileage/phone expenses Dec/Jan	<b>35.89</b>	990
01/02	M Webb	Bus shelters & kiosks Jan/Feb 1 of 6	<b>80.00</b>	991
01/02	S Hall	Litterpick Buckland Feb/Mar 2 of 6	<b>190.00</b>	992
		Recoverable VAT included	338.98	

**RESOLVED: to approve the payments as listed.**

Clerk

#### 5. Annual Governance and Accountability Return (AGAR) 2019/20

The Clerk reported that no issues had been found by the external auditor (PKF Littlejohn) and that the audit had been concluded with no external audit charge incurred.

Clerk

#### 6. Budget and Precept 2021-2022

**RESOLVED: to accept the budget as drafted by the Clerk.**

Clerk

## UNAPPROVED DRAFT<sup>2</sup>

**RESOLVED: that to cover potential costs in the ensuing year, the Precept be increased by 4.7% and set at £8,900.** The EHC precept form to be signed by the Clerk, Chairman, and two other councillors. Noted that the current budget is £8,500.

Clerk/JK

### 7. Donation to The Diary Magazine

A donation request was considered and it was agreed The Diary could be a useful parish resource and means of sharing information. **RESOLVED: to donate £50 to The Diary.** The Chairman said he was taking out a subscription.

Clerk

304.08

### PLANNING

#### 1. New Planning Applications:

**3/19/2402/FUL Oak Cottage:** Demolish garage; erect 3-bed dwelling **APPEALED**  
**RESOLVED: no further comments**

**3/20/0609/HH Oak Cottage:** Demolish extensions; erect rear extensions **APPEALED**  
**RESOLVED: no further comments**

**3/20/0630/LBC Oak Cottage:** Demolish extensions; erect rear extensions **APPEALED**  
**RESOLVED: no further comments**

#### 2. Decision Notices. The following was noted:

**3/19/1833/FUL Land at Pelican Cottage: APPEALED. APPEAL DISMISSED**

#### 3. Other planning matters, including late applications received:

##### 1. Hertfordshire Waste Local draft Plan consultation

The Chairman asked all councillors to read the draft and contact him with their thoughts on how to proceed.

ALL/JK

Cllr Jeff Jones commented that the Buntingford household waste site will be closed for the duration of Covid. There is some discussion as to whether it will open again or be re-located. Cllr Jones said he is battling for a new site to be retained in Buntingford. Cllr Jones explained that the current site in Buntingford was no longer fit for purpose.

It was noted that EHC will begin in April to make a charge of £49 a year for people wishing to retain the brown garden waste bin. Food waste will not then be permitted in the brown bin and should be added to the black bin until other arrangements are made.

304.09

**Correspondence** – noted as per the agenda, for information only:

- ONS: request for help with March 2021 Census engagement
- Donation request from The Diary magazine (304.07.7)
- Fly tipping and other churchyard maintenance matters. (304.10.4.3)

304.10

### Parish matters

#### 1. Highways

1. The Chairman noted that the A10 was littered with rubbish today. Cllr Jones said to report it online to EHC.

JK

#### 2. Public Rights of Way and Definitive Map

The Chairman said there was nothing more to add to the last report.

#### 3. River Rib Project

Cllr Penny Newman said nothing more has been heard to date and there had been no response from Reed Parish Council. Cllr Jones said Sir Oliver Heald is Chairman of the Chalk Stream organisation and Graham Waite of BTC is also actively involved and suggested they could be contacted. Cllr Stan Bull noted that a lot of rubbish is accumulating in the river and Cllr Penny Baxter commented on the amount of water extracted by Affinity Water.

PN

#### 4. Churchyard

1. The broken kissing gate and hinge: Upon recommendation, this was referred to the Diocese agent, Bidwells. Having identified the exact location at Bidwells' request, they have now said the land on which the gate is located is not part of their remit. Bidwells have therefore referred it back to the Diocese and have said the Council should wait to hear from the Diocese in due course.

Clerk

## UNAPPROVED DRAFT<sup>2</sup>

2. Provision of a rubbish bin: It was agreed to put an article in the next Newsletter to see if Rectory Close residents would contribute towards the cost of a bin. JK
3. Fly tipping and maintenance concerns: The Chairman reported that he has been in contact with the resident who has been putting garden rubbish on the bonfire and intends to have a bonfire when it safe to do so. The Parish Council has no jurisdiction, but cannot endorse this action since that could render it liable. JK/Clerk

### 5. Acquisition of recreation land for the parish

Dealt with earlier in the meeting following agenda item 304.03

#### 304.11 Events 2021

**Summer event:** The Chairman having checked event dates with Buntingford Town Council to avoid a clash, a date for the flower and vegetable “show” at Buckland Church, was pencilled in for Sunday 12<sup>th</sup> September, subject to prevailing Coronavirus regulations. JK/ALL

#### 304.12 Urgent matters received too late for the agenda.

None raised.

#### *Suspension of meeting for Public Comments:*

##### **The Meeting was suspended at 8.25pm**

Cllr Jeff Jones reported that there has been a huge surge in the number testing Covid positive in Buntingford, up from 160/100k to 633.8/100k in the last 7 days. East Herts has a current rate of 700/100k, while Hertfordshire as a whole is registering 775/100k. It is hoped that the vaccine roll-out will soon kick in. The Stevenage vaccination centre opened this day and has gone well.

The May elections might be delayed – pressure is currently being put on the Government, with September 23<sup>rd</sup> being suggested as an alternative. It is uncertain whether The Countryman will be a polling station and an alternative is being sought if that venue is not available. Cllr Jones suggested speaking to Democratic Services to check.

It was noted that an ACV application is to be made for The Countryman. Clerk

##### **The Meeting was restored to order at 8.40pm**

Clerk

#### 304.13 Items for future agendas

- Revisions to Governance policy documents (Clerk) Clerk
- Emergency Plan update: It was noted that any plan may be subject to changes as and when Hertfordshire becomes a Unitary Authority (Cllr J Kenyon) JK
- Chipping Milestone: Update on restoration and repositioning possibilities: on hold until Covid restrictions have been completely lifted (JK/Rod Taylor) JK

#### 304.14 Date of next meetings and Newsletter dates

1. **Parish Council meeting: Monday 1<sup>st</sup> March 2021**, at 7.30pm. Format subject to prevailing Covid-19 legislation.

Annual Parish Council meeting: Monday 10<sup>th</sup> May 2021

Annual Meeting of the Parish (NOT Council): Monday 10<sup>th</sup> May

2. **March Newsletter.** The following were agreed:

1. Template/Format: As per the January edition JK

2. Editor: Cllr Jeff Kenyon JK

3. Deadlines: (i) Final copy to editor: 12<sup>th</sup> February ALL

(ii) Ok press for printing to Clerk: 17<sup>th</sup> February JK/Clerk

(iii) Printed copies for distribution: 18<sup>th</sup> / 19<sup>th</sup> Febru Clerk

*Note: it was agreed to include a notice in the Newsletter that the Parish Council does not endorse bonfires being lit on Buckland Common* JK

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.45pm.

Signed.....Dated.....