



Buckland & Chipping Parish Council

Clerk: Colin Marks

Cedar Beth-El, 17 Park Lane, Puckeridge SG11 1RL

Tel: 01920 821684

email: clerk.bucklandandchippingpc@gmail.com

MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 307

Wednesday 5th May 2021, 7.30pm, via Zoom video conferencing under Covid-19 legislation

Cllr Jeff Kenyon (Chair) (JK)*

Cllr Penny Newman (PN)*

Cllr Aubrey Holt (AH)*

Cllr Robert Arkle*

Cllr Jennifer Makewell (JM)

*** Denotes present**

Also attending: Cllr Stan Bull and three other members of the public

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

ACTION

307.01 Apologies for absence

1. Councillors: None
2. Other apologies: None

307.02 Declarations of Interest and dispensation requests: None

307.03 Approval of Minutes

RESOLVED: that the Minutes of Meeting 305 held on 1st March 2021 be approved as drafted.

Clerk

307.04 Casual Vacancy

No applications received.

307.05 Police Report

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

5th May 2021 Crimes and incidents since last meeting (28th February–1st May):

- 1 crime reported (theft from motor vehicle)

OWL: There are currently 48 registered Neighbourhood watch users in Buckland and Chipping.

General messages across East Herts:

- Knife crime action week 26 April –2 May
- HMRC scam warnings
- HATE CRIME 'Don't Ignore It –Report It'

Buckland and Chipping specific messages:

- None

What we've been doing: Speed monitoring in Chipping

Upcoming events: None scheduled at present

2. Dog pack attack in Buckland, 14th March

The person in charge of the dogs has been spoken to by the police and is now believed to be walking the dogs on a new route.

307.06 Finance

1. Accounts

Accounts summary to year-end, 31 March 2021

£

Opening bank balance 1 March

17,350.70

Minus February presented cheques 991, 992

270.00

17,080.70

UNAPPROVED DRAFT¹

Income March	0.00
Expenditure March	<u>612.34</u>
Bank balance 31 March	<u>16,468.36</u>

Cashbook balance	16,443.36
Plus unrepresented November British Legion cheque 978	<u>25.00</u>
Reconciled cashbook and bank balance 31 March	<u>16,468.36</u>

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

Clerk

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

3. Budget vs Actual performance to year-end 31 March 2021

The Clerk provided an itemised statement of the budget vs actual financial position as at year-end, 31 March 2021. Actual income, including £909 unbudgetted New Homes Bonus, was £11,740 against the budget of £10,800. Actual net expenditure was £10,755 against the budget of £10,986.

There is a £50 petty cash float.

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

Clerk

4. Approval / ratification and signing of cheques for payment

All expenditure made under the General Power of Competence

Date	Payee	Item	£	Chq
5/5	HAPTC	Annual subscription 2021/22	144.00	998
5/5	E.ON	Electric 2021/22	81.36	999
5/5	TP Jones LLP	Payroll 2021/22	75.12	1000
5/5	Clerk reimburse	Wordpress website annual fee	36.00	1001
5/5	Zurich Municipal	Annual Insurance 2021/22	436.27	1002
5/5	Accountancy Services	Internal Audit for 2020/21	90.00	1003
5/5	M Webb	Bus shelters March/April 2 of 6	80.00	1004
5/5	S Hall	Litterpicking Buckland April/May 3 of 6	190.00	1005
5/5	Clerk reimburse	Zoom contribution	14.39	1006
5/5	Clerk	Mileage/phone expenses	21.50	1007
		Recoverable VAT included	12.52	

RESOLVED: to approve the payments as listed.

Clerk

5. Annual Governance and Accountability Return (AGAR) 2020/21

1. RESOLVED: that the Parish Council meets the criteria and wishes to be an exempt authority.

2. The RFO and Chairman agreed to sign the **Certificate of Exemption**

RFO/JK

3. Noted: that the internal auditor has signed the **Internal Audit Report**

4. RESOLVED: To approve Section 1: The Annual Governance Statement. The Clerk and the Chairman agreed to sign Section 1.

Clerk/JK

5. Section 2 Accounting Statements were considered as signed by the RFO and presented to the Council.

6. RESOLVED: To approve Section 2 Accounting Statements. The Chairman agreed to sign Section 2.

JK

7. RESOLVED: To set the 30-working day period for the Exercise of Public Rights as 14 June to 23 July 2021

Clerk

307.07

PLANNING

1. New Planning Applications

3/21/0734/FUL Woodview Kennels Reconsultation #2: Change of use to residential care home for four young people.

The meeting was opened up for parishioners present to give their views on the proposed plans. Comments sent to the Parish Council were also shared. It was noted that there was

UNAPPROVED DRAFT¹

widespread disapproval of the proposal due to a number of concerns that were not addressed in the application documents.

The Parish Council took account of parishioners' concerns and comments and it was **RESOLVED to comment and object to the application on the following grounds:**

Parish Council has no objection to the change of use of the building per se, but it has strong objections to the use for which the change of use is proposed. The objections are on the following grounds:

1. The location is wholly inappropriate for residential care for young people. It is a very rural location with no amenities, shops, or recreational facilities and is served by a minimal public transport service. The local authority does not provide school transport.
2. The nearest shops and amenities are in Buntingford, some 3 miles to the south.
3. There is no indication of the proposed make-up of the young people and what their impact might be on local residents.
4. Without knowing the make-up of the occupants, the Parish Council is not satisfied that the level of proposed supervisory care has been shown to be adequate. The needs of young people going into care depends heavily on their individual circumstances and the proposal cannot be supported without a greater understanding of those needs and how they will be managed.
5. It has been disconcerting that the notice of application has been published three times with different comment dates. It should also be noted that the yellow printed public notice was removed within hours of it being posted.
6. The Parish Council fully supports the concerns expressed by Parishioners.

It was believed that the deadline for comments had been amended to Wednesday 26th May. The Clerk agreed to contact EHC for confirmation of this date.

Clerk

Clerk's note: EH Planning confirmed the 26th May date and a notice to that effect was posted on the parish notice boards the following day.

2. **Decision Notices.** The following were noted:
 - 3/21/0085/HH 1 Chipping Hall Barns:** Construct summer house. **GRANTED**
 - 3/19/2402/FUL Oak Cottage:** Demolish garage; erect 3-bed dwelling. **Appeal awaited**
 - 3/20/0609/HH Oak Cottage:** Demolish extensions; erect rear extensions. **Appeal awaited**
 - 3/20/0630/LBC Oak Cottage:** Demolish extensions; erect rear extensions. **Appeal awaited**
3. **Other planning matters, including late applications received**

Noted: Notice of Modification Order Application EH/502/MOD. To upgrade Buckland Footpath 1, west of Chipping, to a Bridleway.

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

- Parishioner: report of a dog being attacked by a pack of dogs in Buckland (307.05)
- Parishioner, Church PCC: re churchyard hedge and other maintenance matters
- Parishioner: Concerns about reconsultation planning application 3/21/0734/FUL for Woodview Kennels.

307.09 Parish matters

1. **Highways**

No issues raised.
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, but she will follow up.
4. **Churchyard**
 1. The provision of a rubbish bin: No update.

PN

UNAPPROVED DRAFT¹

2. Church Conservation Trust matters

The Chairman gave the following report and recommended actions following his meeting with Megan Mitchell from the CCT:

1. Grill replacement. The Clerk to write and explain the aesthetic reason for replacing the chipboard panel with an iron grill with WW1 remembrance details; this is likely to be accepted.
2. Replace the outside light "off" switch with a "5 min delay" switch to allow all to leave safely in the dark. The Clerk to write and offer to cover the cost; this is likely to be accepted.
3. Two extra lights needed above where the Parish Council sets up the tables for its meetings. The Clerk to write to explain reason for improved lighting, offering to meet costs; this is likely to be approved.

Megan was very pleased with the use of St Andrew's for P.C. Meetings, Summer Event, Christmas Carol Service and Hertfordshire Bike Ride Station. She was given the PC's probable dates for 2021. She hopes to be able to offer a Group of Strolling Play actors for a performance and has in mind to use the church as Station on a Hike Walk for Charity.

The Chairman said he offered to give to the CCT any donations made at the Summer Event.

Clerk

RESOLVED: That the Clerk write to the CCT raising the above points.

3. Memorial bench for Churchyard.

The Chairman proposed and it was **RESOLVED that a memorial bench for HRH Prince Philip be purchased and installed in the churchyard.** The Clerk and Chairman to bring suggestions to the July PC meeting.

Clerk/JK

5. Acquisition of Water Wheel land

Water Wheel land: No responses have been received from anyone claiming ownership. Therefore, it was agreed to make a formal proposal to Land Registry for the land to be registered to the Parish Council. The Clerk said that Land Registry had previously indicated that they would require a solicitor to make the application. Mr Adrian Hall, as a barrister, then kindly offered to sign a letter drafted by the Clerk if that would meet Land Registry's requirement. The Chairman thanked Mr Hall for this offer.

Clerk

6. Coronavirus Act and Parish Council Meetings

It was noted that the 2020 Coronavirus Act that allowed Parish Councils to hold virtual meetings expires on 7th May. Therefore, all future Parish Council Meetings will have to be held in person.

Clerk

7. The Countryman Asset of Community Value registration

The Clerk reported that the ACV application was submitted to EHC on 17th March but there has not been an acknowledgement or indication of when it might be considered. Cllr Stan Bull's offer to follow this up with EHC was gratefully accepted. The Clerk forwarded the application details to Cllr Bull.

Clerk

307.10 Events 2021

Summer event, 12th September, St Andrew's Church: Plans are being put in place by the Working Group.

JK/RA/
PN

Bonfire night, November: Details and arrangements to be agreed at the July PC meeting.

ALL

307.11 County and District Councillor reports

Cllr Stan Bull gave a brief report, saying there is not much news to share at the moment. He noted that EHC has elected Ken Crofton as its new Chair for 2021/22.

307.12 Urgent matters received too late for the agenda.

None raised.

Suspension of meeting for Public Comments:

The meeting was suspended at 8.26pm

UNAPPROVED DRAFT¹

A further update was given on the reported dog attack that was raised earlier under Police matters (307.05.2).

Concerns were again expressed that there should be a 30mph speed limit through the villages.

Note Mr Adrian Hall's offer to sign a letter to Land Registry (307.09.4.5)

The meeting was restored to order at 8.31pm.

307.13 Items for future agendas

- Follow up Water Wheel land ownership Clerk
- Revisions to Governance policy documents, including the new NALC Model Code of Conduct 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) Clerk
- Chipping Milestone: Update on restoration and repositioning possibilities: on hold until Covid restrictions have been completely lifted (JK/Rod Taylor) JK
- September Agenda: order winter salt for Buckland and Chipping bins Clerk
- Memorial bench for the Churchyard Clerk/JK
- St Andrew's Church actions: Install iron floor grille; install new delay light switch; install two additional lights at back of church for PC meetings. Clerk/JK

307.14 Date of next meeting and Newsletter dates

1. **Ordinary Council Meeting 308:** Monday 5th July, 7.30pm, St Andrew's Church Clerk/JK
2. **July Newsletter**
 1. Template/Format: The Chairman to check whether a simple template can be created. JK
 2. Editor: Cllr Jeff Kenyon and Cllr Robert Arkle JK/RA
 3. Deadlines: (i) Final copy to editor: 18th June ALL
(ii) Ok press for printing to Clerk: 23rd June JK/RA
(iii) Printed copies for distribution: 25th June Clerk to JK/PN

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.38pm.

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