

# UNAPPROVED DRAFT<sup>2</sup>



## Buckland & Chipping Parish Council

Clerk: Colin Marks

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### MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 309

Monday 13<sup>th</sup> September 2021, 7.30pm, St Andrew's Church, Buckland

Cllr Jeff Kenyon (Chair) (JK)\*

Cllr Penny Newman (PN)\*

Cllr Aubrey Holt (AH)\*

Cllr Robert Arkle\*

Cllr Jennifer Makewell (JM)\*

\* Denotes present

Also attending: Four members of the public; County Cllr Jeff Jones

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

ACTION

The Chairman welcomed everyone, saying he was delighted to see parishioners in attendance, and opened the Meeting at 7.30pm.

**309.01 Apologies for absence** (accepted for councillors)

1. Councillors: None – all present (Cllr Jen Makewell arrived at 7.45pm)
2. Other apologies: PCSO Paul Dearman

**309.02 Declarations of Interest and dispensation requests:** None

**309.03 Approval of Minutes**

**RESOLVED: that the Minutes of Parish Council Meeting 308, held on 26<sup>th</sup> July 2021 be approved as drafted.** The Chairman signed the Minutes.

Clerk/JK

**309.04 Casual Vacancy:** No applications received.

**309.05 Police Report**

The Chairman read a brief report sent by PCSO Paul Dearman which said:

*1 crime has reported in the parish since the last meeting on 26<sup>th</sup> July.*

*Following the retirement of Sergeant Hunt, her replacement is due to be announced soon.*

**309.06 Finance**

**1. Accounts**

Accounts summary to 31 August 2021	£
Opening bank balance 1 July	18,286.73
Minus late presented cheques	<u>0.00</u>
	18,286.73
Income July-August	200.00
Expenditure July-August	<u>238.18</u>
<b>Bank balance 31 August</b>	<b><u>18,248.55</u></b>
<b>Cashbook and bank reconciliation at 31 August</b>	<b><u>18,248.55</u></b>

**RESOLVED: to accept and approve the Accounts Statement.**

Clerk

**2. RESOLVED: To agree the reconciliation of the 31 August cashbook and bank statement.**

Clerk

It was noted that the EHC litterpick grant of £2,330.54 was received on 10<sup>th</sup> September.

**3. Budget vs Actual performance to 31 August 2021**

The Clerk provided an itemised statement of the budget vs actual financial position as at 31 August 2021. Income Budget £11,250; Income to date £4,650. Net expenditure budget £11,200; net expenditure to date £2,700

There is a £50 petty cash float.

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

Clerk

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

*All expenditure made under the General Power of Competence*

Chq	Payee	Item	£	VAT incl
1018	Clerk reimburse	WC portables – loo hire	<b>138.00</b>	23.00
1019	M Webb	Bus shelters July/August 4 of 6	<b>80.00</b>	
1020	S Hall	Litterpick Buckland Aug/Sept 5 of 6	<b>190.00</b>	
1021	Clerk reimburse	Cartridge Monkey printer ink	<b>115.03</b>	19.17
1022	Clerk	Expenses August-September	<b>40.00</b>	
1023	P Brownless	Litter pick Chipping 2020-21	<b>1,150.00</b>	
1024	Clerk	Salary July-Sept	<b>421.49</b>	
1025	HMRC	PAYE 2nd quarter July-Sept	<b>105.40</b>	
1026	J Kenyon reimburse	Summer event expenses	<b>58.09</b>	
1027	Clerk reimburse	Microsoft Office 365 licence	<b>79.99</b>	
1028	Churches Cons Trust	Donation (from Event proceeds)	<b>40.00</b>	
1029	J Kenyon reimburse	BBQ fuel	<b>19.50</b>	
1030	Clerk reimburse	Printer paper	<b>5.00</b>	
		Recoverable VAT included		42.17

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

Clerk

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

Noted: That PKF Littlejohn has approved and signed off the annual audit with no adverse comments.

309.07

#### PLANNING

##### 1. New Planning Applications

None

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

**3/21/1530/LBC Popeswell, Chipping:** Replacement windows. *Decision awaited*

**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 and late applications received

**3/21/2223/HH Briar Mead, Sandon Lane:** Remove detached double garage and accommodation; build replacement double garage with store rooms and living space.

**RESOLVED: No objections**

Clerk

**3/21/2398/HH and 2399/LBC Malyons:** Single storey rear extension; convert garage to habitable room; fenestration and internal.

**RESOLVED: No objections, but request that if permission is granted, EHC Planning imposes a condition that sufficient parking space is maintained so that Bury Weir Lane is not blocked by parked owners' or visitors' vehicles as has been experienced in the past.**

Clerk

309.08

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

- PCC: re churchyard memorial bench and plaque inscription (309.09.6)
- EHC Monitoring Officer: re new Code of Conduct (309.10)

309.09

#### Parish matters

##### 1. Highways

1. HCC Winter salt. **RESOLVED: To order 10 bags for delivery to the notice board at Whitely Lane/A10 junction.**

Cllr Aubrey Holt to check the salt bin in Chipping.

Clerk  
AH

2. Footway between Buckland and Chipping. Reported to Highways. Cllr Jeff Jones asked the Clerk to send him photos and a copy of the HCC fault report.

Clerk

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	<p>3. Overhanging vegetation. The Chairman said he had received concerns about the vegetation overhanging the entrance to The Square and that it might fall into the road under the weight of snow or when wet. Cllr Jeff Jones added the trees are the responsibility of residents. It was agreed to write to residents and to the Housing Association. The Chairman to give details to the Clerk.</p> <p>It was also suggested that trees by the Chipping notice board also need cutting back – Cllr Aubrey Holt to send details / photo to the Clerk.</p>	JK/Clerk
	<p>2. <b>Public Rights of Way (PRoW) and Definitive Map</b></p> <p>The Chairman said that no requests have been made and therefore Nicholas Maddex has not been contacted.</p>	AH/Clerk
	<p>3. <b>River Rib Project</b></p> <p>Cllr Penny Newman said she has joined the water testing scheme and is taking samples from three places along the river. She has been in touch with Sir Oliver Heald MP regarding chalk the stream concerns and he was asked if he can put any pressure on Affinity Water regarding their ongoing extraction and the detrimental effects on the streams.</p>	PN
	<p>4. <b>Churchyard</b></p> <p>1. Grass cutting schedule: It was agreed to put the contract out to tender again for 2022. This year's performance to be discussed with the contractor before paying the invoice (once it has been submitted).</p> <p>2. Church Conservation Trust matters: The Clerk said that a reply to the letter sent on 17<sup>th</sup> June has still not been received.</p>	Clerk Clerk
	<p>5. <b>Acquisition of Water Wheel land:</b></p> <p>Nothing to report</p>	Clerk
	<p>6. <b>Memorial bench for the Churchyard</b></p> <p>Awaiting approval of location from the Diocese.</p>	JK/Clerk
	<p>7. <b>Queen's Green Canopy initiative</b></p> <p>It was noted that there are two potential sites, one of which is on the border of Wyddial. It was agreed to write to the Wyddial Parish Meeting Chairman, David Hill, to see if they are interested in a joint venture and to then discuss further in November. Cllr Jeff Jones pointed to the HCC Woodland tree initiative.</p>	Clerk
309.10	<p><b>Code of Conduct</b></p> <p><b>RESOLVED: to adopt the new EHC model Code of Conduct.</b> The Clerk to inform the EHC Monitoring Officer.</p>	Clerk
309.11	<p><b>Events 2021/22</b></p> <p>1. <b>Summer event report:</b> The event was a great success, attended by about 50 people during the afternoon and it achieved its objective of getting parishioners together again after lockdown. The atmosphere was very positive and welcoming to newcomers, the BBQ went well, and was agreed to do the event again next summer, possibly aiming for early July. It was also agreed to promote the next event via social media. The bunting will be stored for future events. Cllr Robert Arkle agreed to send some photos to the Clerk for inclusion in the grant report back to EHC.</p> <p>2. <b>Bonfire and firework night, November</b></p> <p><b>RESOLVED: to hold the event on Sunday 7<sup>th</sup> November, starting at 6.30pm.</b></p> <p>It was agreed that Cllr Jen Makewell and Cllr Robert Arkle will organise the building of the bonfire; Cllr Jeff Jones to arrange for the fireworks to be let off. Cllr Jeff Jones said he could not commit to help, but agreed to grant £300 from his budget if the Clerk would make the formal request via HCC.</p> <p>3. <b>QEII Platinum Jubilee, 2022</b></p> <p>Dates yet to be considered. Cllr Robert Arkle to speak to the landlord of The Countryman to see if that could be a potential venue; if it's of interest, the Clerk to then make a formal approach.</p>	RA Clerk JM/RA Clerk RA Clerk

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### 309.12 County and District Councillor reports

County Cllr Jeff Jones:

Congratulated everyone on the success of the Summer event. He welcomed the return of face to face Council Meetings following the lockdown. At County level, full council are in person but advisory meetings remain virtual.

Expressed disappointment at the condition of the Buckland Churchyard grass this year.

Spoke on the Herts Lynx rural community bus project and explained how the service will operate. It starts on 19<sup>th</sup> September. The service is run by Uno and managed by HCC. Cllr Jones agreed to send some information for inclusion in the next Newsletter.

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

No matters raised.

Cllr Jen Makewell apologised and left the Meeting for family reasons.

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

The meeting was suspended at 9.30pm

As a resident, Jeff Jones said he was not aware of The Countryman being nominated as an Asset of Community Value (ACV). A discussion ensued. The Chairman said the Parish Council had met with the landlord and the nomination was featured in the July Newsletter. The Clerk agreed to send Cllr Jones a copy of the EHC nomination confirmation letter.

Clerk

A resident commented on the increasingly overgrown access lane to the church that has been discussed with PRoW Officer, Nicholas Maddex.

A resident commented on the speed of traffic on the A10 and there was a discussion on the difficulties of enforcing the speed limit between the villages.

The meeting was restored to order at 9.50pm.

### 309.14 Items for future agendas

- Summer event 2022: January 2022 agenda
- Revisions to Governance policy documents (Clerk/all)
- Emergency Plan update (Cllr J Kenyon)
- Chipping Milestone: Update on restoration and repositioning possibilities – Rod Taylor to look at and report for next Spring. March 2022 agenda

Clerk

Clerk

JK

JK

### 309.15 Date of next Council meeting and Newsletter dates

1. **Council Meeting:** Monday 1<sup>st</sup> November 7.30pm, The Manor House, Buntingford TBC

Clerk/JK

#### 2. **November Newsletter**

1. Editor: Cllr Aubrey Holt.

AH

2. Deadlines: (i) Final copy to editor: 18<sup>th</sup> October

ALL

(ii) Ok press for printing to Clerk: 20<sup>th</sup> October

AH

(iii) Printed copies for distribution: 22<sup>nd</sup> October

Clerk to

JK/PN

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.53pm.

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