



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 312

Monday 7th March 2022, 7.30pm, The Manor House, Buntingford

Cllr Jeff Kenyon (Chair) (JK)*

Cllr Penny Newman (PN)*

Cllr Aubrey Holt (AH)*

Cllr Robert Arkle*

Cllr Jennifer Makewell (JM)

Cllr Helen Dauris*

* Denotes present

Also attending: one member of the public and Cllr Jeff Jones

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

ACTION

The Chairman opened the Meeting at 7.30 pm

312.01 Apologies for absence

1. Councillors: None received
2. Other apologies: PCSO Paul Dearman,

312.02 Declarations of Interest and dispensation requests:

1. Interests: None declared
2. Dispensations: None requested

Cllr Aubrey Holt arrived at 7.35 with apologies for being late

312.03 Approval of Minutes

It was noted that the draft January 2022 Minutes were incorrectly titled as Meeting No. 310. This was amended to read meeting No. 311 after which it was **RESOLVED: that the Minutes of Parish Council Meeting 311, held on 10th January 2022 be approved as amended.** The Chairman signed the Minutes, including the amendment.

Clerk/JK

312.04 Police Report

The Chairman read the following brief report sent by PCSO Paul Dearman:

Crimes and incidents since last meeting (10th January – 5th February 2022):

1 crime reported: Assault

OWL:

General messages across East Herts:

- Neighbourhood Policing Priorities survey

Buckland and Chipping specific messages:

- None

What we've been doing

Farmers annual "Barn meeting" with the Police and Crime Commissioner, EHDC and local Police 3rd March 2022

Upcoming events

Quarterly Priority Setting Forum 16th March

312.05 Finance

1. Accounts

Accounts summary to 31 January 2022	£
Opening bank balance 1 January	20,241.46
Minus late unrepresented cheques	<u>0.00</u>
	20,241.46
Income to 31 January	0.00
Expenditure to 31 January	<u>535.73</u>

UNAPPROVED DRAFT²

Bank balance 31 January	<u>19,705.73</u>
Minus unrepresented cheque 1055	<u>12.99</u>
Cashbook balance at 31 January	<u>19,692.74</u>

RESOLVED: to accept and approve the Accounts Statement.

Clerk

2. RESOLVED: To approve the reconciliation of the 31st January 2022 cashbook and bank statement.

Clerk

CLlr Aubrey Holt signed the bank statement and bank reconciliation as correct.

3. Budget vs Actual performance to 31st January 2022

The Clerk provided an itemised statement of the budget vs actual financial position as at 31 January 2022.

Income Budget £11,250; Income to date £11,771.

Net expenditure budget £11,200; net expenditure to date £9,690

Projected year end bank balance 31 March 2022: £18,550

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

Chq	Payee	Item	£	VAT incl
1059	Clerk reimburse	SLCC membership 1/4th	67.50	
1060	Clerk	Salary January - March	485.05	
1061	HMRC	PAYE January - march	121.40	
1062	Buntingford Town Cl	Room hire 1 st Nov & 10 th Jan	35.00	
1063	M Webb	Bus shelters Jan/Feb 1 of 6 £80	80.00	
1064	S Hall	Litterpicking Feb/March 2 of 6 £190	190.00	
1065	Clerk reimburse	Printer paper	3.00	
1066	Clerk C Marks	Expenses February - March	20.15	
		Recoverable VAT included		0.00

RESOLVED: to approve the payments as listed.

Clerk

5. Grass maintenance invoicing

RESOLVED: That payments to F Cooper & Son be made In May*, July* and September* at £680 each, total £2,040 for the year (£1,440 Buckland plus £600 Chipping) for 12 cuts, subject to extraordinary arrangements being agreed due to weather circumstances.

*** To coincide with Parish Council Meetings.**

Clerk

312.06

PLANNING

1. New Planning Applications: None

2. Decision Notices. The following were noted:

3/21/2920/HH 22A Hill View: Demolish conservatory; add extension etc. *Decision awaited*

3/21/2398/HH & 2399/LBC Malyons: Rear extension; convert garage *Decision awaited*

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

3. Other planning matters and late applications received

None

312.07

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

- Royston & District Community Transport: Thanking Parish Council for donation
- Citizens Advice: Letter thanking Parish Council for donation
- F Cooper & Son: re grass cutting contract
- HCC: re Corporate Policy on support for Ukraine

UNAPPROVED DRAFT²

312.10

Parish matters

1. Highways

2. Footway between Buckland and Chipping. Update: Work is included in County Cllr Jeff Jones 2022/23 Highways Locality Budget.

3. River Rib Project

Cllr Penny Newman is liaising with the Reed Parish Council Clerk. "Water Blitz" can be implemented to check and measure water contamination. Three sample kits to take readings can be obtained upon application.

PN

4. St Andrew's Church and Churchyard

1. Matters raised with the CCT update: The Church Warden has confirmed that the lady dealing with this is currently on maternity leave and therefore the matters are awaiting her return. It was noted that the Church Warden said the PCC is appreciative of the Parish Council looking after the grass.

Clerk

2. Improvements to church lighting: Since it was previously agreed that replacing light bulbs would involve too much risk, councillors were asked to bring table lamps to the May Meeting.

ALL

3. Concerns raised about hedge cutting: Parishioners had contacted the Chairman to raise concerns about the state of the hedge and that severe trimming had adversely affected the naturalisation of the hedge. The Chairman noted that the hedge is the responsibility of the PCC and not the Parish Council. Cllr Helen Dauris said trimming would thicken and improve the hedge and holly had been planted to add evergreen. She also noted that no birds' nests were found when the hedge was trimmed.

4. St Andrew's War Memorials: There are two memorials in the Church: a memorial to those who had fallen and a list of those who went to war. A stone mason could be asked to give an assessment of the Memorial. The best way of preserving the list was considered and it was agreed to raise the matter for discussion at the Annual Meeting of the Parish in May.

Clerk/JK

5. Acquisition of Water Wheel land:

Still with Pelly's Solicitors, who have agreed to look at acting on the Parish Council's behalf and will provide a quote to register with Land Registry in due course.

Clerk

6. Memorial bench for the Churchyard

No report was provided on the previous proposal to keep the bench where it is currently placed (contrary to the original agreed location). It was agreed that the Chairman will check with the Rector and Churchwarden to confirm the location is acceptable.

JK

7. Queen's Green Canopy initiative

Cllr Aubrey Holt proposed some locations for the trees to be planted, Common Land (CL65) at Buckland Bottom was favoured site. Cllr Jeff Jones to investigate the feasibility of using this site and to inform the Clerk so that a formal application for trees could be made to HCC. Tree planting arrangements to then be made which will now be in autumn/winter 2022.

AH/JJ
Clerk

8. Buckland phone box: It was suggested that a board with history information, either in or near the kiosk, would be more practical than leaflets.

JK/AH

9. Chipping litterpicking: The Clerk asked Cllr Aubrey Holt to ask Mr Dale Holt to make contact to formalise a contract and agree the area to be covered.

AH/Clerk

10. Buckland Care Home: It was agreed to invite Care Home representatives to the Annual Meeting of the Parish in May. The objective is to welcome them into the Parish and also to ask them to give a short overview of how their new venture operates and to open a dialogue on whether there is anything parishioners could do, or organise, which might be of interest to the teenagers under their care. The Chairman and the Clerk to agree wording for the invitation.

Clerk/JK

Cllr Jeff Jones explained that answers from the care provider had been sent to all who enquired, raised concerns, or made comments at the planning stage. Cllr Penny

UNAPPROVED DRAFT²

Newman asked Cllr Jones if he would send a copy of those answers to Parish Council members so they would be able to pass on the information to any enquirers. JJ/PN
It was agreed to have an item on this in the next newsletter. JK

312.09 Events

1. QEII Platinum Jubilee, 2022

A road closure is not normally required for a cul-de-sac, but Cllr Jeff Jones advised one should be applied for just the same. Clerk/JM

A barrier should be erected at the junction of The Square and the A10. Clerk/JM
Cllr Jeff Jones said he would consider a grant of £500 to support the event if the Clerk applied. Clerk

Agreed that a portaloos be ordered for siting in Brookside. Clerk/JM

2. Summer Event 2022

Agreed: to defer to the May Council Meeting the making of arrangements for the event in September, as in 2021. Clerk

312.10 County and District Councillor reports

Cllr Jeff Jones commented a complaint about a lot of litter being left in the small parking area outside No.6 Brookside. The area is private land and is the responsibility of Clarion Housing. It was agreed that the Clerk write to Clarion requesting they clear up the dumped litter and also that they deal with the overgrown vegetation along the road there. Clerk

312.11 Urgent matters received too late for the agenda.

No matters raised.

Suspension of meeting for Public Comments:

The meeting was not suspended.

312.12 Items for future agendas

- Chipping Milestone update on restoration (May 2022 agenda). It was suggested that when it is repaired it be relocated to a better site near the notice board. JK
- Revisions to Governance policy documents (Clerk/all) Clerk
- Emergency Plan: ongoing (Cllr J Kenyon) JK
- Public Rights of Way FP and definitive Map: ongoing (Cllr J Kenyon/Nicholas Maddex) JK

312.13 Date of next meetings: Monday 9th May – all in St Andrew's Church, Buckland - and May Newsletter dates

1. 7pm Annual Meeting of the Parish (Electors' Meeting – NOT Council), followed by Clerk

2. Approx 7.30pm: Annual Parish Council Meeting, followed by

3. Approx 7.45pm: Ordinary Parish Council Meeting, May Clerk

4. May Newsletter

1. Editor: Cllr Jeff Kenyon JK

2. Deadlines: (i) Final copy to editor: 25th April ALL

(ii) Ok press for printing to Clerk: 27th April JK

(iii) 140 Printed copies 29th April. (Printed by Prontaprint) Clerk

(iv) Distribution: By 1st May JK/PN

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.35pm.

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