



Buckland & Chipping Parish Council

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MEETING No 322 of BUCKLAND & CHIPPING PARISH COUNCIL Parish Council meeting

Monday 4th September 2023, 7.30pm in St Andrew's Church, Buckland

To: Cllrs Helen Dauris(Chair), Robert Arkle (Vice), Jeff Kenyon, Penny Baxter-Newman, Debbie Thompson.

You are summoned to attend Meeting No 322 to transact the business on this agenda.

Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business. Please note that Public participation is not permitted, except during the time designated for public comments.

C Scott

Mrs C Scott,

Date: 20th August 2023

Clerk to Buckland and Chipping Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

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| 322.1 | Apologies for absence To receive and accept apologies for absence. |
| 322.2 | Declarations of Interest and dispensations <ol style="list-style-type: none">1. To receive declarations of interest from councillors on items on the agenda (<i>including non-pecuniary, with the nature of the interest</i>). <i>Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.</i>2. To receive and consider members' written requests for dispensations for declarable interests (if any)3. To grant any requests for dispensation as appropriate |
| 322.3 | Minutes: To confirm the minutes of Buckland and Chipping Ordinary Parish Council Meeting 321, 3 rd July 2023 as an accurate record of proceedings |
| 322.4 | Reports to the Council To receive reports from representatives on outside bodies, local authorities and agencies |
| 322.5 | Public Comments: Limited to 15 minutes Members of the public and councillors can raise matters of concern. |
| 322.6 | Finance <ol style="list-style-type: none">1. To approve the accounts statements2. To note the reconciliation of the Accounts and Bank Statement3. To note the 2023/24 budget vs actual performance |

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| | 4. To approve the list of payments <table border="1"> <tr> <td>30</td> <td>Complete Gardening</td> <td>INV-0016</td> <td>£280.00</td> </tr> <tr> <td>32</td> <td>Complete Gardening</td> <td>INV-0022</td> <td>£280.00</td> </tr> <tr> <td>33</td> <td>Complete Gardening</td> <td>INV-0031</td> <td>£280.00</td> </tr> <tr> <td>34</td> <td>Town House Publishing Limited (The Listings)</td> <td>0022886</td> <td>£ 70.20</td> </tr> <tr> <td>35</td> <td>WC Portables Ltd</td> <td>11096</td> <td>£300.00</td> </tr> <tr> <td>36</td> <td>Starboard Systems Limited (Scribe)</td> <td>INV-4228</td> <td>£543.60</td> </tr> <tr> <td>37</td> <td>Naomi Longcroft</td> <td>Aug-sept 2023 litter</td> <td>£190.00</td> </tr> <tr> <td>38</td> <td>Dale Holt</td> <td>Aug-sept 2023 litter</td> <td>£190.00</td> </tr> <tr> <td>39</td> <td>M Webb</td> <td>Aug-sept 2023 clean</td> <td>£ 80.00</td> </tr> <tr> <td>40</td> <td>HAPTC – new cllr training</td> <td>2324/244</td> <td>£ 17.00</td> </tr> <tr> <td>41</td> <td>Caroline Scott</td> <td>Clerk Salary</td> <td>£493.48</td> </tr> <tr> <td>42</td> <td>HMRC</td> <td>PAYE</td> <td>£123.20</td> </tr> </table> | | | | 30 | Complete Gardening | INV-0016 | £280.00 | 32 | Complete Gardening | INV-0022 | £280.00 | 33 | Complete Gardening | INV-0031 | £280.00 | 34 | Town House Publishing Limited (The Listings) | 0022886 | £ 70.20 | 35 | WC Portables Ltd | 11096 | £300.00 | 36 | Starboard Systems Limited (Scribe) | INV-4228 | £543.60 | 37 | Naomi Longcroft | Aug-sept 2023 litter | £190.00 | 38 | Dale Holt | Aug-sept 2023 litter | £190.00 | 39 | M Webb | Aug-sept 2023 clean | £ 80.00 | 40 | HAPTC – new cllr training | 2324/244 | £ 17.00 | 41 | Caroline Scott | Clerk Salary | £493.48 | 42 | HMRC | PAYE | £123.20 |
| 30 | Complete Gardening | INV-0016 | £280.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 42 | HMRC | PAYE | £123.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Internal Audit 2024 – Hertfordshire Internal Audit Service 6. Request for a grant from Citizens Advice Bureau | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 322.7 | Planning To receive a planning report on applications and decisions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 322.8 | Policies & Procedures 1. Health and Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 322.9 | Reports from Working Parties and Committees 1. October Newsletter: <ol style="list-style-type: none"> 1. to agree an editor 2. to agree deadlines for (i) copy, and (ii) ok press, and printing, and (iii) delivery <ol style="list-style-type: none"> 2. Summer Event Working Party 3. Bonfire and Fireworks night Working Party 4. Remembrance Day - wreath 5. Staffing Committee 6. D-day 80th Anniversary 6th June 2024 7. St Andrew’s Church and Churchyard: possible Warm Space Grant 8. To consider signing the Armed Forces covenant 9. Water Wheel land maintenance 10. Working Group matters as raised with the CCT, including lighting and war memorials: (JK to report) 11. Cool Spaces Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 322.10 | Urgent matters received too late for inclusion on this agenda (for full consideration on the next agenda) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 322.11 | To note items for future agendas: And to receive any other items for future consideration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 322.12 | Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 6th November 2023, Meeting Rooms, Buntingford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |