

MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL THE MEETING No. 319

Held on Monday, 14th March 2023 at The Manor House, Buntingford

PRESENT; Cllr Jeff Kenyon, Chairman (JK); Cllr Robert Arkle (RA); Cllr Helen Dauris (HD); Cllr Penny Baxter-Newman (PN)

Also attending: Cllr Jeff Jones, Cllr Stan Bull, Cllr Martin Prescott, Cllr Andrew Huggins

In attendance: Caroline Scott incoming Locum Clerk

ACTION

The Chairman welcomed councillors to the Parish Council Meeting 319 and the meeting commenced at 7.30pm

PART 1: Non-confidential information

319.01 **Resolve to appoint temporary clerk for administrative purposes** – agreed RA to act as clerk until appointment of new clerk **RA**

319.02 **Apologies for absence**
1. **Councillors** – *Jennifer Makewell & Aubrey Holt* – **agreed**
2. **Other apologies** - *None*

319.03 **Declarations of Interest:** *None*

319.04 **Approval of Minutes** – **Approved and signed** **JK**

PART 2: Confidential matters

Due to the confidential nature of the business about to be transacted, the Chairman proposed to suspend Part 1 of the Meeting and to exclude press and public from Part 2 in accordance with the Public Bodies (Admission to Meetings) Act 1960; it was unanimously **RESOLVED to suspend Part 1 of the Meeting and to exclude press and public from Part 2.**

319.05 **Parish Clerk Vacancy**
The Chairman welcomed Caroline Scott to the meeting, expectations were briefly discussed and noted the hours of 4 per week and the salary set in accordance with the NJC salary scale. Following a proposal by the Chairman it was unanimously RESOLVED to appoint Caroline Scott as the Locum Clerk to the Parish Council.

The Chairman offered Caroline the position of Locum Clerk, which she accepted, and welcomed her to BCPC.

JK/Clerk

PART 1 RESUMED: The business under Part 2 being concluded, PART 1 of the Meeting was resumed and press and public were invited to rejoin the meeting

319.06 **Public Comment** - *None*

319.07 **Police Report** – The following report was received
Buntingford – Church Street one-way system: Target Road traffic offences in Church Street and the junction with the High Street namely, driving in the wrong direction up a one-way street and U-turns
Speeding: Address speeding in Baldock Road, Buntingford
East Herts Rural – Rural commercial burglaries: proactive work to reduce commercial burglaries in rural areas
Poaching: proactive work to reduce poaching and hunting offences
Deterring fly Tipping: reduce fly tipping in rural communities through high visibility presence and proactive work with partner agencies
Aspenden – 1 recorded crime in December 2022 (assault without injury)
Buckland and Chipping – 0 reported crimes in December 2022
Buntingford – No new data since January meeting
Wyddial – 1 recorded crime in December 2022: residential burglary

OWL – General East Herts messages: scam warnings , candle safety reminder (from Fire Brigade)

319.08 To Receive County and District Councillor reports

Cllr Stan Bull spoke about human resources and the difficulty with staff returning to the office
There was a question with the speed of planning permission being passed – this has been outsourced to an agency and there is ongoing training inhouse to catch up with the backlog. Cllrs have lobbied planning officers regarding delays in planning, fast-track applications for simple household are being considered

Cllr Jeff Jones spoke about the Buntingford Ward changes and now it requires 3 councillors representing the enlarged Buntingford Ward, including Buckland, he introduced Martin Prescott and Andrew Huggins who spoke about themselves, where they lived and their Councillor experience. Cllr Stan Bull will be standing down from this area and moving on to Braughing after 24 years as a District Councillor.

County Council – Budget has gone through council and has been fully approved.

Update of Ermine Street and Neale Drive section 278 works . There was a meeting between Redrow and the Highways Agency, they are unable to close the road while the Church Street works are still continuing which look to be at the end of July.

319.09 Finance

1. To approve the Account Statement – **approved RA**
2. To approve the reconciliation of the Accounts and Bank Statement – **approved RA PN**
3. To note the 2022/23 budget vs actual performance to date – **noted** and discussed the overspend due to business survey of the Countryman PH
4. To Approve the list of payments – **approved RA, HD**

Salary Jan - February (2 months only)	451.32
PAYE 4th quarter Jan-February (2 months only)	112.80
Expenses Jan-Feb	16.60
Room Hire 4th Jan 2023	17.50
Missed payment: Room hire 7th March 2022	17.50
Newsletter printing March	55.00
Additional hours and admin costs to 7th March	276.80
Bus shelters Jan/Feb £80	80.00
Litterpicking Feb/March £190	190.00
Litterpick Chipping Feb/March 6 of 6 £190	190.00
Service charge March	3.60

5. 1.To note completion of move from Barclays to Unity Trust Bank – **noted**
2.To ratify Cllr Helen Dauris as a bank signatory – **RA to teach CS how to access and use the account. Will look again at the mandate after the elections in May**

RA, clerk

319.10 Staffing Committee: *Resolve setting up staffing committee for future appointments*

It is recommended there are 4 councillors on the staffing committee for a quorate of 3 Cllrs. Meetings must be in a public space and rules will be needed. – Resolved JK, RA, HD, PN

319.11 Planning

1. New applications – **none**
2. Decision notices:
3/22/1751/HH 5 Brookside, Chipping: Single story rear extension **Granted**
3/22/1587/FUL Flint Cottage, Buckland: Demolish storage buildings; erect 3-bed dwelling **Awaiting**
3. Other planning matters or applications received too late for the agenda - **none**

319.12 Correspondence: To note the list of correspondence

- The Pensions Regulator: Re-declaration deadline 29th June 2023
- EHC: Confirmation of Polling arrangements for May 2023 (319.10.2)
- EHC: Voter ID requirements for May 2023 (319.10.3)
- CGS Hall: Grass cutting contract quote (319.09.11)
- Citizens Advice Service: Thank you for donation
- EHC: Availability of March electoral register if needed
- HAPTC: Notice of Section 137 expenditure limit 2023/24 (£9.93)
- HAPTC: Armed Forces covenant (319.09.12)

319.13 Parish matters

1. St Andrew's Church and Churchyard:
 1. Eco-toilet for the churchyard, with appropriate wheelchair access: update (317.05.8 refers) – *Item discussed, PCC are not in favour due to upkeep*
 2. Update on request to erect a storage shed in the churchyard – *PCC are willing to support BCPC in application* All
 3. F Cooper: Diary of grass cutting dates undertaken in summer 2022 to support invoice. – no contact from Coopers – *RA to draft a letter requesting dates of 2022 cuts, Clerk to send, notebook to be put in church for future proof of maintenance* RA, Clerk
 4. To consider parishioner's request that flower arrangements be placed in the church windows – *Not PC funding, PN to write to parishioner* PN
2. Buckland Common/Back Lane - access by Moat Corner – *more overgrown and needs to be cleared, possibly discuss with grass cutting contacts*
3. Queen's Green Canopy initiative: Update on planting of trees – *Discussed, more spaces are available within the parish, possibly more trees to be planted in the autumn*
4. Update on damaged glass in Buckland bus shelter: *To note the glass has been replaced*
5. Update: The Countryman PH ACV – *Pub is still on the market, discussion about the report on the building and whether the PC could see it.*
6. To consider providing Coronation celebration mugs for parish children – *approved, 24 to be sourced for any U18 school age children.*
7. To consider new grass maintenance quotes and contract for 2023 – *pursue Coopers for a re-fund, agreed to go with Halls JK HD* Clerk
8. To consider signing the Armed Forces covenant – *Defer to next meeting, RA to download and distribute, clerk to check if it needs formal consideration by full council* RA, clerk

319.14 Parish Council elections, May 4th 2023 – Discussed and noted

1. To note election timetable for nominations of those wishing to stand etc; to note guidance for candidates; and to consider promoting participation. – *Nominees to request nomination packs via East Herts, nominations must be submitted by appointment in person or by a trusted representative before 4pm on the 4th April 2023*
2. To note there are no changes to the May polling arrangements
3. To note government changes requiring voter ID – *included in the latest Parish Newsletter*

JK

319.15 Events 2023

1. Risk assessment, regulations and insurance arrangements to be finalised. -*Q. although no food is being served are there food regulations that are needed to be followed for future events. Reviews of insurances to be completed* Clerk
2. Coronation: Monday 8th May to be confirmed, together with details and confirmation of venue (St Andrew's Church) *BYO picnic, games, quiz. Table cloths are needed. Debbie has designed a flyer which will need printing and delivering*
3. Update: late summer event 9th September 2023 Working group update – *Jason Noy has provisionally agreed to location but is awaiting confirmation from colleagues, Alistair Hill and John B (both part of the organising team of Cottered Village Party) are willing to meet and consult*

319.16 Urgent matters received too late for inclusion on this agenda (for full consideration on the next agenda) - *None*

319.17 **To note items for future agendas:** And to receive any other items for future consideration:

- Chipping Milestone restoration
- Emergency Plan update (Cllr J Kenyon)
- Cleaning/refurbishing war memorials
- Contents of Buckland Telephone box
- Parish notice board refurbishment
- Public Rights of Way FP and definitive Map: update (Cllr J Kenyon/Nicholas Maddex)
- Clearance of footway south of Buckland – *Not anticipated until 2023-24*

319.18 **To confirm date of May Meetings: Commencing 7pm, Monday 22nd May, St Andrew’s Church, Buckland**

1. 7pm Annual Meeting of the Parish Electorate (Note: This is NOT a Parish Council Meeting)
2. 7.30pm approx Annual Meeting of the Parish Council (Meeting 320)
3. 7.45pm approx Ordinary May Parish Council Meeting (meeting 321)

319.19 **To confirm date of June Parish Council Meeting Monday 12th June (meeting 322)**

319.16 **May Newsletter:**

1. to agree an editor - *Items received by 4th May, JK to send newsletter to RA, RA to send to printers by 9th May, deliver newsletter 12th May*
2. Flyer for Coronation – *As above, Debbie has designed, RA to send to printers*

JK, RA

RA

There being no further business, the Chair thanked everyone for attending and closed the meeting at 9.55pm

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