



# **Buckland & Chipping Parish Council**

**Clerk: Caroline Scott - Lye End Farm, Sandon, HERTS, SG9 0RS**

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## **MEETING No 320 of BUCKLAND & CHIPPING PARISH COUNCIL**

### **Annual Parish Council meeting**

**Monday 22nd May 2023, 7.30pm in St Andrew's Church, Buckland**

**To: Cllrs Robert Arkle, Helen Dauris, Jeff Kenyon, Penny Baxter-Newman, Debbie Thompson.**

**You are summoned to attend Meeting No 320 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.*

Signed: Caroline Scott, Proper Officer and Clerk to the Parish Council

Date: 15<sup>th</sup> May 2023

## **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.

- 320.1 To elect a Chairman for the ensuing year**
- 320.2 To receive the Chairman's Declaration of Acceptance of Office**
- 320.3 To receive the Councillors Declaration of Acceptance of Office**
- 320.4 To consider appointing a Vice-Chairman for the ensuing year**
- 320.5 To consider appointing representatives to outside bodies**
- 320.6 Apologies for absence**
  - 1. Councillors (stating the reason)
  - 2. Other apologies
- 320.7 Declarations of Interest and dispensations**
  - 1. To receive declarations of interest from councillors on items on the agenda (*including non-pecuniary, with the nature of the interest*). *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.*
  - 2. To receive and consider members' written requests for dispensations for declarable interests (if any)
- 320.8 To review the Standing Orders**
- 320.9 To review the Financial Regulations**
- 320.10 To review the Financial Risk Assessment**
- 320.11 To review the Code of Conduct**
- 320.12 To agree 2023-24 Meeting Dates**
- 320.13 To consider the appointment of committees**
- 320.14 Approval of Minutes: Ordinary Parish Council Meeting 319, 13<sup>th</sup> March 2023**
- 320.15 Police Report: To receive report from the Rural Safer Neighbourhood Team**

**320.16** To receive County and District Councillor reports

**320.17** Finance

1. To approve the accounts statements
2. To note the reconciliation of the Accounts and Bank Statement
3. To note the 2022/23 budget vs actual performance
4. To approve the list of payments
5. To consider using Scribe for RFO responsibilities
6. Annual Governance and Accountability Return (AGAR) 2022/23

2022-23/050 Audit requirements for the year ending 2022/2023

1. To approve the Annual Accounts 2022/2023
2. To approve the Certificate of Exemption 2022/2023
3. To approve the Annual Internal Auditor Report for the year 2022/2023
4. To approve Section 1, the Annual Governance Statement 2022/2023
5. To approve Section 2, Accounting Statements 2022/2023
6. To agree the dates for the public rights period

**320.18** PLANNING

1. New Applications: *None*
2. Decision Notices: For information only

**Other planning matters or applications received too late for the agenda**

**Correspondence:** To note the list of correspondence (*list below, for information only*)

**Parish matters**

1. Chipping milestone restoration
2. Emergency Plan update (Cllr J Kenyon)
3. Public rights of way FP and definitive Map: update (Cllr J Kenyon/Nicholas Maddex)
4. Clearance of footway south of Buckland
5. To consider signing the Armed Forces covenant – update (Cllr R Arkle)
6. Bus shelter
7. Highways matters
8. St Andrew's Church and Churchyard:
9. Working Group matters as raised with the CCT, including lighting and war memorials: update
10. Maintenance of the bridleway to the church: Update
11. F Cooper: Diary of grass cutting dates undertaken in summer 2023 to support invoice.
12. Water Wheel land maintenance: update from F Cooper
13. Buckland Common/Back Lane - access by Moat Corner
14. Contents of Buckland telephone box: update
15. Parish Notice/Information Boards etc: refurbishment update
16. Update: The Countryman PH ACV
17. Website

**320.19** Events

1. To finalise date and arrangements for Summer event, September 2023
2. To consider date for Bonfire and Fireworks night, November 2023

**320.20** **Urgent matters** received too late for inclusion on this agenda (for full consideration on the next agenda)

**To consider suspending the Meeting for Public Comments:** Limited to 15 minutes

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

**320.22** **Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 3<sup>rd</sup> July, St Andrew's Church, Buckland**

**July Newsletter:** 1. to agree an editor

2. to agree deadlines for (i) copy, and  
(ii) consider print quantity required  
(iii) ok press, and printing, and  
(iv) delivery