



# **Buckland & Chipping Parish Council**

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## **MINUTES OF MEETING No 320**

### **BUCKLAND & CHIPPING PARISH COUNCIL**

#### **Annual Parish Council meeting**

**Held on Monday 22nd May 2023 in St Andrew's Church, Buckland**

PRESENT: Cllr Robert Arkle (RA), Cllr Helen Dauris (HD), Cllr Jeff Kenyon (JK), Cllr Penny Baxter-Newman (PBN), Cllr Debbie Thompson (DT).

In attendance: Caroline Scott, Locum Clerk and County Councillor Jeff Jones and 4 members of the public.

#### **Started 19:30 ACTION**

##### **320.1 To elect a Chairman for the ensuing year**

Resolved, proposed Cllr P Baxter-Newman, seconded Cllr D Thompson to appoint Cllr H Dauris as Chairman for the year 2023/24. Cllr R Arkle nominated Cllr J Kenyon. JK did not contest HD.

##### **320.2 To receive the Chairman's Declaration of Acceptance of Office**

HD signed the declaration of acceptance of office

##### **320.3 To receive the Councillors Declaration of Acceptance of Office**

All Councillors Declarations of Acceptance of Office forms were received

##### **320.4 To consider appointing a Vice-Chairman for the ensuing year**

Resolved Cllr H Dauris proposed Cllr R Arkle, seconded by Cllr J Kenyon

##### **320.5 To consider appointing representatives to outside bodies**

No outside bodies to represent

##### **320.6 Apologies for absence**

1. Councillors (stating the reason): none
2. Other apologies: none

##### **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)

None

##### **320.8 To review the Standing Orders**

Change length of meeting to 2 hrs, Approved, JK proposed, HD seconded

**Clerk**

##### **320.9 To review the Financial Risk Assessment**

**Proposed HD, seconded PBN Agreed and signed by chair and rfo**

**320.10 To review the Code of Conduct**

**HD proposed, seconded JK**

**320.11 To agree 2023-24 Meeting Dates**

**Clerk**

Clerk to book well in advance for the Town House. Liz Jakeman (Churchwarden) to be informed about meetings taking place in St Andrew’s Church.

If AGAR is complete today there will not be a meeting on 12<sup>th</sup> June 2023

**Councillors reminded to send in apologies in a timely manner, Proposed HD, seconded PBN**

**320.12 To consider the appointment of committees**

Staffing committee, set up a staffing committee – minutes are confidential and taken in a public place without the public. The committee needs a Terms of Reference. 3 members present to be quorate. Agreed all councillors on the committee.

**320.13 Approval of Minutes: Ordinary Parish Council Meeting 319, 13<sup>th</sup> March 2023**

Agreed and signed, Proposed RA, seconded PBN

**320.14 Police Report: To receive report from the Rural Safer Neighbourhood Team**

**DT**

Received, 1 common assault in B&C – remind parishioners about scam emails via the Newsletter

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

Jeff Jones – CC report – we had the election on 4<sup>th</sup> May with the boundary change to include Buntingford, Wydial, Hormead, Little Hormead, Aspenden, Cottered, Hare Street, Buntingford

The Green Party won the May local elections

AGM for the County Council will be held tomorrow 23<sup>rd</sup> May, balance is looking good.

One question to County Councillors, enquiring the removal of the cones from the telegraph poles, this was identified as a telecoms responsibility.

Congratulations were given to the new Chair and Vice, thanks to the Cllr J Kenyon for his work as Chair.

**320.16 Finance**

**1. To approve the accounts statements –**

Resolved, Proposed HD, seconded RA

**2. To note the reconciliation of the Accounts and Bank Statement**

Resolved, Proposed HD, seconded RA , HD signed reconciliation and bank statement

**3. To note the 2022/23 budget vs actual performance –**

Agreed, Resolved, Proposed HD, seconded RA

**4. To approve the list of payments**

M Webb	Bus shelter cleaning Jan / Feb	80.00
Buntingford Town Council	Room Hire inv 3004	17.50
Buntingford Town Council	Room Hire inv 3163	17.50
Colin Marks	Clerking	55.32
Zurich	Annual Insurance	458.14
HAPTC	Annual membership	145.86
Naomi Longcroft	litter picking Mar-Apr	190.00
Dale Holt	litter picking Mar-Apr	190.00
M Webb	Bus shelter cleaning Mar / April	80.00
Npower	Electricity for AED defibrillator	98.51
Accountancy and Book-keeping services	Internal audit fee	100.00

All but Npower to be paid, Agreed, proposed HD, seconded RA

**5. To consider using Scribe for RFO responsibilities**

Resolved, proposed RA, seconded HD, payment also agreed, proposed RA, seconded HD

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

**320.17 PLANNING**

**1. New Applications: None**

**Clerk**

Flint Cottage, Buckland 3/22/1587/FUL – check up and see what is happening

**2. Decision Notices:** For information only

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

**Correspondence:** To note the list of correspondence - None

**Parish matters**

**1. Chipping milestone restoration**

JK reported that it is Highways that is responsible – JK to chase contact

**JK**

**2. Emergency Plan update (Cllr Helen Dauris) - Clerk to send out the Emergency Plan**

No changes

**3. Public rights of way FP and definitive Map: update (Cllr J Kenyon/Nicholas Maddex)**

No action

**4. Clearance of footway south of Buckland**

**PBN**

Still in CC budget to be completed – PBN to speak to CC Jeff Jones

**5. To consider signing the Armed Forces covenant – update (Cllr R Arkle)**

**RA**

RA reported that it is for the PC to consider the armed forces, RA to circulate draft covenant before next agenda is sent out.

**6. Bus shelter**

PBN – reported the cleaning of Buckland bus shelter, Clerk to follow up with a call asking his dates for the bus shelters

**Clerk**

**7. Highways matters**

JK reported that Cllrs used to meet and walk the highways – add to next agenda.

**Clerk**

**8. St Andrew's Church and Churchyard:**

Discussed in public comment

**9. Working Group matters as raised with the CCT, including lighting and war memorials: update**

**JK**

JK to find the new CCT contact. Warm space grants to be looked into

**10. Maintenance of the bridleway to the church: Update**

Discussed in public comment

**11. F Cooper: Diary of grass cutting dates undertaken in summer 2022 to support invoice.**

**Clerk**

To be added to next agenda

**12. Water Wheel land maintenance: update from F Cooper**

Waiting to hear from land registration to register the area for the PC

**13. Buckland Common/Back Lane - access by Moat Corner**

Brought forward to discuss, overgrown - should be accessible. Hedgerows should not be cut while birds are nesting; should delay this work until the end of August.

Parishioners requested some help with the cutting of the grass along the bridleway behind Hawthorns, Tamarisk and Priory House; this is the vehicle access route to the Church. Review and see what can be done.

**14.** Contents of Buckland telephone box: update

PBN to bring a proposal of what should be available in the telephone boxes -by 27<sup>th</sup> June **PBN**

**15.** Parish Notice/Information Boards etc: refurbishment update

They could do with some care and attention – previously used Tony Spearman JK to have a word and advise **JK**

**16.** Update: The Countryman PH ACV

Received update in Annual Parish Meeting – the money was given to the campaign which got the survey completely, RA to liaise **RA**

**17.** Website

To research a regular update – a note in the newsletter asking for keen volunteers **DT**

**320.18 Events**

**1.** To finalise date and arrangements for Summer event, September 2023 – working group reporting to next parish council, 9/9/2023

**2.** To consider date for Bonfire and Fireworks night, Sunday 5<sup>th</sup> November 2023

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

None

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

Bridle way- is not registered, Mr Maddox has discussed with JK – the land is not registered with anyone, it was very unlikely to get it and will be unregistered, Highways view is it is not a public footpath.

**320.20 To note items for future agendas:** And to receive any other items for future consideration: Grass cutting – plans for precisely where the contracts to be cut.

Dawes Lane

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

**June Newsletter:**

**1.** to agree an editor – Debbie Thompson – any input to send to DT as soon as possible

**2.** to agree deadlines for

**(i)** copy, and Mon **19<sup>th</sup> June**

**(ii)** consider print quantity required **120**

**(iii)** ok press, and printing, and Tues **20<sup>th</sup> June**

**(iv)** delivery – hopefully by **Tues 27<sup>th</sup> June** (in advance of the meeting on Mon 3rd July)

**DT**

There being no further business, the Chair thanked everyone for attending and closed the meeting at 21:36

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