



Buckland & Chipping Parish Council

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MEETING No 280 of BUCKLAND & CHIPPING PARISH COUNCIL

Monday 6 November 2017

Parish Council Members are hereby summoned to attend Buckland & Chipping Parish Council Meeting 280 on 6 November 2017 at The Manor House, Buntingford at 7.30pm, for the purpose of transacting the following business

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: Colin Marks, Proper Officer and Clerk to the Parish Council

Date: 31 October 2017

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.

- 280.01 Apologies for absence**
1. Councillors (with the reason)
 2. Other apologies
- 280.02 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 members' written requests for dispensations for declarable interests (if any)
 3. To discuss and vote on any requests for dispensation as appropriate
- 280.03 To approve and sign Minutes of Parish Council Meeting 278, 10th July 2017. (Meeting 279 was not held)**
- 280.04 Casual Vacancy:** To note there is still a Casual Vacancy and to consider any applications
- 280.05 Police Report:** To receive report from Herts Neighbourhood Crime Team
- 280.06 To receive Chairman's Report:** For information only
- 280.07 Finance**
1. To note the accounts statements July - August and September - October (*Appendices A*)
 2. To approve signing of cheques for payment at the end of the meeting (incl ICO – see 280.08) (*Appendix B*)
 3. Annual Return, 2016/17:(i) To consider accepting and approving the Annual Return certificate from BDO (ii) To note publication of the Conclusion of Audit Notice in compliance with Audit Regulations
 4. To note the actual financial position against the budget
 5. To note the Clerk having attained his CiLCA qualification and uplift to SPC24
 6. To consider and sign Letter of Engagement from new payroll company (taken over J Harron's business)
- 280.08 General Data protection Regulation (GDPR): Update and registering with the Information Commissioner (ICO)**
- 280.09 PLANNING**
1. **New Applications: NONE**

2. Decision Notices

3/17/1560/HH	Pelican Cottage, Chipping: Conversion of existing outbuilding to residential annex for elderly relative	REFUSED
17/01315/1	Sandon Bury Farm: Diversification of site, including access via Whiteley Lane and Sandon Road (North Herts District Council)	Decision awaited. Delegated to Committee

3. Other planning matters or applications received too late for the agenda

- 280.10 Correspondence:** To receive list of correspondence (*list below, for information only*)
- 280.11 Action Plan:** To note items below:
- 1. Water wheel:** Update on Land Registry.
 - 2. Buckland kiosk refurbishment:** Update on arrangement and price for contractor to complete refurbishment
 - 3. Pond working programme:** To consider action
- 280.12 Welcome Pack & Community Engagement:** To receive update
- 280.13 Events:** **1. Bonfire & Fireworks event:** Report
2. Christmas Service at St Andrew's Church: update
- 280.14 Website:** To consider upgrading to next level remove advertisements
- 280.15 Emergency Plan:** To amend and approve updated Plan
- 280.16 To consider and adopt revised / new policy documents**
- 1. Standing Orders 2017**
 - 2. Financial Regulations 2017**
 - 3. Code of Conduct**
 - 4. FOI Policy**
 - 5. FOI Internal Review (complaints) procedure**
 - 6. Data Protection policy**
 - 7. Data Protection Subject Access Request (SAR) procedure**
 - 8. Equality & Diversity policy**
 - 9. Grievance procedure**
 - 10. Disciplinary procedure**
 - 11. To note the Transparency Code (2014) for Smaller Authorities**
- 280.17 Community Matters:** **1. Autumn daffodil planting:** To make arrangements
2. Church kissing gate: To consider securing gate to stop it being lifted off its hinges
- 280.18 Highways:** **1. Speed Indicator Devices (SIDs):** To consider possibility of more being located through villages
2. Mirror opposite Brookside, Chipping: To consider replacement.
- 280.19 To consider registering community assets:** For discussion
- 280.20 Other matters:** **1. Reported trees down in Daws Lane:** update
2. Remembrance Day Service: To note
- To consider suspending the Meeting for Public Comments:** Limited to 15 minutes
- 280.21 Urgent matters** received too late for inclusion on this agenda (for full discussion on the next agenda)
- 280.22 Items for future agendas:** To receive any other items for future consideration and:
- To agree 2018/19 budget and agree the precept (January meeting)
 - Chipping Milestone restoration
- 280.23**
- 1. Calendar of Meetings 2018:** To be agreed
 - 2. Date and time of January meeting:** Monday 15th January, 7.30pm at the Manor House, Buntingford
 - 2. January Newsletter: (1)** to agree an editor; **(2)** to agree deadlines for **(i)** copy and **(ii)** printing; **(3)** to consider whether to outsource printing

Correspondence list for Agenda item 279.09: (for information only)

- LCPAS: re Land Registration (280.11.1)
- HAPTC: Precept capping consultation HAPTC: Precept capping consultation
- Parishioner: Re church kissing gate being lifted off its hinges (280.17.2)