



Buckland & Chipping Parish Council

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MEETING No 300 of BUCKLAND & CHIPPING PARISH COUNCIL

Wednesday 10th June 2020 via Zoom video conferencing at 7.30pm

To: Cllrs Jeff Kenyon, Teresa Harrington, Jen Makewell, Penny Baxter-Newman, Jason Noy:

You are summoned to attend Meeting No 300 via Zoom to transact the business on this agenda

Public and press wishing to join the meeting should send their contact email address to Parish Clerk Colin Marks at clerk.bucklandandchippingpc@gmail.com and you will receive an email with the associated connection details.

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: 5 June 2020

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.

300.01 Apologies for absence

1. Councillors (stating the reason)
2. Other apologies

300.02 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

300.03

1. To approve the Minutes of Ordinary Parish Council Meeting 298, 13th January 2020
2. To note that Meeting 299 (March) was cancelled due to being inquorate
3. To note that the May meeting was not possible due to Covid-19 restrictions

300.04 Police Report

1. To receive report from the Rural Safer Neighbourhood Team
2. To note Locality Priority Meeting dates for 2020

300.05 Chairman's Report

300.06 Finance

1. To approve the accounts statements to year-end, 31 March 2020 (*Appendix A*)
2. To note the reconciliation of the Accounts and Bank Statement
3. To note the 2019/20 budget vs actual performance at year end, 31 March
4. To approve the list of payments (*Appendix B*)
5. To approve the Payroll Employer's End of Year Tax Summary Statement

6. **Annual Governance and Accountability Return (AGAR) 2019/20 IF SIGNED INTERNAL AUDIT IS AVAILABLE**
 1. **To Resolve that the Parish Council meets the criteria and wishes to be an exempt authority**
 2. The RFO and Chairman to agree to sign the **Certificate of Exemption**
 3. To note that the internal auditor has signed the **Internal Audit Report**
 4. **To approve by Resolution Section 1: The Annual Governance Statement.** The Clerk and the presiding Chairman to agree to sign.
 5. **To consider the Section 2 Accounting Statements** as signed by the RFO and presented to the Council
 6. **To approve by Resolution Section 2 Accounting Statements.** Presiding Chairman to agree to sign.
 7. **To Resolve** to set the 30-working day period for the **Exercise of Public Rights as 1 August to 15 Sept**

300.07 PLANNING

1. New Applications

None

2. Decision Notices: For information only

3/20/0609/HH & 0630/LBC Oak Cottage, Chipping: Demolish side & rear extensions and detached garage. Erect two-storey rear extension. **AWAITED**

3/19/2596/FUL Land at Chipping Hall Farm: Change of use from paddock to sui generis exercise area. **GRANTED**

3/19/2401/HH Oak Cottage, Chipping: Demolish single-storey side & rear extension and detached garage and erect two-storey rear and side extension. **REFUSED**

3/19/2402/FUL Oak Cottage, Chipping: Demolish garage and erect a detached 3-bedroom dwelling. **REFUSED**

3/19/2499/LBC Oak Cottage, Chipping: Demolish single-storey side & rear extension and detached garage and erect two-storey rear and side extension. **REFUSED**

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

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

300.09 Action Plan

1. **Buckland kiosk refurbishment:** Update

300.10 Parish matters

1. **Highways:** To consider any issues raised
2. **Grass cutting contract:** To note agreement with new contractor, Frank Cooper & Son Ltd
3. **"River Rib Project":** To receive update
4. **Churchyard:**
 1. To consider request to cut the boundary hedge between the churchyard and the meadow
 2. To note broken kissing gate post and hinge to be repaired (Church/Diocese)
5. **The Common:** To consider complaints about the bonfire site
6. **Replacement for broken dog bin, Chipping:** update
7. **Defibrillators:** To note the servicing procedure

300.11 Admin matters

1. **Pensions Regulator:** To note re-declaration of compliance was completed on 31st January
2. **Computer:** To note problems with the Council's laptop and consider buying a new one

300.12 Events

1. To note cancellation of Summer event on 8th May (National VE Day 75th anniversary) due to Covid-19
2. To consider Bonfire/Fireworks night in November

300.13 **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

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

- Revisions to Governance policy documents (Clerk/all)
- Emergency Plan update (Cllr J Kenyon)
- Water Wheel – with Land Registry (Action Plan)
- Chipping Milestone: Update on restoration and repositioning possibilities
- Churchyard: Compost heap location, removal/disposal of plastics etc: update (Cllr J Kenyon)

- Public Rights of Way: Definitive map of PRoW and other footpaths: update Julian Thornton (Cllr J Kenyon)

300.15 Date of next meetings:

1. **Ordinary Parish Council Meeting:** to be agreed (and subject to AGAR requirements)
2. **Annual Parish Council:** To be deferred to May 2021
3. **Annual Meeting of the Parish (NOT a Council meeting):** Cannot be held until Covid-19 restrictions lifted
4. **Newsletter:** (1) to discuss template/format
(2) to agree an editor
(3) to agree deadlines for (i) copy, and
(ii) ok press, printing and delivery
5. **Remaining 2020 meetings dates: to be agreed subject to prevailing Covid-19 restrictions:**
7th September; 2nd November

Due to the sensitive subject of the next item, to consider excluding press and public from the discussion under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

300.16 A Protocol

Correspondence list for Agenda item 300.08: (for information only – refer to agenda item for action)

- HAPTC: Protocol information (300.16)
- Parishioner: Request to cut hedge between the churchyard and meadow (300.10.4)
- Concerns about bonfire being built on Buckland Common
- Re: issues at Rectory Close