



Buckland & Chipping Parish Council

Clerk: Caroline Jones – Barnside, Hare Street Buntingford SG9 0AD

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MINUTES OF THE MEETING OF BUCKLAND AND CHIPPING PARISH COUNCIL MEETING No 256 HELD ON MONDAY 1st SEPTEMBER 2014 AT ST ANDREW'S CHURCH, BUCKLAND AT 8PM

Present: Councillors Hall, Jones, Kenyon, Harrington, Ling and Trewin.
Also Present: 2 members of the public
Clerk : Caroline Jones

The chairman opened the meeting at 8pm and welcomed everyone present to the meeting no. 256.

1. To Receive Apologies for Absence

Apologies were received from Sergeant Wallace.

2. To Receive Members Declarations of Interest

No declarations.

3. To receive a Report from Herts Police

Since the last parish council meeting there have been two reported crime recordings. One in Chipping – between 6-7 August damage was caused to the wire fencing surrounding a chicken coop, nothing was taken. One in Buckland – between 8-22 July a registration plate was removed from a vehicle parked in the village.

Cllr Jones stated that the fly tipping incident was between Freeman and The Bypass, on a piece of farmland. 4 lorry loads had been tipped. He also reported a car fire along the byway from the moat last night, a car explosion. The owner was located and he was charged for both recovery and fire brigade attendance costs.

Another incident was 6 tyres dumped in the River Rib on the slip road at Buntingford.

4. To discuss Rectory Close

Mr Williams is chasing up the relevant authorities regarding the installation of gates. He has had no positive or negative responses yet from the Diocese, ROW or the CCT.

The Chairman asked if the parish council wanted to chase up the relevant bodies at this point for responses. Cllr Kenyon stated that Mr Williams was to provide proof of ownership to the ROW Officer and suggested the parish council should wait for a response, this was agreed.

One member of the public asked the parish council to keep control of the situation but agreed that time should be allowed for responses. He was concerned that it could be 'fait accompli' if not followed up.

Cllr Kenyon suggested the parish council message the Rights of Way Officer stating that two months had passed and if any update could be provided. Clerk will write to Herts County Council.

Cllr Ling stated that historically there was a gate by Buckland Water Pump. It was agreed the PC would wait until the Nov meeting and review progress then consider again direct action from the PC should it be agreed this was needed to resolve the issue.

5. To Approve as a True Record and Authorise the Chairman to sign the Minutes of the Parish Council Meeting No 255, held on 14th May 2014

One error in the minutes; Item 5, the idea of the Summer Event hadn't been dropped but it had been moved to a new date. This line was amended to state 'agreed to amend date to 6th September'. The minutes were subsequently proposed and seconded as being correct, 5 in favour with 1 abstention.

Following a proposal, second and a unanimous vote it was **RESOLVED That the Minutes are a true record and the Chairman was authorised to sign them.**

Signed _____

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6. To receive a Report from the Chairman

The Chairman had nothing to report in addition to items on the Agenda.

7. Finance

7.1 To receive the financial report and current bank balance

Cllr Harrington commented the balance was considerable and the PC needed to consider options/needs for further expenditure in the villages as the PC had such funds available. The bank balance of £19,567.25 was accepted. The clerk was asked to chase up the Solar Farm first payment which should now be due.

7.2 To authorise payments and sign cheques

All payments were accepted, see item 7.3 for additional cheques raised and approved.

7.3 To approve expenditure for an additional £30 payment for Dog Waste Bin Logos

The cost of artwork on the K9 dog bins were approved, additional £60 logo costs
Following a proposal, second and unanimous vote, it was **RESOLVED TO PAY £60 FOR LOGOS**

It was also approved to order a further two dog bins as per item 9.3 in the minutes of 14th July 2014 with an additional cheque raised to cover this.

7.4 To receive an update on the Bank Mandate

The final form needs to be completed by the Chairman to allow another signatory on the account – chairman to arrange form to be completed and authorised at any Barclays Bank.

8. Planning

8.1 EHDC Decision Notice 3/14/1097/LB and 3/14/1098/FP The Countryman PH was approved 11/8/14

8.2 No other planning applications or decision notices had been received.

9. Recruitment of a new clerk

The chairman reported that the clerk has tendered her resignation and the hours needed to be reviewed. The Chairman stated he was content with the reasons given for the resignation. Cllr Jones stated that it is not unusual that most clerks work well over the amount of hours they are paid. The chairman also stated that if the clerk worked more than 2 hours per week, this should be communicated to anyone involved with the recruitment process. It was suggested that the minutes could be taken by a councillor with actions undertaken by a clerk on a consultancy basis.

Cllr Jones asked whether the PC needed a clerk – Cllr Kenyon stated that someone needs to be responsible for the council and that if there was no clerk, the address and contact could be the chairman. Each councillor could be responsible for certain tasks within the council. He is concerned that when people are away or new councillors join in May, items may not be dealt with. He also stated that less onus should be put onto a clerk and that councillor should expand their duties.

Cllr Harrington stated that one contact is useful and that she uses the clerk to give guidance. She feels that having an advisory body in the parish council is important and that a clerk is needed.

Cllr Ling stated that this is a vast subject and should not be discussed on the agenda tonight. It should be after the meeting tonight or during another session.

Cllr Jones stated that by law a Responsible Financial Officer was needed and this could be the internal auditor. He also stressed that he preferred the matter be discussed in a closed session of the PC and suggested deferring the item and hold an extraordinary meeting.

Cllr Kenyon proposed to begin the appointment of a new clerk and review the hours of working, seconded by the chairman. Following a proposal, second and a unanimous vote it was **RESOLVED to begin the appointment of a new clerk and review the hours.**

This needs to be put on notice boards and newsletter, journal.



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10. Herts Highways and Village Inspection

The list was useful. The Cottages had been written to regarding hedge trimming in Chipping. From the minutes 5 cottages should have been contacted – one was an error (Hopeswell) leaving 4 cottages to corresponded with, the Chairman stated that if something is agreed in the meeting, the actions should not be altered. Cllr Jones stated that one resident does not need a letter but the chairman stated that Whyte Cottage should still receive a letter. Cllr Harrington suggested that as part of the parish council's responsibility, highways are inspected and ask for support in keeping the footpaths clear. The Chairman proposed such letter be written to reflect this and this was agreed.

Cllr Ling stated that near the bus stop opposite The Countryman Pub, the manhole cover is sinking again. Cllr Jones stated that it doesn't make any noise, no action.

Cllr Harrington asked what had been actioned on the list; picnic bench on common is done, local tradesmen are required for the Buckland noticeboard and picnic bench, she will approach Ken Sell for prices. Chairman and Cllr Jones will clean the benches and bus stops. Chairman will do the benches in Buckland.

There is overhanging vegetation on the slip road at Ermine Street, pavement overgrown, Cllr Jones will trim.

11. Dog waste and salt bins Update

Clerk needs to order 2 more dog bins and a further salt bin, the further salt bin to be at the top of Whiteley Lane.

12. Village Events

Cllr Harrington was disappointed in the clash of dates with the Classic Car Show, 6th September. The Buckland event is now cancelled. The chairman stated that there was apathy in organising the summer event. Cllr Ling states that the council should be more organised. There is no newsletter, there will be no clerk and communication is not as it should be. The chairman stated that recent resignations and changes in responsibilities for the newsletter meant that some levels of communications had suffered and acknowledged the PC needed to be better at forward planning, however reluctance to take on responsibility for organising events in the PC and with villagers themselves meant events in particular remained problematic.

The chairman stated that the November Event needs to be organised now. Cllr Harrington is not willing to organise the event without a risk assessment. Cllr Jones confirmed that he will do the risk assessment and Cllr Harrington will be first aider. Clerk to provide Risk Assessment Forms to both councillors. Cllr Jones will organise tape and posts, the chairman will bring table and tubes for rockets. It was agreed that one portaloo and some lighting would be useful. Cllr Jones also suggested refreshments and charging an amount to cover the costs. The Parish Council have agreed £100 to purchase a BBQ and Cllr Kenyon proposed a further amount to cover charcoal, equipment and food. Following a proposal, second and unanimous vote, it was **RESOLVED to contribute £75 towards the food.**

Cllr Harrington asked if there was any other way to communicate events to parishioners. Currently leafleting, newsletter, website and noticeboards were used. Cllr Jones suggested a web link where people can sign up to receive future information electronically, he will investigate.

Children's Christmas Party will be discussed at the November meeting. Clerk to book the church for Sat 6th December from 2-4pm. Cllr Jones suggested a flyer for both Fireworks and Christmas Party.

Armistice Day – laying a wreath at Buntingford in November – see item 13. WW1 Commemoration.



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12.1 ADDITIONAL ITEM – Newsletter

The chairman asked that this be on the Agenda for November.

Martin Graham has offered to produce the newsletter with help with news, articles and photos. Cllr Ling will assist with the first few issues and proof read each newsletter prior to printing. All Councillors need to forward items to be included – Cllr Ling will circulate Martin's e-mail address. He plans to attend the next meeting at The Manor House and will need some assistance, Cllr Jones and Kenyon offered to provide this. Minutes will be forwarded to Martin after each meeting. Cllr Jones offered to print the newsletter for circulation using the Clerk's printer.

13. Jubilee Sundial and WWI Commemoration Floor Grill

Commemorative Floor Grill is being designed, a proof will be circulated. It is a poppy design with centenary dates and BCPC. Cllr Jones suggested 'commemorating 100 years' and Cllr Ling suggested 'This Parish' to be included. The Grill will take 5/6 weeks to make from approval of the artwork.

Armistice Day it was suggested that Buckland and Chipping should have a commemorative event for the grill and laying of a further wreath on the war grave at St Andrew's Church. Cllr Jones suggested an exhibition – many photos are available to him and he is willing to investigate information on the war memorials and those villagers who lost their lives in the war. He will ask if a British Legion Bugler can be available. Dates suggested were 8th or 16th November – Cllr Jones to speak to the British Legion to decide which date is best and to order a second wreath. Leaflets will need to be sent out mid October.

Jubilee Sundial is to be delivered on 18th September. Cllr Kenyon offered to take delivery and position it at St Andrew's Church, Cllr Jones to stake the position place. It is to be placed at the South West point of the church tower, 10ft away from the wall.

14. To invite Members of the Public to address the meeting

One member of the public asked why Orchard Cottage did not receive a letter regarding hedge trimming by the footpath, it was stated that this property did not need a letter.

15. To note correspondence received. (Information only) The correspondence list was circulated and noted.

16. To receive matters for report and or referral to next agenda (Information only)

The Newsletter is to be a reoccurring item, utilising of the NHB money.

17. To agree the date of the next meeting to be held in November

The next meeting will be held on Monday, 3rd November at The Manor House – Cllr Jones and Kenyon to be available before the meeting starts to assist with a visitor's arrival.

The meeting was duly closed at 10.15pm.