



Buckland & Chipping Parish Council

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MINUTES OF THE EXTRAORDINARY MEETING No. 259

Buckland and Chipping Parish Council

Held on Monday, 9th February at The Manor House, Buntingford

PRESENT; Cllr Jeff Kenyon, Chairman (JK); Cllr Jeff Jones (JJ); Cllr Teresa Harrington (TH); Cllr Marion Ling (ML); Cllr Mell Trewin (MT)

Members of the public: none

In attendance: Caroline Jones, outgoing Acting Clerk; Colin Marks, incoming Clerk

ACTION

The Chairman welcomed councillors to the Extraordinary Parish Council Meeting 259 and the meeting commenced at 8pm

PART 1: Non-confidential information

259.1 Apologies for absence: None

259.2 Declarations of Interest: Cllr J Jones for a cheque –reimbursement of printing

PART 2: Confidential matters

Due to the confidential nature of the business about to be transacted, the Chairman proposed to suspend Part 1 of the Meeting and to exclude press and public from Part 2 in accordance with the Public Bodies (Admission to Meetings) Act 1960; it was unanimously **RESOLVED to suspend Part 1 of the Meeting and to exclude press and public from Part 2.**

259.3 Appointment of new Clerk

The Chairman thanked the outgoing Acting Clerk, Caroline Jones, for her services to the Parish Council and welcomed Colin Marks to the meeting. The Clerk's contract was briefly discussed, noting an increase of hours to 3 per week and the salary set in accordance with the NJC salary that came into force on 1st January 2015. Following a proposal by the Chairman it was unanimously **RESOLVED to appoint Colin Marks as the Clerk to the Parish Council.** The Clerk and Chairman duly signed copies of the contract.

**JK/
Clerk**

The Cllr Jeff Jones stated that he had known Colin for some time and said that he would be a great asset to the Council.

Cllr Ling raised Health & Safety issues and obligations of the Council regarding the Clerk working from home. Cllr Jones said he would be visiting the Clerk's home to deliver the printer and would make an assessment at that time.

JJ

The Clerk was asked if he had gained the CiLCA qualification. He said that he had completed the course but had not taken the examination; this was because he had taken the course as a parish councillor and all the coursework reflected that position. However, at the end of the course he took an appointment as a parish clerk, which meant he would have to rewrite his coursework and he had not yet found the time to do that. However, Colin said it was still his intention to take the examination and the Council encouraged him in that endeavour.

Clerk

The Chairman congratulated Colin on his appointment and welcomed him to BCPC.

PART 1 RESUMED: The business under Part 2 being concluded, PART 1 of the Meeting was resumed and press and public were invited to rejoin the meeting

259.4 To approve payment of invoices

It was **RESOLVED to approve the payments of £102.17 to the outgoing Acting Clerk and £80.31 to Cllr Jones to reimburse printing costs related to the newsletter**

259.5 Church floor grille: update and related issues

- Councillors Kenyon and Jones met Peter Aires and John Mumbray of the Church Conservation Trust (CCT) and discussed how the community were trying to get more people to use the church facility. Unfortunately Abigail Rawlings wasn't available to attend the meeting. One resident had fallen into the open grille area and it remained a trip hazard. Cllr Jones said that he had spoken to East Herts Listed Building Consent who confirmed that consent for a grille should not be a problem, but a formal application would have to be made. The CCT said they should have been consulted before a grille was commissioned and that some funding might have been available. However, Cllr Jones was of the opinion that the CCT would reject the current new grille; if that turned out to be the case, consideration would have to be given as to what to do with it. **JK/JJ**
ALL
- It was noted that lighting inside and outside the front door of the church needs updating for people using the church after dark. **JK/JJ**
- Church opening times rests with the CCT, but they confirmed the church should be open every day. The Council was not sure who would take on this responsibility. An automatic door opening system might be considered. **JK/JJ**
- During the meeting at the church, and with impeccable timing, two visitors to the parish walked in.
- Cllr Jones had enquired if a permanent display, possibly using moveable screens, could be provided as a tribute to the War Dead. It was noted that funding might be available from the Lottery Heritage Fund. The CCT will respond to the Council with its views.
- Cllr Jones had asked if a chemical toilet or compost toilet could be installed. There would be no problem provided it was not attached to the church - this because of its status as a listed building that would require listed building consent. Permission for a toilet in the grounds would have to be obtained from the PCC. **JJ**
JJ
- It was acknowledged that the entrance track needed improving as hearses found it difficult to use when muddy. The CCT agreed that concrete could be laid in the entrance track, but appropriate approval would be needed first. **JK/JJ/ Clerk**
- It was noted that The Old Rectory gates had been taken down.

259.6 Items for consideration for expenditure in 2015/16

	Item	Budget	Notes	
1	Defibrillators x 2	£1,000 approx	No defibrillator cost but the PC needs to purchase the boxes with a release code to house them; approx £400ea. JJ to get firm costs and ensure Ambulance Service put two aside for BCPC. Green Cross AEG sign to be considered.	JJ
2	Church: Entrance lane	£2,000	Back Lane to Church. Possibility of Capital Grant to be pursued (March and April)	JJ/ Clerk
3	Church: Entrance lights	CCT to purchase	Required on H&S grounds	JJ
4	Church: Outside toilet	£5,000?	Installation and maintenance. BCPC to contribute £2,000?	JK/JJ
5	Pond	£3,000 pa approx?	Overgrown; tree has fallen across pond; working party discussed for October. Get a professional assessment with a view to an annual maintenance contract.	JK/JJ Clerk
6	Furniture for parish	£1,400	Water pump is listed and cannot be improved. Repairs to Buckland Notice Board at Whitely Lane are urgent. Dean Aldridge's quote passed to the Clerk to get a cost breakdown per item; those with safety concerns to be done asap.	Clerk

			TH to contact D Aldridge to advise him Clerk will be in touch.	TH/ Clerk
7	Bus Shelters (4)	Two quotes received: £15 per shelter and £50 for all 4 shelters (Mick) Accepted: £300 pa	Clean two windows, gutters, wash inside and out, sides and back. Following a proposal by the Chairman it was RESOLVED to accept the quote of £50 for all four bus shelters and to order their cleaning every two months, with immediate effect. Bi-monthly invoices in pre-paid envelopes to the Clerk for cheque.	MT Clerk
8	Churchyard Sheep	£2,000?	Resident requested financial support for sheep in churchyard. It was questioned if the Council have statutory powers to pay for sheep for a churchyard. Clerk to advise. PCC's agreement unknown; concerns over H&S and other issues.	Clerk
9	Gateway feature 1 Flower boxes with bulbs/perennials or slow growing plants	Probably will not proceed	Give the feel of a village. This was considered a potential highways hazard when it was proposed some years ago. Maintenance cost of plants was prohibitive.	
10	Gateway feature 2 Gates / sign	Unknown	To be discussed with Highways	JJ
11	Salt Bin: Possible additional bin for Chipping		JJ noted there are already two bins in Buckland and one in Chipping. He could move the existing bin to a more central location in Chipping.	JJ
12	WW1 Commemorative	£5,000	Parish memorial item to be considered	JJ
13	Mile Post, Bucklandbury Farm	Unknown	Suzanne Hodge has reminded the PC that the listed Mile Post is still at her late father's residence. It was suggested the agent be contacted urgently to secure it for the Parish by ensuring it is not included in the estate inventory. Following a proposal it was unanimously RESOLVED to accept the offer to take back the Mile Post with a view to restoring it as close to its original site as possible; to obtain Highways approval if necessary; to write to the agent to secure it for the Parish. Tables and BBQ belonging to BCPC are being stored at Bucklandbury Farm and may need storing elsewhere – ML to check. Chairs stored there do not belong to the PC	JJ/Clerk Clerk ML
259.7	To consider suspending the meeting for public comments No members of the public were present.			
259.8	Date of the next Parish Council Meeting Monday 2nd March at The Manor House, Buntingford			Clerk
			<ul style="list-style-type: none"> An action list was requested to be included on the Minutes to ensure all matters are followed up and reported on at the next meeting. The Clerk said it was his practice to do that. 	Clerk

- The poor condition of Daws Lane signs was noted as needing attention **Clerk**
- A provisional date for Dementia Friends has been set for Thursday 23rd April; to be informally discussed at the close of the meeting. The Manor House to be booked for 23rd April. **TH/
Clerk**

The Chairman again thanked Caroline Jones for her work during the past two and a half years and then closed the Meeting at 9.35pm.

Signed.....Date.....