



Buckland & Chipping Parish Council

Clerk: Colin Marks – Cedar Beth-El, 17 Park Lane, Puckeridge, SG11 1RL

Tel: 01920 821684

email: clerk@bucklandandchippingpc.org.uk

MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 262 Monday 18 May 2015 at St Andrew's Church, Buckland

PRESENT: Cllr Jeff Kenyon, Chairman (JK); Cllr Jeff Jones (JJ); Cllr Teresa Harrington (TH); Cllr Jason Noy (JN); Cllr Mell Trewin (MT)

Members of the public: six

Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone to Parish Council Meeting 262 and opened the meeting at 8.15pm

ACTION

262.01 Apologies for absence

1. Councillors: None
2. Other apologies: PC David Miller

262.02 Declarations of Interest and dispensations

Interests: None

Receipt of written requests for dispensations: None

Consideration of requests for dispensations: None

262.03 Approval and signing Minutes of Parish Council Meeting 260, 2 March 2015

It was proposed, seconded and unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 260 as a true and accurate record.** The Chairman signed the Minutes.

JK/Clerk

262.04 Police Report

The Clerk read a report for the month of April sent by PCSO Aaron Pender:

No crimes were reported in the Parish during the month.

Other information: On Tuesday 28th April, East Herts Police and partner agencies including EHDC, VOSA and Trading Standards carried out vehicle checks at The Bury in Buntingford. Through the course of the day 364 vehicles were stopped and checked including lorries, vans and cars. Stop checks were conducted on the A10 Ermine Street in Buntingford and its surrounding rural areas and mobile patrols were deployed on the A507 and B1368 roads to stop and escort vehicles to the examination site. One trailer was seized by police having been discovered to be suspected as stolen. Two drivers were processed for using their vehicle without Insurance and officers arrested one person having been found to be wanted by another force in connection with a criminal matter. Six Traffic Offence Reports (TORs) and five Vehicle Defect Notices were issued.

VOSA prohibited four vehicles until necessary repairs had been affected and dealt with. Two companies who were found to be operating without the required Vehicle Operators Licence. East Herts District Council spoke with the drivers of 87 vehicles, of which 19 were subject to waste carrying restrictions.

The Clerk added that the police have asked people to report any knowledge of hare coursing by calling 101 or 999 if those involved were still on site. Hare coursing is a serious criminal activity.

The local police team can be followed on Twitter @EHertsRrIPolice.

262.05 Chairman's report: Nothing to report

ACTION

262.06 Finance

1. Accounts

The Clerk explained that, further to the financial report given at the last meeting, he had rewritten the accounts sheets for the whole fiscal year so that councillors could be confident of the financial position at year end. The complete accounts were now before the Council for approval.

Accounts summary subsequent to last meeting:	£
Opening balance, statement 138 06/02/15	17,774.41
Income 07/02/15 to 31/03/15	211.80
Expenditure 01/09/14 to 09/02/15	<u>1,016.71</u>
	16,969.50
Less previous month's cashed cheques	<u>332.48</u>
Balance available to Council	16,637.02
Plus unrepresented cheques as at 31/03/15	<u>485.18</u>
Reconciled to bank statement 140 31/03/15	<u>17,122.20</u>

The Clerk drew attention to a payment of £2,065 (representing 50% of the precept) is due to be received for Wisbridge Solar Farm.

Following a proposal and second it was unanimously **RESOLVED to accept the accounts statement as presented.**

2. Signing of cheques for payment

02/03/15	T Harrington	Reimburse N/letter dly (Feb)	£5.00	100602	LGA 1972 s142	Paid 2/3
26/03/15	C Marks, Clerk	Salary Feb/March	£188.18	100603	LGA 1972 s112, s151; LA 2011 s41	Paid 26/3
30/03/15	HMRC PAYE	PAYE Feb & March	£47.00	100604	LGA 1972 s112, s151; LA 2011 s41	Paid 30/3
30/03/15	KA Alli (KARE)	PAYE accounts	£250.00	100605	LGA 1972 s111	Paid 30/3
23/04/15	Safety Tec	AED cabinets	£971.70	100606	LGA 1972 s137	Paid 23/4
23/04/15	E.ON	Electricity 1/4/14-31/3/15	£33.87	100607	LGA 1972 s133	Paid 23/4
23/04/15	Buntingford TC	Hire Council Chamber 2/3/15	£16.00	100608	LGA 1972 s133	Paid 23/4
23/04/15	HAPTC	Annual subs HAPTC/NALC	£138.53	100609	LGA 1972 s143	Paid 23/4
18/05/15	C Marks, Clerk	Salary April/May	£222.35	100610	LGA 1972 s112, s151; LA 2011 s41	
18/05/15	C Marks, Clerk	Reimburse office expenses	£245.82	100611	LGA 1972 s111	
18/05/15	C Marks, Clerk	Mileage & phone expenses	£57.32	100612	LGA 1972 s111	
18/05/15	C Marks, Clerk	Reimburse Prontaprint N/letter	£108.00	100613	LGA 1972 s142	
18/05/15	CDA for Herts	Annual membership	£30.00	100614	LGA 1972 s143	
18/05/15	Buntingford TC	Hire Council Chamber 23/4/15	£16.00	100615	LGA 1972 s133	
18/05/15	M Webb	Cleaning bus shelters (2 of 6)	£50.00	100616	LG(MP)A 1953 s4; PCA 1957 s1	
18/05/15	C Marks, Clerk	Reimburse CPALC subs	£6.00	100617	LGA 1972 s111	
18/05/15	Acc Services	Internal audit	£75.00	100618	LGA 1972 s111	
18/05/15	Came & Co	Annual insurance	£476.17	100619	LGA 1972 s111, 140	
18/05/15	C Marks, Clerk	Reimburse postage/stamps	£5.51	100620	LGA 1972 s111	
18/05/15	T Harrington	Reimburse Dementia Frnds exp	£35.65	100621	LGA 1972 s111	
18/05/15	C Marks, Clerk	Petty Cash	£50.00	100622	LGA 1972 s111	

Following a proposal and second it was unanimously **RESOLVED to approve the signing of the cheques as presented.** The cheques were signed at the end of the meeting.

3. Bank Mandate

1. It was **RESOLVED that the Clerk have read-only access to the bank account.**
2. For expediency it was **RESOLVED that only councillors Harrington and Noy be added as signatories to the bank account at this time.** The Clerk to arrange the necessary paperwork. **Clerk**

4. Approval of Annual Accounts for External Audit

The Annual Accounts, Internal Audit and governance statement were examined and it was unanimously **RESOLVED to approve and sign the Annual Accounts, Internal Audit and Governance Statement for submission to the External Auditor.** **Clerk**

5. Annual dog bin emptying charge. It was noted that the annual fee will be payable in March. The Clerk was asked to get a usage report from EHC. **Clerk**

6. Insurance: It was noted that items purchased last year had been added to the asset register. **Clerk**

7. Chairman's expenses allowance: Following a discussion it was agreed to not have an allowance, but to continue the practice of reimbursing the Chairman for any out of pocket expenses.

8. Petty Cash float: It was unanimously **RESOLVED that the Clerk to hold a petty cash float of £50.** **Clerk**

9. Purchase of a new printer: The Clerk reported that the Council's HP8000 printer has a fault and will not print. He is presently using his own printer for Council work, but does not at this time require the Council to buy a new one. This may be reconsidered at a later date. It was unanimously **RESOLVED to write-off the HP8000 printer.** The Clerk will return the old printer to Cllr Jones. **Clerk**

9a. Pensions auto-enrolment: Although not an agenda item, the Clerk noted that it was necessary to set up a NEST account to comply with recent legislation, which was agreed. **Clerk**

262.07 Planning

New Planning Applications:

3/15/0692/HH	9 Hill View, Buckland: Creation of vehicular crossover. It was RESOLVED that there were NO OBJECTIONS
--------------	---

Clerk

Decision Notices: NONE

262.08

Correspondence: for information only and was noted as per the agenda:

Rod Taylor: Milestone and AEDs in phone boxes (15.262.15.1)

HAPTC: New councillor training events

Simon Drinkwater, EHC: Election notices

Countryside Management Services: Pond cleaning programme (15.262.11)

HAPTC: Change of email addresses

262.09

Buckland Church

1. Floor grille LB consent: No progress by CCT
2. Entrance light needed: No progress by CCT
3. Opening hours: No progress on what these might be
4. Automatic door opening system: No progress
5. Permanent remembrance display and funding: Cllr Jones to investigate costs **JJ**
6. Compost toilet: Cllr Jones had circulated cost information to councillors: approx. £2,000 including installation (two days). Approval and location to be agreed with PCC before proceeding. **JJ**
7. Entrance track improvements and approval: Clerk to write to HCC Rights of Way Officer for Buntingford area to establish whether the land, including Daws Lane, is common land. **Clerk**
8. Plausibility of sheep grazing the churchyard: The Clerk read a definitive statement from NALC 's legal team detailing the legal consequences and obligations that would fall to the Parish Council in the event of it being involved in such a venture, which made consideration of the suggestion not possible. Cllr Harrington asked for a copy of NALC's statement. **Clerk**

262.10

Defibrillators and installation boxes

The AED cabinets have been delivered to The Manor House, Buntingford. Cllr Jones said he had spoken to an electrician about how the electricity supply to the kiosks can be utilised. The kiosks need to be thoroughly cleaned and painted. **JJ/JK**

- 262.11 Pond maintenance**
The Chairman said that there had been a site meeting with Countryside Management Service. A rolling programme of maintenance could be started in the autumn. A full report would be available for consideration at the July Parish Council meeting. **JK**
- 262.12 Parish furniture refurbishment**
The Clerk had been unsuccessful so far in making arrangements for the work to be done. It was agreed that if no progress was made by the end of the month, another contractor would be sought. **Clerk**
The poor condition and location of the bridleway information board in Buckland was highlighted. It was agreed it should be moved next to the notice board. **Clerk**
- 262.13 Bus Shelter**
1. The second round of the cleaning programme continued to improve the state of the shelters.
2. Once the cabinets and defibrillators have been installed into the telephone kiosks, consideration will be given to include them in with the bi-monthly bus shelter cleaning programme.
- 262.14 Highways**
1. Cllr Jones had circulated information to councillors on possible solutions. To be reviewed at the July Council meeting. **JJ/ALL**
2. Litterpicking: It was agreed that both litterpickers should be advised that tenders for the litterpicking contracts will be advertised in the Newsletter, inviting interested parties to apply to the Clerk. It was agreed that the area between the signs of the two villages should be included in the schedule. **JK/Clerk**
3. Cllr Jones said he would take up the matter of the missing 40mph sign between the villages with County Councillor Rose Cheswright. **JJ**
- 262.15 Bucklandbury Farm**
1. Mile post: Cllr Jones reported that the resolution of this matter was in hand.
2. It was confirmed that the tables and chairs have all been dumped.
- 262.16 WWI Commemorative item:** This was the church grille and was dealt with under agenda item 262.09.1
- 262.17 Neighbourhood Plan**
The Chairman reported that the Buntingford Plan could possibly be ready to proceed to consultation in July before going to referendum. Some policies, such as housing, health, and environment, were complete, whereas others, such as leisure, are still being worked on. Cllr Jones said he was very concerned that there was no policy that related directly to Buckland and Chipping and was also concerned that the consultation would not happen until September. He urged the Chairman to use every effort to push the Plan forward so that it does not languish over the summer. The Chairman said that a number of things were in the hands of the other parishes and therefore not within his control. Cllr Jones urged all councillors to look carefully at the Plan to familiarise themselves with its contents. **JK**
ALL
- 262.18 Newsletter**
A deadline for copy was discussed in order for the Newsletter to be produced and delivered seven days before the Parish Council meeting. It was also noted that the advertising contract had now expired and it was discussed whether to not renew it. It was unanimously **RESOLVED to drop the advertising for the future and that the deadline for the July issue would be 16th June.**
- 262.19 Councillor training**
It was agreed that councillors would inform the Clerk of courses they wished to attend and that the Clerk would arrange the bookings. **All/Clerk**
- 262.20 Dementia Friends meeting, 23rd April**
Cllr Harrington reported that five people had attended the event, including one resident. She was looking to promote the organisation and looking for support. An article would appear in the next Newsletter. Expanding to include other parishes was considered, but that posed the problem of co-ordination.
- Meeting suspended for public comments**
- Mrs Little asked which parishioners had suggested sheep grazing the churchyard.

- Mrs Little also noted that there were a lot of lorries by the moat to the west of the A10 and that a lot of rubbish was being dumped in the moat itself. It was recognised that this was actually within Therfield's parish boundary but impacted Buckland & Chipping parish. It was agreed that the Clerk write to Therfield Parish Council to draw their attention to the problem and seek a resolution if possible.

Clerk

The meeting was resumed

262.21 Village events

1. **Summer event:** Cllr Trewin said The Countryman could host a BBQ event on 27th June. However, there was consensus that this would be too soon in the season and that the 12th of September would be better. Cllr Trewin said she would talk further with The Countryman to see what could be arranged. A Sausage Tossing event is being held there on 6th June.
2. **Bonfire Night:** A date to be decided at the July Council meeting.
3. **Other:** It was noted that Buntingford Town Council are organising a Christmas dinner.

262.22 Urgent matters received too late for the agenda: None

262.23 Items for future agendas: None

262.24 Date of the next Meeting
Monday 6th July

The Chairman apologised that it had been a long evening of meetings, thanked all who had attended and commended those who had stayed to the end. The Meeting was closed at 10.36pm.

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

DRAFT