

Buckland & Chipping Parish Council

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

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 263 Monday 6 July 2015 at 8pm in St Andrew's Church, Buckland

PRESENT: Cllr Jeff Kenyon, Chairman (JK); Cllr Jeff Jones (JJ); Cllr Teresa Harrington (TH);

Cllr Jason Noy (JN);

Members of the public: one

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

The Chairman welcomed everyone to Parish Council Meeting 263 and opened the meeting at

8pm

263.01 Apologies for absence

1. Councillors: Cllr Mell Trewin: on holiday

2. Other apologies: None

263.02 Declarations of Interest and dispensations

Interests: None

Receipt of written requests for dispensations: None Consideration of requests for dispensations: None

263.03 To receive draft Minutes of the Annual Parish Meeting, 18th May 2015

The receipt of the draft 2015 Annual Parish Minutes was noted and accepted by the Parish Council as a true and accurate record. To be approved by electors at the 2016 Annual Parish

Meeting.

263.04 Approval and signing Minutes of Annual Parish Council Meeting 261, 18th May 2015

It was proposed, seconded and unanimously **RESOLVED** to approve the Minutes of the Annual

Parish Council Meeting 261 as a true and accurate record. The Chairman signed the Minutes.

263.05 Approval and signing Minutes of Parish Council Meeting 262, 18th May 2015

It was proposed, seconded and unanimously RESOLVED to approve the Minutes of Parish

Council Meeting 262 as a true and accurate record. The Chairman signed the Minutes.

JK/Clerk

JK/Clerk

ACTION

263.06 Police Report

The Clerk read a crime report for the month of May sent by the Herts Constabulary Safer Neighbourhood Team and it was unanimously **RESOLVED** to accept the police report.

No crimes were reported in the Parish during the month.

Other information: East Herts rural areas have seen an increase in theft from commercial vehicles, sheds, outbuildings and barns. Vehicles and outbuildings should be kept securely locked and tools marked.

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

263.07 Chairman's report:

The Chairman said he had represented the Parish Council at a civic reception hosted by Buntingford Town Council. He also reported that the recent funerals of Mrs Grainger and Mr Raymond had seen the church full and parking in the area at a premium. The day following the second funeral, Mrs Dearman had sadly passed away.

263.08 Finance

1. Accounts

The Clerk presented accounts covering the new financial year from 1st April to 8th June, the date of the last available bank statement.

Accounts summary 1st April to 8th June:	£
Opening balance, statement 140 01/04/15	17,122.20
Income 01/04/15 to 08/06/15	2,040.00
Expenditure 01/04/15 to 08/06/15	<u>2,537.92</u>
	16,624.28
Less previous month's cashed cheques	485.18
Balance available to Council	16,139.10
Plus unpresented cheques as at 08/06/15	30.00
Reconciled to bank statement 143 08/06/15	<u>16,169.10</u>

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

2. Push Energy payments: Update

The Clerk said he had sent a new invoice to Push Energy covering the first two payments (2013/14 and 2014/15 for £2,065 and £1,940 respectively) in respect of the Section 106 agreement for Wisbridge Solar Farm. They had not yet responded. It was agreed to follow Cllr Jones' suggestion to send them a statement giving 30 days to pay.

Clerk

3. Signing of cheques for payment

18/05/15	Clerk	Petty Cash float	£50.00	100622	LGA 1972 s111
06/07/15	Hormead Parish Council	Shared cost of financial seminar	£30.00	100623	LGA 1972 s111
06/07/15	Acer	Cemetery: cuts 1-8 of 12	£1,120.00	100624	OSA 1906 ss9, 10
06/07/15	KA Alli (KFMC Ltd)	Payroll services April-June	£75.00	100625	LGA 1972 s111
06/07/15	HMRC PAYE	PAYE April & May	£55.40	100626	LGA 1972 s112, s151; LA 2011 s41
06/07/15	Cancelled		cancelled	100627	
06/07/15	M Webb	Cleaning bus shelters 2 of 6	£50.00	100628	LG(MP)A 1953 s4; PCA 1957 s1
06/07/15	Clerk	Petty cash top-up	£48.30	100629	LGA 1972 s111
06/07/15	Supplies Team	Ink cartridges & printer paper	£125.59	100630	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.

Clerk

4. Bank Mandate

The Clerk had sent Cllrs Harrington and Noy the personal details forms for completion and authorisation at the bank as required by the mandate change process. It was recommended for this to be done at the Buntingford branch and then if possible, for the forms be returned to the Clerk for mailing to the mandate change team.

TH/JN Clerk

5. Approval of the External Auditor's opinion of the accounts – no matters arising
There being no matters raised by BDO it was unanimously RESOLVED to approve and accept the
External Auditor's opinion that there were no matters arising from the audit of the 2014/15
Annual Return. Public notices to be posted as required.

Clerk

6. PAYE: to consider alternative arrangements.

The Clerk explained that there are two issues: Ongoing difficulties with the HMRC online system and the recommendation that Clerks be distanced from effectively arranging their own salary payments

and potentially in future any pension contributions under the mandatory auto-enrolment scheme. A company had offered the service for £150 pa, exclusive of VAT. Following a discussion, Cllr Jones said he would investigate other companies that undertake the service.

7. Purchase of a new printer: The Clerk said the HP4500 printer he had bought himself was being used exclusively for the Council and asked whether it would be prepared to purchase it from him. Cllr Jones said this had been covered at the last meeting and proposed that since the Council was buying the ink, the matter be left as is and reviewed again in January. It was **RESOLVED** *to review the HP4500 printer situation in January.*

Clerk

Clerk

IJ

263.09 Planning

New Planning Applications: NONE

Decision Notices:

3/15/0692/HH 9 Hill View, Buckland: Creation of vehicular crossover. *PERMISSION GRANTED*

- **263.10** Correspondence: for information only and was noted as per the agenda:
 - Charlie Saville: Milestone and avenue of possibly unsafe trees from A10 to churchyard (263.17)
 - HCC/HAPTC: Community Wellbeing, including list of enabling statutory powers given to parish councils
 - To: Therfield Parish Council re lorry parking and dumping rubbish in the moat
 - To: Push Energy: invoices (263.08.2)

263.11 Buckland Church

1. Floor grille LB consent: No progress by CCT. Since there is no progress being made in getting the grille installed in the floor, it was considered a good idea if it could be displayed in the church, possibly on an A frame since fitting it to the wall would not be permitted. It would also be good if this could be done in time for the Rural Dean's service in October. It was **RESOLVED** to obtain a suitable frame to put the grille on display.

Clerk/ALL

- 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

6. Compost toilet: There was a discussion on the various types of eco toilet that are available. It was agreed to contact Church Warden Karin Weston to get the PCC's views on the Parish Council purchasing and installing an eco toilet of suitable design, to install it at an acceptable location and to maintain it. It was **RESOLVED that the Clerk contact the PCC to seek their views before discussing further.**

Clerk

IJ

7. Entrance track (Back Lane): Rights of Way and Diocese update.

Clerk

263.12 Defibrillators and installation boxes

Cllr Jones said it was hoped to start the refurbishment of the kiosks within the next two or three weeks. Following a discussion it was **RESOLVED** for a budget of £250 for paint, electrics and other refurbishment requirements, and for the Clerk to order 5 litres each of primer and top coat from a reputable supplier of kiosk paint.

JJ/Clerk

Pond maintenance: to receive Countryside Management Report and consider a working group Following the circulation of the report by Countryside Management Service, the Chairman proposed a working group comprising himself, ClIr Jason Noy, the Clerk and a resident to consider a programme of works to commence in the autumn. It was so RESOLVED that the working group be set up as proposed and report back to the September meeting.

JK/JN/Clerk

263.14 Parish furniture refurbishment

The Clerk reported that Tony Spearman had agreed to do the necessary work before the weather deteriorates.

Clerk

263.15 Casual Vacancy

The Clerk said he had reported the position to Jeff Hughes at EHC but had not yet received a casual vacancy notice from Democratic Services. In the meantime, the Parish Council's own casual vacancy notice remains on the notice boards. It was agreed to let the current position run.

Clerk

263.16 Highways

The Chairman said a litter picking tender would be ready for printing in the September newsletter.

263.17 Bucklandbury Farm: Mile post

It was reported that the precise location for the re-location of the Mile Post was being discussed with the Milestone Society and the necessary permission being sought from HCC.

263.18 Neighbourhood Plan

The Chairman reported that the Buntingford Plan is approaching the final version for submission to EHC for comments. It will then be passed back to the Buntingford Team prior to going out for the 6-week public consultation period by the end of September. A letter is scheduled to be sent by the end of July to all homes in Buntingford and the satellite parishes within its the Plan to update and inform that all comments have now been incorporated and what the next stage will be. The Plan can be viewed online and hard copies seen at EHC Offices and at The Manor House.

JK

JK/Clerk

263.19 Newsletter

The deadline for completion copy for printing of the September edition was set at two weeks before the next meeting, ie 20th August.

ALL/Clerk

The inclusion of a one-off advert for local services was discussed, but since it was resolved in May that the Newsletter would no longer contain an advertisement section, no adverts of any sort would be carried in order to be consistent with that decision. The Clerk pointed out the VAT implications of carrying paid advertising.

The Meeting was suspended at 9.48pm for public comments

Mrs Little noted that the time of the meeting had been omitted form the Newsletter. She said
this was very important and suggested it may have been why other members of the public were
not in attendance.

JK

Reporting on a matter raised by a parishioner at the last meeting, the Clerk said he had raised
with the Therfield Parish Council Clerk concerns about rubbish being dumped in the Moat and
the increased number of lorries being parked there. Therfield Parish Council are investigating
and will report back in due course.

Clerk

The meeting was resumed at 9.50pm

263.20 Village events

 Summer event: 12th September was confirmed as the date for a BBQ at the Countryman. It is hoped that live music and a marquee will be able to be organised.
 A risk assessment is to be carried out. Cllr Noy said he could provide some bales. The

MT JN

Countryman's BBQ will be available to use.

Clerk

It was RESOLVED to apply for a community grant. If no grant is available, a budget of £75 was set for the food.

ALL

2. Bonfire Night: A date and arrangements were deferred to the September Council meeting.

ALL

3. Other: Ideas for any other events to be brought to the September Council for discussion.

263.21 Urgent matters received too late for the agenda:

• Cllr Jones said he was surprised that the use of Barkway Road by Anstey Quarry HGV issues did not appear on the agenda and he was therefore raising them at this point. He had been contacted by Tony Williams and Beryl Little repeating their concerns about the level of HGV traffic along this route. He had consequently taken the matter up with Highways and the Quarry management. Highways said the contractors are coming from Letchworth; their route should use the highest grade roads, which are the B1368 to the A505. Anstey Quarry were very helpful in their response and said their preference would have been to spread their traffic over a number of routes, but they accepted they will have to be limited to the B1368/A505 via Barkway. Mrs Little commented that the Barkway Road is still being used and Cllr Jones therefore asked her to keep a log of as much HGV traffic as possible.

JJ/BL

• Cllr Jones reported that photos of Council members are now on the website and asked members to check that their email addresses are correct.

ALL

• Cllr Jones explained the disagreement that had arisen as a result of parking along Back Lane at the recent funerals, which were heavily attended. The Clerk ascertain from Julian Thornton,

the Rights of Way Officer, the exact status of Back Lane as a public highway/BOAT/Right of Way along its length from the Barkway Road round to its intersection with the A10.

Clerk

263.22 Items for future agendas

Gateway features: Further to the information on plant boxes that are attached to village signs circulated by Cllr Jones, to discuss the cost of the boxes and their upkeep and watering solutions.

ALL

263.23 Date of the next Meeting

Monday 7th September at 8pm in the Church

The Chairman thanked everyone for attending and closed the meeting at 10.25pm.

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

