



Buckland & Chipping Parish Council

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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

ACTION

- 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. **JK/Clerk**
- 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**
- 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 @EHertsRrIPolice.

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	<u>485.18</u>
Balance available to Council	16,139.10
Plus unrepresented cheques as at 08/06/15	<u>30.00</u>
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

263.16	Highways The Chairman said a litter picking tender would be ready for printing in the September newsletter.	JK/Clerk
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
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. 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.	ALL/Clerk
	The Meeting was suspended at 9.48pm for public comments	
	<ul style="list-style-type: none"> • Mrs Little noted that the time of the meeting had been omitted from the Newsletter. She said this was very important and suggested it may have been why other members of the public were not in attendance. • 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. 	JK
	The meeting was resumed at 9.50pm	Clerk
263.20	Village events	
	1. 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 Countryman's BBQ will be available to use. It was RESOLVED to apply for a community grant. If no grant is available, a budget of £75 was set for the food.	MT JN
	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.	ALL
263.21	Urgent matters received too late for the agenda:	
	<ul style="list-style-type: none"> • 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. • Cllr Jones reported that photos of Council members are now on the website and asked members to check that their email addresses are correct. • 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, 	JJ/BL ALL

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.....

DRAFT