



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. 264 Monday 7 September 2015 at 8pm in St Andrew's Church, Buckland

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

- Members of the public: Mrs Beryl Little and D Cllr Stan Bull
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone to Parish Council Meeting 264 and opened the meeting at 8pm

ACTION

264.01 Apologies for absence

1. Councillors: Cllr None
2. Other apologies: C Cllr Rose Cheswright: away

264.02 Declarations of Interest and dispensations

Interests: None

Receipt of written requests for dispensations: None

Consideration of requests for dispensations: None

264.03 Approval and signing Minutes of Parish Council Meeting 263, 6th July 2015

Two errors were identified in the Chairman's announcements (item 263.07): the name of Mrs Grainer was amended to Mrs Grainge, and Mrs Dearman's name was amended to Mrs Parish, with apologies to those families. Subject to the corrections, it was proposed, seconded and unanimously **RESOLVED to approve the amended Minutes of Parish Council Meeting 263 as a true and accurate record.** The Chairman signed the Minutes.

264.04 Police Report:

No police report had been received by the Clerk

Cllr Jones said he had recently spoken to the police who said they are currently very busy dealing with reports of hare coursing.

264.05 Chairman's report

The Chairman had nothing to report

264.06 Finance

1. Accounts

The Clerk presented accounts covering the new financial year from 9th June to 31st July, the date of the last available bank statement.

Accounts summary 9th June to 31st July:	£
Opening balance, statement 144 09/06/15	16,169.10
Income 01/04/15 to 08/06/15	4,377.16
Expenditure 01/04/15 to 08/06/15	<u>1,504.29</u>
	19,041.97
Minus previous month's cashed cheques	<u>30.00</u>
Reconciled to bank statement 145 31/07/15	19,011.97
Minus unrepresented cheques as at 31/07/15	<u>808.00</u>
Balance available to Council	<u>18,203.97</u>

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

Clerk

2. Current financial position against budget

The Clerk presented the financial position as 7th September which showed that 60% of the budgeted income had been received and 48% of the budgeted expenditure had been spent. Meeting the income budget was dependent upon receiving payment from Push Energy. If that is received, the anticipated bank balance at year end would be £15,998 against a budgeted balance of £16,807. A number of items in the budget were speculative and a clearer picture will emerge as the year progresses. It was unanimously **RESOLVED to accept the current financial position.**

Clerk

3. Verification of bank reconciliation

In accordance with new Financial Regulations and the Transparency Code it is required that a Council member who is neither a signatory nor the Chairman verifies the reconciliation of the Accounts and originals of the bank statements and signs them to that effect. Cllr Trewin therefore checked, verified and signed the Accounts and bank statement as correct. It was noted that the Parish Council has only one bank account and runs only one cheque book. It was unanimously **RESOLVED to accept the reconciliation of the Accounts and bank statement.**

MT/Clerk

4. Signing of cheques for payment

06/08/15	Clerk	Salary June/July	£ 222.34	100631	LGA 1972 s112, s151; LA 2011 s41
06/08/15	HMRC PAYE	PAYE July - month 4	£ 55.60	100632	LGA 1972 s112, s151; LA 2011 s41
07/09/15	KA Alli (KFMC Ltd)	Payroll services April-June	£ 50.00	100633	LGA 1972 s111
07/09/15	Cllr J Kenyon reimbursement	Payment to bus shelter cleaner Jul/Aug 4 of 6	£ 50.00	100634	LG(MP)A 1953 s4; PCA 1957 s1
07/09/15	P Brownless	Litterpick Chipping 2014/15	£ 750.00	100635	OSA 1906 ss9, 10
07/09/15	Clerk reimbursement	Telephone kiosk primer and gloss	£ 80.71	100636	LGA 1972 s137
07/09/15	Clerk	Petty cash top-up	£ 9.29	100637	LGA 1972 s111
07/09/15	Clerk	Expenses mileage August	£ 9.00	100638	LGA 1972 s111
07/09/15	Cllr M Trewin	Advance for BBQ expenses	£ 150.00	100639	LGA 1972 s112(1)

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

5. Push Energy payments

The Clerk reported that the invoices and statement had eventually been returned by the post office as address unknown. A new address had been located on the internet and the invoices and statement for payment covering two years had been re-sent. Follow up phone calls were awaiting a response from Push Energy's accounts dept. The Clerk said he would continue to pursue. He understood that Reed PC had received payment.

Clerk

	6. Bank Mandate	
	The Clerk reported that all bank mandate changes were now in place.	Clerk
	7. PAYE: Alternative payroll arrangements.	
	The Clerk presented options provided by three payroll companies. After consideration it was unanimously RESOLVED to engage Thirsk Payroll to run the Council's payroll for £15.65 per quarter, fixed for 18 months.	Clerk
264.07	Planning New Planning Applications: NONE	
	Decision Notices: 3/15/1399/HH 3 Hill View, Buckland: Single storey rear extension. <i>Decision awaited</i>	
264.08	Correspondence: for information only and was noted as per the agenda: <ul style="list-style-type: none"> • EHC: Confirmation of litterpicking route and advice of grant for 2015/16 • Herts Air Ambulance: Request for donation • EHC Sustainability Forum: "Green our Herts" leaflets booklets; competition open until 30/9 • Rib & Quin Catchment Partnership: Wildlife initiative 	
264.09	Buckland Church 1. Updates on CCT items. Floor grille: <i>no progress. The Clerk had not been able to find a supplier for an A frame for display.</i> Entrance lighting: <i>no progress.</i> Opening hours: <i>no progress.</i> Automatic door opening: <i>no progress.</i> Permanent remembrance display: <i>no progress.</i> 2. Eco toilet: The Clerk reported on conversations/correspondence with Church Warden Karin Weston and Diocese Secretary Emma Critchley. The Parish Council and PCC are advised to have a site meeting to consider an appropriate location before reporting back to the Diocese with proposals and photos of the unit. Depending on the type of foundation or base required, there may have to be an archaeological survey because of it being a medieval churchyard. To be followed up when Karin Weston returns from overseas. 3. Entrance track (Back Lane): Rights of Way and Diocese update. No further progress. Awaiting definitive statement from Rights of Way Officer on Back Lane status.	<p>JJ</p> <p>Clerk</p> <p>Clerk/JK</p>
264.10	Telephone kiosks/AED boxes Cllr Jones reported that he had so far taken 40 hours in refurbishing the Chipping kiosk and cutting the surrounding bushes. Bushes surrounding the bus shelter had also been cut back. The door has to be re-fitted and the electrics completed. Following a discussion it was RESOLVED that the electrical work be undertaken and certified by a qualified electrician. Cllr Jones abstained. Cllr Jones said the work was extremely time consuming and that he would not be able to refurbish the Buckland kiosk; he therefore requested that another volunteer be found. A deep clean would be undertaken when the refurbishment is completed and a regular cleaning contract established thereafter.	<p>JJ/Clerk/ ALL</p>
264.11	Pond maintenance The Working Group will be meeting on site and will report to the Council in November.	JK/JN/Clerk
264.12	Parish furniture refurbishment Tony Spearman is progressing well with the work and has said that he only wants reimbursement for the cost of materials, which is extremely generous. It was unanimously AGREED to record a vote of thanks for the work he has done so far.	Clerk
264.13	Casual Vacancy No one has come forward as yet. The notices to be kept on the boards and a notice in the Newsletter.	Clerk JK

264.14	Highways	<p>1. Litterpicking contract: Three applications have been received to date. The contract details are being drawn up.</p> <p>2. HGV movements along Barkway Road: There have been reports that HGVs from the quarry continue to use the road in spite of the agreement that, if possible, their route should follow higher classified roads, ie the B1368 to Flint Cross – although it was acknowledged that the agreement is not enforceable. Wherever possible the times of vehicles spotted should be logged. Information about other issues, such as vehicles being unsheeted in contravention of the licence, should also be noted. Photographic evidence would be very helpful. A note of the ongoing misuse of the road should be sent to Anstey Quarry.</p>	<p>JK/Clerk</p> <p>Clerk/ ALL</p>
264.15	Milestone 34	<p>Cllr Jones said he had met with the Milestone Society and the original site had been determined, but it was impractical to use. An alternative site opposite and a few yards south, by the junction of the A10 and Barkway Road, would be a good alternative. However, some local residents have said the milestone was previously situated further south on the western side of the A10. Once a new site has been agreed, Highways and Planning will have to give their consent and the Herts Listed Monuments Register be informed.</p>	<p>JJ</p>
264.16	Buntingford Community Area Neighbourhood Plan	<p>A number of issues were discussed following the publication of the draft Plan for consultation. Among them were that the Parish was identified as Buckland rather than Buckland & Chipping, that the phone kiosks were not on the asset register and that it was very Buntingford-centered rather than the parishes having their individual sections. Information on Buckland & Chipping seemed sparse in comparison with the entries on other parishes.</p> <p>Cllr Jones said he was concerned that there was no mention of protected areas or areas identified as needing protection, eg the Common, Buckland Bottom or woodland, this in contrast to such areas identified in Buntingford. There was also no mention of it being a Category 3 village. It is acknowledged that some sympathetic restrained development needs to take place for the future. There is also no mention of housing for rural workers, who form a relatively high proportion of the Parish's working population. Community assets should also be protected, eg the church and The Countryman.</p> <p>The Chairman responded that although a lot of information may have been taken off the website, the evidence of the original questionnaire is still there and there are still parts of the Plan that are being put together. Not everything had been included in the extract provided to date, and the Chairman produced some evidence of this point, which was very helpful.</p> <p>Cllr Jones pointed out that the deadline for consultation comments was 12th October and that a special meeting should be convened to fully discuss the draft. Councillors should write down their thoughts and send them to the Clerk by 30th September to compile a list for consideration at the meeting. He proposed Monday 5th October and, subject to availability of the venue, it was RESOLVED to convene an Extraordinary Meeting at The Manor House on Monday 5th October at 8pm to discuss the Buckland & Chipping aspects of the Neighbourhood Plan and to agree a response for the consultation. The Clerk to put an early notice on the notice boards.</p>	<p>JK</p> <p>ALL</p> <p>Clerk</p>
264.17	Newsletter	<p>1. Format: In response to an enquiry it was agreed that the newsletter should in future carry small free adverts of local interest. It was also agreed that since draft Minutes are now published on the website within a month of the meeting, a precis of the Minutes is no longer necessary as the main body of the newsletter copy, except where important matters need to be brought to parishioners' attention. This should now be replaced by more general news, reports and local interest items. Everyone should consider contributing as much as possible – including photographs.</p> <p>2. Deadline: Printed copies by the Thursday 10 days before the Parish Council meeting and copy date one week before that, subject to agreement with Martin. Since the Clerk will be away at the end of October/beginning of November, Cllr Jones agreed to print the November edition on 5th/6th November, and copy deadline 1st November (Council meeting the 16th).</p>	<p>ALL</p> <p>ALL</p> <p>JJ/JK/TH</p>

264.18 **Gateway feature:** Discussion deferred to the next meeting JJ/Clerk

264.19 **Report by District Councillor Jeff Jones**

1. **Mobile Library.** This service is being withdrawn in October due to funding cuts. Alternative library services are being considered, including a home library for those meeting the eligibility criteria. Cllr Jones said he would produce a resume of the new options for the newsletter. JJ
2. **Christmas Lunch for Senior Citizens (over 60s):** Funding has been obtained through East Herts for a free event to be held in Buntingford's Community Centre on Saturday 19th December at 1pm. It was hoped that volunteers could be engaged to ferry folks to and from, and that as many councillors as possible would be willing to serve at the lunch. The catchment area is that of the Community Neighbourhood Plan, catering ideally for 80 but up to a maximum of 100. ALL
3. **Community Bus:** Not mentioned in the Neighbourhood Plan, it is hoped to start a community bus system, based in Buntingford and similar to the Hopper Bus service with one bus serving the satellite parishes. Proposed occasional outings to other villages. There would be a small charge to users. Support is being obtained from CVS Broxbourne and Herts County Council, and EHC has committed £30k Section 106 money to the project. Now working to bring together under one umbrella the various services presently operating. ALL
4. **"Friends of the Conservatives" group:** Formed together with North Herts, this is not about a political get-together, but more of a socially based initiative. The first meeting will be at 7.30pm in the back room of The Crown in Buntingford. Information will be printed in the Newsletter.
5. **Community Grants:** The deadline for Activity Grants applications is 26th October.
6. **"East Herts' Got Talent":** Based on the Got Talent theme, publicity plans now under way with the Mercury and sponsors for £300 being sought. Cllr Jones said he already has three sponsors from Buntingford that have committed their support. Open to a wide range of local talent, including schools, drama groups etc. Deadline January for video submissions, 50 to be selected for live semi-finals at Easter at Sele School, with the finals on 1st May at Hertford Castle.

264.20 **The Moat North West of Buckland Village**

The Clerk said this was still being investigated by Therfield Parish Council and it was on their agenda for tonight's meeting. Initial reports are not very promising. A representative from NHDC Waste Dept was investigating but said there was nothing they could do if it was private land. The Therfield clerk challenged that position because of the historic value of the site, but that does not appear to carry any weight. Report further when all avenues have been explored and exhausted. Clerk

264.21 **Agenda distribution list**

The Clerk confirmed that agendas are emailed to CC Rose Cheswright, DC Stan Bull, PC David Millar (Herts Police), Karin Weston (PCC), Paddy Dinham (H&E Newspapers). When the new vicar is inducted, she will be added to the list. Agendas sent at the same time as delivery of the summons to councillors. Clerk

The Meeting was suspended at 10.05pm for public comments

- Mrs Little said that, regarding the HGV movements along Barkway Road (item 264.14) she had recently monitored these on 4 days between 1 and 2pm and had logged three lorries: 2 Winters and one Anstey. She had politely challenged drivers about the unsuitability of their route and said they understood the concerns.
- D Cllr Bull checked for confirmation that the phone boxes were the property of the Parish Council. He also wished to place on record the sterling litter picking work done by Mr Brownless along what is a difficult stretch of the A10. Furthermore, speaking from his local knowledge, he said that he believed the residents who argued remembering the milestone being located somewhat south of the identified GPS position were probably quite correct in their recollection.
- Cllr Bull also commented that the EHC District Plan was still being changed, that where development plans include bunding, the bunding is frequently ignored by the builders, and that flooding that occurs on the A507 roundabout will not be resolved because it is not piped - there is only a soakaway that can never cope in heavy rain.

The meeting was resumed at 10.15pm

264.22 Village events

1. **Summer event, 12th September:** Cllr Trewin reported that plans and arrangements were proceeding well and that interest was far in excess of expectations with 70 tickets committed to date. She asked whether a £50 donation could be made to the band. Following a discussion and in view of the success, it was **RESOLVED to fund the event up to a maximum of £200 and that £150 be advanced to Cllr Trewin to purchase the BBQ food before the weekend.** MT
JN
Clerk
2. **Bonfire Night:** The bonfire pile has been growing since July. Following a discussion on the most suitable date it was **RESOLVED to hold the event on 31st October as a joint Halloween event and it was agreed to apply for a grant of up to £500 to cover the fireworks and buffet.** Cllr Bull said he would endorse an application for a Community Activities Grant of up to £300, for which he was thanked. Clerk
Clerk
3. **Carol Service:** To be discussed at the November meeting.

264.23 Urgent matters received too late for the agenda: None

264.24 Items for future agendas

- Gateway features
- Carol Service

264.25 Date of the next Meetings

Monday 5th October: Neighbour Plan Extraordinary Meeting, 8pm, The Manor House
Monday 16th November: Full Parish Council Meeting , 8pm, The Manor House

The Chairman thanked everyone for attending and closed the meeting at 10.35pm.

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