



# Buckland & Chipping Parish Council

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## MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 266 Monday 16th November 2015 at 8pm in The Manor House, Buntingford

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

- 1 member of the public: Mrs Beryl Little
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone to Parish Council Meeting 266 and opened the meeting at 8pm

### ACTION

#### 266.01 Apologies for absence

1. Councillors: Cllr None
2. Other apologies: PC Anna Page – off duty

The Chairman advised that under Agenda item 266.15, the exclusion of press and public would be considered under Section 1 of the Public Bodies (Admissions to Meetings Act) 1960.

#### 266.02 Declarations of Interest and dispensations

1. **Interests:** None
2. **Receipt of written requests for dispensations:** None
3. **Consideration of requests for dispensations:** None

#### 266.03 Minutes of Parish Council Meeting 264, 7th September 2015

It was noted that in the list of councillors present, Cllr Mell Trewin's initials were incorrectly recorded as TM. Subject to this correction it was proposed, seconded and unanimously **RESOLVED to approve the amended Minutes of Parish Council Meeting 264 as a true and accurate record.** The Chairman signed the Minutes.

JK/Clerk

#### 266.04 Minutes of Extra Ordinary Parish Council Neighbourhood Plan Meeting 265, 5th October 2015

It was noted that in the list of councillors present, Cllr Mell Trewin's initials were incorrectly recorded as TM. Subject to this correction it was proposed, seconded and unanimously **RESOLVED to approve the amended Minutes of Extra Ordinary Parish Council Neighbourhood Plan Meeting 265 as a true and accurate record.** The Chairman signed the Minutes.

JK/Clerk

#### 266.05 Casual Vacancy

No applications received. The notices to be kept on the boards and a notice in the Newsletter.

Clerk/JK

#### 266.06 Police Report:

The Safer Neighbourhood Crime Report recorded one act of criminal damage in the parish for which a fixed penalty notice had been given.

Cllr Jones said that according to some reports, there has been an increase in crime in the Buntingford area. He said this assertion is unwarranted and crime rates for the area remain low.

#### 266.07 Chairman's report

The Chairman said it had been a privilege to represent the Parish on Remembrance Day and to lay a poppy wreath at the War Memorial.

**266.08 Finance**

**1. Accounts**

The Clerk presented accounts covering the period 1st August to 31st October.

<b>Accounts summary 1st August to 31st October:</b>		<b>£</b>
<b>Opening balance, statement 145 01/08/15</b>		<b>19,011.97</b>
Income 01/08/15 to 31/10/15		5,945.00
Expenditure 01/08/15 to 31/10/15		<u>2,379.03</u>
		22,577.94
Plus uncashed cheques		<u>300.00</u>
<b>Reconciled to bank statement 31/10/15</b>		<b>22,877.94</b>
Minus unrepresented cheques as at 31/10/15		808.00
		<u>300.00</u>
<b>Balance available to Council</b>		<b><u>21,769.94</u></b>

It was proposed, seconded and unanimously **RESOLVED to accept the accounts statement.**

Clerk

**2. Current financial position against budget**

The Clerk presented the financial position forecast updated as at 16th November and projected to the year end. With two Push Energy payments having been received, the anticipated bank balance at 31 March 2016 is £18,963 against a budgeted balance of £16,807. It was unanimously **RESOLVED to accept the current financial position and forecast.**

Clerk

**3. Verification of bank reconciliation**

In compliance with Financial Regulations and the Transparency Code, Cllr Trewin, as a non-signatory member, 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. Poppy Wreath**

Since last year's donation was inadvertently missed, it was unanimously **RESOLVED to double the usual donation to the British Legion this year to £50.**

Clerk

**5. Signing of cheques for payment**

30/9/15	Clerk	Salary August/September	222.34	100640	LGA 1972 s112, s151; LA 2011 s41
30/9/15	HMRC PAYE	PAYE July - month 6	55.60	100641	LGA 1972 s112, s151; LA 2011 s41
02/10/15	Parishioner - costs	Street furniture refurb	138.58	100642	LGA 1972 s144
02/10/15	Parishioner - costs	Notice board refurb	145.00	100643	LGA 1972 s144
30/10/15	Cllr J Jones reimb	Kiosk refurb costs	140.57	100644	LGA 1972 s137
30/10/15	Cllr M Trewin	Advance for BBQ/fireworks	300.00	100645	LGA 1972 s145
16/11/15	Acer Maintenance	Grass cutting churchyard	840.00	100646	OSA 1906 ss9, 10
16/11/15	M Webb	Clean bus shelters 5/6	50.00	100647	LGA 1972 s144
16/11/15	Buntingford TC	Room hire 5/10	16.00	100648	LGA 1972 s111
16/11/15	Clerk Reimburse	Printer ink	63.00	100649	LGA 1972 s111
16/11/15	Cllr J Kenyon	Reimburse BBQ food	18.00	100650	LGA 1972 s145
16/11/15	Cllr M Trewin	BBQ/fireworks reimb bal	62.00	100651	LGA 1972 s145
16/11/15	Clerk	Petty cash top-up	7.60	100652	LGA 1972 s111
16/11/15	Clerk	Expenses mileageSept/Oct	33.36	100653	LGA 1972 s111
16/11/15	Elliotts (via JJ)	Portaloo	126.00	100654	LGA 1972 s145
16/11/15	British Legion	Poppy wreath	50.00	100655	LGA 1972 s137

16/11/15	Bowtell Electrical	AED electrics 2 kiosks	421.98	100656	LGA 1972 s137
16/11/15	Unicorn (via JJ)	AED Kiosk refurbishment	101.94	100657	LGA 1972 s137
16/11/15	Stationery (via JJ)	Printer ink & paper	38.20	100658	LGA 1972 s111
16/11/15	Wickes (via JJ)	AED Kiosk refurbishment	19.28	100659	LGA 1972 s137

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

#### 6. Herts Air Ambulance donation

In accordance with the general policy on charities, it was agreed to not make a donation.

#### 7. Budget 2016/17

The Clerk presented possible expenditure and income figures for 2016/17, set against the budget and projected figures for 2015/16. Some contingency amounts were suggested for reserves. The Council agreed to consider the figures further with a view to deciding at the January meeting what the precept will need to be and what expenditure will be budgeted to be met from reserves.

Clerk/  
ALL

A question was raised as to whether there will be a New Homes Bonus grant next year and what is the basis for it. EHC has not yet been advised on the Government's latest policy, but it was expected to be as last year – subject to confirmation by January. The Clerk said he would check the position as it currently stands.

Clerk

#### 266.09 Planning

**New Planning Applications: NONE**

##### Decision Notices:

**3/15/1399/HH. 3 Hill View, Buckland:** Single storey rear extension. *REFUSED. Contrary to ENV1, 5, 6*

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

- Push Energy: Payment of overdue account
- PCSO Higham: invitation to September Police Locality meeting
- Charlie Saville: concerns on non-disclosure of where milestone is presently located (266.16)
- HAPTC: re Transparency Fund grants
- Therfield Parish Council: update on The Moat (266.20)
- EHC: Claire Pullen re grants meetings
- HCC: Information re Hertfordshire Town & Parish Councils Conference, 5th November
- D Lewis: Re participation in the Remembrance Day parade and wreath-laying service
- Cllr E Buckmaster: Community Green Space grants information. Deadline 27th November
- Mrs Little: Copies of correspondence re Rectory Close
- HAPTC: NEST account information (automatic pensions enrolment scheme requirement)

#### 266.11 Buckland Church

**1. Updates on CCT items.** Floor grille: *no progress*. Entrance lighting: *no progress*. Opening hours: *no progress*. Automatic door opening: *no progress*. Permanent remembrance display: *no progress*.

JJ

**2. Eco toilet:** The Clerk and Church Warden Karin Weston have agreed for a site meeting between the PC and the PCC to be arranged in the New Year.

Clerk

**3. Back Lane status:** The Clerk said he had chased this up with Rights of Way Officer Julian Thornton, who had promised to get on to Highways again for the definitive designation. Cllr Jones said BTC had a large map that he believed might prove the point. He would endeavour to get a copy of the relevant section.

Clerk/JK

JJ

#### 266.12 Telephone kiosks/AED boxes

**Chipping:** Completed except for the vinyl signs, which are in hand. Cost: approx £35 each. Defibrillator operational. Agreed that villagers should be informed of the status via the newsletter.

JJ

**Buckland:** The electricity supply problem has been fixed. Final installation of the defibrillator and issue with the access code is to be completed in the coming week. The deep clean has yet to be done. Outside of kiosk needs to be cleaned and painted. Cllr Jones felt very strongly that a volunteer from the village should be sought before agreeing to pay for it to be done. An advert for a

JJ/Clerk/  
ALL

volunteer to be placed in the Newsletter. All materials supplied by the PC. There was a consensus that if no one came forward offering to do this work, then the Parish Council would have no alternative but to pay someone to do it.

**General:** There should be a weekly check that the inside lights are on.

ALL

A maintenance agreement for both kiosks to be considered once the Buckland refurbishment is completed. It was agreed to ask the present contractor to quote for adding the two kiosks to the bus shelter schedule.

Clerk

There was a discussion on the pros and cons of also using the kiosks for a book-swap location or a visitor information point. Councillors were mindful of the need to not impede users of the AED in an emergency by over-filling the kiosks with books and other information or advertisement cards.

**266.13 Pond maintenance**

The Working Group has yet to have a site meeting.

JK/JN/Clerk

**266.14 Parish furniture refurbishment**

The work has been completed with the exception of relocating the Buckland information board next to the notice board. Thanks have been extended to those who did the work.

Clerk

**266.15 Highways**

**1. Litterpicking contract:** It was agreed that, due to the confidential nature of the business, consideration of the tenders be deferred to the end of the meeting.

**2. HGV movements along Barkway Road:** HGVs continue to use the Barkway Road to the concern of some residents, who are monitoring the traffic flow. It was noted that speeds do not seem to be excessive and the drivers are generally polite. The vehicle registrations of some lorries have been noted but no action taken. Monitoring will continue, but no further action for the present.

It was also noted that the damaged 40mph sign northbound into Chipping has again been reported on the Highways fault system against ref no. 201007502747. The top half of the sign has been missing for over two years.

Clerk

**266.16 Milestone 34**

It was noted that the issues surrounding the siting and relocation of the Milestone are being followed through.

JJ

**266.17 Buntingford Community Area Neighbourhood Plan**

Comments received during the 6-week public consultation period have now been uploaded on to the Neighbourhood Plan section of the BTC website. The NP team are reviewing the comments and recommendations. Following a meeting with EHDC Planning Policy it has been suggested that parishes would like to reconsider designating areas as Local Green Space (LGS) sites – none of the villages had designated a location. Following a discussion it was **RESOLVED that a submission be made for Daws Lane to be a Local Green Space**. Deadline for submissions 23 November.

Clerk

Cllr Kenyon said the Committee will next meet when there is a need. Cllr Noy and Cllr Harrington complained that they were not being kept informed. Cllr Kenyon had written asking for the date of the next meeting, and agreed to write again to urge that information be circulated and to ask why Cllrs Noy and Harrington were not in the loop.

JK

**266.18 Newsletter**

Deadlines were discussed. It was agreed that in order for the Newsletter to be printed and distributed before the next meeting, and taking into account the Christmas/New Year break, the deadline for final copy to press should be Monday 4th January for printing 5th/6th and distribution on the 8th of January. The date of the next Council meeting would be Monday 18th January. It was noted that the Chairman will be away from 4 January to 8 February.

ALL

**266.19 Update Report by District Councillor Jeff Jones**

Cllr Jones said he had nothing further to report on the matters raised at the last meeting except regarding the Christmas Lunch for Senior Citizens (over 60s) in the Buntingford Community Centre on Saturday 19th December at 1pm. Cllr Harrington volunteered to help on the day. Since Buckland & Chipping residents and councillors are involved, a grant application from County Cllr Rose Cheswright's Locality Budget had been submitted by the PC with Cllr Cheswright's support

JJ/Clerk

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

Therfield Parish Council have exhausted their options and no further progress can be made.

**266.21 Water wheel A10/Rectory Close**

The Parish Council has been approached by a local resident to see whether something could be done to improve the rough area surrounding the water wheel so that it could be better maintained. It has been suggested that if the ground was levelled and turfed, residents would then keep it tidy. It was noted that a resident had painted it in the past to help keep the wheel decently preserved. Since it is listed there was a question as to whether East Herts could help. It was also noted that there is probably a well under the wheel and therefore the safety of the surrounding ground will need to be determined before any work is undertaken.

Clerk/ALL

It was agreed this could be considered as a project for next year and that it be included in the next budget for possible restoration in Spring 2016. Add to March agenda.

Clerk

**266.22 Traveller sites**

It was noted that The Chairman had received advice and a recommended procedure from Sgt Duncan Wallace should it ever be necessary to take any action in the event of an incident.

JK/Clerk

**The Meeting was suspended at 10.15pm for public comments**

- Mrs Little said that some years ago, travellers had moved into a field by the Barkway Road and there was therefore some history of travellers in the parish.
- Mrs Little reminded the Council that not everyone used or had internet access and that for those people, the Newsletter was an important source of parish information.

**The meeting was resumed at 10.20pm**

**266.23 Village events**

1. **Report on Summer event, 12th September:** Cllr Trewin reported this had been a great success and there have been requests for it to be a regular parish event.
2. **Report on Bonfire Night:** This was a very successful evening, despite the weather. The EHC grant had been very useful in helping to fund the event.
3. **Carol Service:** The date has been set for Sunday 13 December at 4pm in the church. No other Christmas events are planned for the parish except for the invitation to parishioners to the senior citizens lunch at Buntingford, discussed under agenda item 266.19.

**266.24 Urgent matters received too late for the agenda:**

- Nothing received, but Cllr Jones noted that it is important to get the definitive status of the whole length of Back Lane confirmed as soon as possible.
- Cllr Noy said he was keen to tidy up the wedge of his land just before entering Chipping. It was agreed this would be an acceptable idea.

**266.25 Items for future agendas**

- Gateway features
- Water wheel restoration (March meeting)

**266.15 Litter pick contract**

deferred

It was **RESOLVED that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded during item 4 of the agenda due to the confidential nature of the business to be transacted.**

The applications received for the contracts were considered.

It was agreed that the contractors for Buckland and for Chipping should pick the West side of the A10 (where there is a footway) meeting between the two villages – effectively picking the whole A10 road between the 40mph sign South of Chipping to the 40mph sign North of Buckland. Also, in Buckland, for the whole of Back Lane from Barkway Road up to and including the churchyard, and then the remainder of Back Lane by Mallions to the A10. Changing the bin bags en route.

The precise areas to be covered in each village are detailed on a specification sheet and highlighted on a map.

The frequency of payment to be agreed with the contractors, but ranging between one annual payment and bi-monthly to coincide with Council meetings. The total contract to be £1,800 per annum, divided between the two villages. It was **RESOLVED to offer the Buckland contract to Mrs Sue Hall and the Chipping contract to Mr Paul Brownless.**

Clerk

**266.26 Date of the next Meetings**

Monday 18th January, 8pm at The Manor House, Buntingford.

The Chairman thanked everyone for attending and closed the meeting at 11.05pm.

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