



Buckland & Chipping Parish Council

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 267 Monday 18th January 2016 at 8pm in The Manor House, Buntingford

PRESENT: Cllr Jeff Jones (JJ); Cllr Jason Noy (JN); Cllr Mell Trewin (MT)

- Public: None
- 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

267.01 Election of a chairman

In the absence of the Chairman, Cllr Kenyon, it was unanimously **RESOLVED that Cllr J Jones be elected chairman for meeting 267**

267.02 Apologies for absence

1. Councillors: Cllr J Kenyon on holiday; Cllr T Harrington work commitment
2. Other apologies: None

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.

267.03 Declarations of Interest and dispensations

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

267.04 Minutes of Parish Council Meeting 266, 16th November 2015

No amendments were received and it was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 266 as a true and accurate record.** The Chairman signed the Minutes.

JJ/Clerk

267.05 Casual Vacancy

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

Clerk/JJ

267.06 Police Report:

No report received

267.07 Chairman's Report

None

267.08 Finance

1. Accounts

The Clerk presented accounts covering the period 1st November to 31st December 2015

Accounts summary 1st November to 31st December:	£
Opening balance 1 November	22,877.94
Income 1 Nov to 31 Dec	943.40
Expenditure 1 Nov to 31 Dec	<u>2,576.77</u>
	21,244.57
Minus October cashed cheque	300.00
Plus uncashed cheques	<u>133.40</u>
Reconciled to bank statement 31 Dec 15	21,077.97
Minus unrepresented 2014 cheques as at 31 Dec 15	808.00
Minus unrepresented Nov/Dec cheques	<u>133.40</u>
Balance available to Council 31 Dec 15	<u>20,136.57</u>

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 18th January and projected to the year end, adjusted by £1,200 from the November forecast due to decrease in anticipated expenditure. The anticipated bank balance at 31st March 2016 is £19,943 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. Signing of cheques for payment

11/12/15	Clerk	Salary October - December	333.51	100660	LGA 1972 ss112, 151; LA 2011 s41
	Cancelled	Cancelled		100661	
31/12/15	HMRC PAYE	PAYE Oct-Dec - month 9	83.40	100662	LGA 1972 ss112, 151; LA 2011 s41
11/12/15	Cllr J Jones	EHC Grant Xmas lunch	300.00	100663	LGA 1972 s145
18/1/16	Buntingford TC	Room Hire 16/11	16.00	100664	LGA 1972 s111
18/1/16	M Webb	Clean bus shelters Dec 6/6	50.00	100665	LGA 1972 s144
18/1/16	Clerk	Expenses mileage Nov/Dec	20.80	100666	LGA 1972 s111
18/1/16	Clerk reimburse	SLCC subscription (1/3 rd)	49.66	100667	LGA 1972 s111
18/1/16	Buntingford TC	Room Hire 18/1	16.00	100668	LGA 1972 s111
18/1/16	Mrs S Hall	Litterpick BucklandDec/Jan	150.00	100669	OSA 1906 ss9, 10
18/1/16	Clerk	Petty cash top-up Nov/Dec	1.73	100670	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

5. Clerk's CiLCA 2016 portfolio

The Clerk is sitting the new CiLCA course and it was agreed to support him in this by defraying travel costs with his other councils (approx £8 a month) and allowing time to complete the coursework.

Clerk

6. Sector Led Body External Audit procurement

It was unanimously **RESOLVED to opt INTO the Sector Led Body audit procurement arrangement.**

Clerk

7.1 Budget and Precept 2016/17, including Reserves

The Clerk presented revised expenditure and income figures for 2016/17, set against the budget and projected figures for 2015/16. It was agreed to take the £2,000 Eco Toilet and £50 kiosk refurbishment out of General Expenditure and allow for them in Reserves. This reduced the precept requirement to £3,897 (an increase of £17 on 2015/16). The Reserves level was set at £15,800 across the five areas of expenditure. EHC has confirmed the New Homes Bonus will remain at £2,293 for 2016/17 but will be zero thereafter. It was unanimously **RESOLVED to agree the budget and to set the Precept at £3,897 for 2016/17, and to agree the Reserves levels.**

Clerk

7.2 Uncashed cheques from 2014/15

- It was agreed to check with Acer whether the cheque for £700 apparently issued in November 2014 is really outstanding or the result of an invoicing error.
- It was agreed to write off the outstanding £108 to Direct 365.

Clerk
Clerk

267.09 Planning

1. New Planning Applications:

3/15/2460/HH 11 The Square, Chipping: Side ground floor and first floor extension; porch to front door. **NO OBJECTIONS**

2. Decision Notices: **NONE**

3. Other Planning matters

SLAA Round 3 sites consultation

One site in the parish is identified, ref 18/001, land adjacent to 'Habitat' in Buckland, suggested for residential use. It is designated 'not suitable', but is considered both 'available' and 'achievable'. However, it is presently adjudged to be neither 'deliverable' in the first part of the District Plan period (2016 to 2021) nor to be developable by coming forward after 2021. The Council agreed to respond to the consultation by saying that if the site should come forward, it is only suitable for 1 or 2 dwellings due to its small size, and that any future approval for development should only be for affordable housing, specifically starter homes for residents with existing links to the Parish.

Clerk

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

- HAPTC/HCC: Hertfordshire Compact consultation
- EHC: Electoral register 1 Dec 2015
- D Smith: Old BCPC papers
- EHC: SLAA Round 3 consultation (267.09.3)
- Notification of overflowing sewer by Chipping Hall (267.14)

267.11 Buckland Church

1. **CCT items:** No progress
2. **Eco toilet:** No further progress
3. **Back Lane status:** No further progress or clarification

JJ
Clerk/JK
Clerk/JJ/JK

267.12 Telephone kiosks/AED boxes and bus shelters

Kiosk refurbishment and commissioning

- Chipping: completed and commissioned
- Buckland: AED installed; yet to be cleaned and painted
- Cllr Jones has keys
- It was agreed to designate someone to check monthly that everything is in working order. A rota and a simple tick box, signature and date list in each box (as in public toilets).
- It was agreed to get electricity usage readings from E.ON
- There will be a Mercury photoshoot at the Chipping kiosk on 19 Jan.
- It was suggested to either put an advert in the newsletter for a demonstrator in usage of equipment or to see if it can be arranged through the Fire Station.
- It was agreed that there should be a notice in each box clearly setting out the steps to take in an emergency.
- It was minuted - probably in 2012 - to place a plaque in the Chipping kiosk in recognition of the cleaning work undertaken by Jean Zabel. It was agreed this should be done. Clerk to check the minutes for wording and cost.

JJ/ALL

Clerk

JJ/ALL

JJ

JJ

Clerk

267.13	Pond maintenance working group No progress	JK/JN/Clerk
267.14	Highways <ul style="list-style-type: none"> • HGV movements along Barkway Road: Nothing to report • Damaged Chipping 40mph sign: Not yet fixed (ref 201007502747) • Sewer overflow by Chipping Hall: Ingress of tree roots into pipe and non-degradable waste flushed into sewer. Also annual problems caused by fat being poured down drains at Christmas time. All cleared. 	Clerk
267.15	Milestone 34 No progress reported	JJ
267.16	Buntingford Community Area Neighbourhood Plan Designated Community Green Space submitted for incorporation into Plan. Now with EHC for comments.	JK/JN/TH
267.17	Newsletter Agreed: Deadline for final copy Friday 26 th February; ok to print Mon 29 th Feb; copies for distribution Fri 4 th March (PC meeting Mon 14 th March)	ALL
267.18	Report on Senior Citizens' Christmas lunch Cllr Jones said that the lunch had been very successful and it was hoped to make it an annual event. There was a full house of over 100 people, including a table of residents from Buckland & Chipping that was hosted by Chairman Cllr Jeff Kenyon. All done within the budget. A report is printed in the January Newsletter. <i>Suspend meeting for parishioners' comments</i> <i>No members of the public were present</i>	
267.19	Urgent matters received too late for the agenda: It was noted that the Pensions Regulator has notified the Council that its Staging Date has been set at 1 st February 2017	Clerk
267.20	Items for future agendas <ul style="list-style-type: none"> • Gateway feature: To consider flower boxes on signs and possible maintenance/watering solutions: Cllr Trewin and Cllr Noy are investigating options and quotes (March agenda) • Water Wheel A10/Rectory Close: Refurbishment of the Wheel and surrounding ground (March agenda) • Village events for Summer, Bonfire/fireworks night, Christmas or any special events (March agenda) • To set dates for the Parish Annual Meeting and the Annual Council Meeting (March agenda) • To receive any other items for future consideration 	MT/JN ALL ALL ALL ALL
267.21	Date of the next Meetings Monday 14th March, 8pm at The Manor House, Buntingford. The Chairman thanked everyone for attending and closed the meeting at 10.40pm. Signed.....Date.....	