



Buckland & Chipping Parish Council

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 270 Monday 16th May 2016 at 7.30pm in St Andrew's Church, Buckland

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

- 2 members of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 8pm

ACTION

270.01 Apologies for absence

1. Councillors: Cllr Teresa Harrington apologised for being unable to stay on health grounds and left the meeting.
2. Other apologies: None

270.02 Declarations of Interest and dispensations

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

270.03 Minutes of Parish Council Meeting 268, 14th March 2016

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 268 held on 14th March 2016 as a true and accurate record.** The Chairman signed the Minutes.

JK/Clerk

270.04 Casual Vacancy

No applications received. It was noted that fresh notices have been placed on the notice boards and the invitation to apply continues in the Newsletter.

Clerk/JK

270.05 Police Report: No report received

270.06 Chairman's report

The Chairman reported that the Jean Zabel commemorative plaque has now been placed in the Chipping kiosk.

There has been a request to start up Neighbourhood Watch with Watch Commanders in both Chipping and Buckland (this apart from the OWL scheme). It will be more email based than the old style of hard copies posted through letter boxes. Glenys Kenyon is already in place as Watch Commander for Chipping, whereas Buckland is still looking. There will be a piece in the Newsletter asking parishioners if they want to participate.

270.07 Finance

1. Accounts

The Clerk presented accounts covering the periods 1st to 31st March, and 1st to 30th April

Opening bank balance 01/03/16	20,690.38
Income 01/03/16 to 31/03/16	0.00
Expenditure 01/08/15 to 31/10/15	<u>1,737.66</u>
Balance available to Council	18,902.72
Plus uncashed cheques	<u>175.52</u>
Reconciled to bank statement 31/03/16	<u>19,078.24</u>

Accounts summary 1st to 30th April	£
Opening balance 01/04/16	19,078.24
Income 01/04/16 to 30/04/16	2,500.46
Expenditure 01/04/16 to 30/04/16 (March cheque)	<u>125.52</u>
Bank balance 174 30/04/16	21,453.18
Minus uncashed cheque (655 November)*	<u>50.00</u>
Available balance 30/4/16	<u>21,403.18</u>

Written off/previously paid 2014 & 2015: £808.00

*Cheque to Royal British Legion 16th November. Information for where/how to resend to follow from Cllr Jones/BTC (BTC cheque also unrepresented)

JJ

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

Clerk

2. Final financial position against budget: The Clerk did not have the report to hand

Clerk

3. Verification of year end 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 year-end Accounts and bank statement.**

MT/Clerk

4. Signing of cheques for payment

16/05/16	E.ON	Electricity (kiosks annual)	44.81	100682	LGA 1972 s137
16/05/16	Buntingford TC	Room hire 14/3	16.00	100683	LGA 1972 s111
16/05/16	HAPTC/NALC	Annual subscription	140.42	100684	LGA 1972 s111
16/05/16	Clerk reimburse	Funeral wreath E Bavister	50.99	100685	LGA 1972 s137
16/05/16	M Webb	Clean bus shelters & kiosks	80.00	100686	LGA 1972 s144
16/05/16	Clerk reimburse	LCR & CPALC subs 1/3rd	11.67	100687	LGA 1972 s111
16/05/16	Accounts Services	Internal audit	80.00	100688	LGA 1972 s111
16/05/16	Came & Co	Annual insurance	511.07	100689	LGA 1972 s111
16/05/16	CDA for Herts	Annual subscription	30.00	100690	LGA 1972 s111
16/05/16	S Hall	Litterpicking April-May	150.00	100691	OSA 1906 ss9, 10
		VAT included: £10.57			

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. Internal Auditor: It was noted that Steve Vine of Accountancy & Book-Keeping Services undertook the internal audit.

6. Annual Return and Governance Statement for year ending 31 March 2016

It was unanimously **RESOLVED to approve and sign the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) of the Annual Return for 2015/16.**

The Chairman and the Clerk/RFO signed the appropriate documents as required.

JK/Clerk

270.08 PLANNING

New Planning Applications: NONE

Decision Notices: NONE

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

- Herts Air Ambulance: Summer event fundraising suggestions for HAA
- Magpas Air Ambulance request for donation
- Parishioner: volunteering to clean and paint Buckland kiosk (270.11.1)
- Herts Police : Development of new contact and reporting alternatives to 101
- EHC: District Plan - Village Policy Discussion Paper -consultation (270.14.2)
- Came & Co: Council Matters – insurance info for Chairman

Cllr Jones asked the Clerk to send him the Herts Air Ambulance information

Clerk

270.10 Buckland Church and Back Lane

1. Updates on CCT items. Floor grille, entrance lighting, opening hours, automatic door opening, permanent remembrance display: *no progress on any item. The Clerk was asked to contact the CCT in an effort to move things forward.*

Clerk

2. Eco toilet: The Clerk has asked Church Warden Karin Weston for a site meeting date. This is now with the Rector.

Clerk

3. Back Lane status: The Back Lane status is still uncertain. The Definitive Rights of Way Officer has said that the application to make the Lane a Restricted Byway is currently number 203 in the queue and at the present rate, will probably be about 7 years before it comes up for consideration. It may come up the priority list, or be dropped further down depending upon the adjudged priority of other applications. The extent of the Lane affected by the Order will be considered at that time. The church and its graveyard would normally be granted private access rights to allow motor vehicles to use the Lane for church and burial occasions. Mrs Little said there had been a Highways notice posted at the entrance by Barkway Road and wondered whether that gave any information, but this had been removed and so nothing further could be determined at the meeting. Efforts would continue to ascertain the present rights of access. The Clerk had contacted the PCC to bring awareness of the possible ramifications for the church if no private access rights granted.

JJ/JK/
Clerk

270.11 Telephone kiosks/AED boxes

1. Buckland kiosk: A parishioner from Buckland has volunteered to paint the Buckland kiosk. It was unanimously agreed to accept Mrs Baxter-Newman's offer. Cllr Jones to arrange delivery or collection of the paint and materials.

JJ

2. Monthly rota: A councillor to check working order once a month and sign the form. The Clerk said he would check when putting up the agenda notices as part of the rota. Report on arrangements in July.

Clerk/ALL

3. Electricity usage: The annual usage data from E.ON showed virtually no difference from the previous 12 months. It was agreed to review next year when another 12 months' data will be available that will also reflect new tariffs.

Clerk

4. AED use familiarisation: It was agreed to arrange for the ambulance service man to do this one Saturday afternoon at The Countryman.

JK/JJ

5. Emergency procedure notices: Being arranged by Cllrs Jones and Harrington

JJ/TH

6. Jean Zabel plaque: This has now been placed in the Chipping kiosk

270.12 Highways

1. HGV movements along Barkway Road: No further specific incidents, but generally it has been a bit quieter lately.

2. Missing/broken 40mph sign and funding possibility:

- No progress on the Chipping sign.
- Herts Highways has advised that there is a window of opportunity to have a solar speed sign at the north and south approaches to the villages, this supported by C Cllr Rose Cheswright and in response to an earlier request that was turned down. Highways want asap the Parish Council's preferred location for these that they will then assess for suitability.
- It was agreed the preferred sites would be at the Chipping bus stop area and by Rectory Close or the Barkway Road at Buckland.
- It was agreed to ascertain from Highways how much the PC's contribution would be, how much Highways' contribution would be, who would own the signs, and who would be responsible for maintenance and insurance. It was also questioned whether the speed limit could be enforceable.

Clerk

Clerk

Clerk

270.13 Milestone 34: No progress on re-siting

JJ

270.14 Buntingford Community Area Neighbourhood Plan

The Chairman provided an update. The final version is with East Herts, but there is one last mandatory consultation to be completed that runs from 19th May to 30th June. Once the examiner has approved that, there will be a referendum. The earliest possible completion date is sometime in

the Autumn of 2016. The Chairman said he had requested an explanation from the Buntingford Team as to why Buckland & Chipping members had not been kept in the loop, but he had received neither an explanation nor an apology for that omission.

270.15 Refurbishment of the Water Wheel at A10/Rectory Close

Cllr Jones clarified that the land is owned by Highways and therefore the Parish Council has no rights to undertake any landscaping improvements. The water wheel is a listed monument and any restoration work would need a work programme approved by a Conservation Officer. The PC should seek the advice of a recognised heritage professional company, such as Barkers, to ascertain the likely cost of restoration and what might be the cost of overseeing such a contract. Also to find out whether a grant scheme might be available.

Clerk

270.16 Village events

1. **Summer event:** The Countryman is keen to host the event and following a discussion, it was agreed to hold it on 10th September. To be billed as a village fete and include a BBQ and fun things for visitors to get involved in. No grant to be sought from EHC. It was **RESOLVED to set a budget of £250 maximum with pre-booking required for visitors to qualify for the free BBQ.**
2. **Bonfire Night:** It was agreed to hold this on 5th November and to seek a modest Community Activities Grant from East Herts. The Clerk to check on the grants deadline date.
3. **QEII Commemorative medals:** The delivery date for the 50 ordered has not yet been notified, but it is expected to be late May/early June. Orders for 20 have so far been received.

MT/ALL

Clerk

JK/Clerk

**It was agreed to suspend the Meeting at 9.50pm for public comments: No comments made
The meeting was resumed**

270.17 Urgent matters received too late for the agenda:

- A resident of Rectory Close has asked to Parish Council to consider the problems being encountered as the result of a parking issue in the Close. It was understood that the resident had written to the other party. After some discussion it was agreed that the Parish Council did not have the authority to get involved and that it should be resolved between the parties. It was **RESOLVED that the Chairman contact the resident and express hope that his (the resident's) letter will produce the desired result.** Situation to be reviewed again at the next meeting.
- Cllr Jones asked councillors to help in the local distribution of a questionnaire and PP envelopes for the Community Transport scheme (CAT) for Buntingford and surrounding villages in the hope of getting all responses back by the end of June.

JK

270.18 Items for future agendas: As agenda

- Progress Summer and Bonfire night events (July agenda)
- Pond Working Group (September agenda)
- Gateway features: 1. Order daffodils for planting in verge and 2. Flower boxes if a suitable solution can be found (September agenda)
- Water wheel restoration (ongoing)

Clerk

270.19 Newsletter deadline and date of the next meeting

1. Newsletter deadline: copy 27 June; Print/deliver 2 July (JJ to print but not deliver)
2. Monday 11th July, St Andrew's Church, Buckland.

The Chairman thanked everyone for attending and closed the meeting at 10.06pm.

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