



# Buckland & Chipping Parish Council

Clerk: Colin Marks – Cedar Beth-El, 17 Park Lane, Puckeridge, SG11 1RL

Tel: 01920 821684

email: [clerk@bucklandandchippingpc.org.uk](mailto:clerk@bucklandandchippingpc.org.uk)

## MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 270 Monday 11th July 2016 at 8pm in St Andrew's Church, Buckland

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

- Public: District Cllr Stan Bull and Mrs B Little
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 8pm. There was an apology that, due to a misunderstanding, the newsletter had not been printed and therefore parishioners may not have been aware of the meeting. The Clerk confirmed he had not received the email.

**ACTION**

### 271.01 Apologies for absence

1. Councillors: Cllr Jason Noy (honeymoon: the Parish Council wished to record congratulations)
2. Other apologies: County Cllr Rose Cheswright

### 271.02 Declarations of Interest and dispensations

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

### 271.03 1. Minutes of the Annual Parish Council Meeting 269, 16th May 2016

It was unanimously **RESOLVED to approve the Minutes of the Annual Parish Council Meeting 269 held on 16th May 2016 as a true and accurate record.** The Chairman signed the Minutes.

**JK/Clerk**

### 2. Minutes of Parish Council Meeting 270, 16th May 2016

It was **RESOLVED to approve the Minutes of Parish Council Meeting 270 held on 16th May 2016 as a true and accurate record.** Cllr Harrington abstained, being absent from Meeting 270. The Chairman signed the Minutes.

**JK/Clerk**

Cllr Jones asked for it to be recorded that no offers of help were forthcoming to help with the distribution of the CAT leaflets in the parish. All other participating parishes had responded positively. (Agenda item 270.17)

### 3. Draft Minutes of the Annual Parish Meeting, 16th May 2016

Draft Minutes were received. To be submitted at the 2017 Annual Parish Meeting for approval by parishioners.

**Clerk**

### 271.04 Casual Vacancy: No applications received

### 271.05 Police Report: No report received

### 271.06 Chairman's report

The death of former parish councillor Ken Walden was noted. His widow would be asked whether she would like to write something for the newsletter, or for her permission for the PC to write a piece.

**JJ/TH**

The Chairman and Vice-Chair will represent the Parish Council at the Civic Reception in Buntingford on Friday 15th July.

**271.07 Finance**

**1. Accounts**

**Accounts summary 1st to 30th April**

	£
<b>Opening balance 01/05/16</b>	<b>21,403.18</b>
Income 01/05/16 to 30/06/16	0.00
Expenditure 01/05/16 to 30/06/16	<u>1,114.96</u>
<b>Bank balance 182 30/06/16</b>	<b>20,288.22</b>
Plus written-off cheque 655 November)*	<u>50.00</u>
<b>Available balance 30/06/16</b>	<b><u>20,338.22</u></b>

\*Cheque to Royal British Legion 16<sup>th</sup> November.

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

**Clerk**

Cllr Jones requested that for expediency, the Accounts be only received at future meetings and not formally approved. The Clerk said that although the accounts do not need discussion (unless there is a problem) it is a requirement for the accounts to be reconciled and signed by a non-signatory member at least quarterly under 2015 NALC Financial Regulation 2.2 and further to Accounts and Audit (England) Regulations 2011/817.

**2. Report on the financial position against budget for the first quarter:** The report was received by the Council

**Clerk**

**3. Verification of accounts and bank reconciliation as at 30th June**

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 as at 30th June.**

**MT/Clerk**

**4. Signing of cheques for payment**

30/6/16	Clerk	Salary April - June	331.71	100692	LGA 1972 ss112, 151; LA 2011 s41
30/6/16	HMRC	PAYE April - June	83.20	100693	LGA 1972 ss112, 151; LA 2011 s41
11/7/16	Clerk	Petty cash Dec-June	41.42	100694	LGA 1972 s111
11/7/16	Clerk	Mileage expenses Apr-June	37.46	100695	LGA 1972 s111
11/7/16	Acer (S Edwards)	Grass cutting 1-5 of 12	700.00	100696	OSA 1906 ss9, 10
11/7/16	Tower Mint Ltd	QEII Birthday medals	128.40	100697	LGA 1972 s137
11/7/16	Clerk reimburse	Kiosk paint	73.75	100698	PHA 1936 s234
11/7/16	RJ Barnett	Laptop repair	80.00	100699	LGA 1972 s111
11/7/16	M Webb	Bus shelters & kiosks 3/6	80.00	100700	OSA 1906 ss9, 10
11/7/16	S Hall	Litterpicking June/July	150.00	100701	OSA 1906 ss9, 10
11/7/16	Acer (S Edwards)	Grass cutting 6-8 + B/Way	500.00	100702	OSA 1906 ss9, 10
		<b>VAT included: £33.69</b>			

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. Report from BDO on Annual Return**

The Clerk reported there was a minor query concerning VAT that had been resolved.

**271.08 PLANNING**

- 1. New Planning Applications:** NONE
- 2. Decision Notices:** NONE
- 3. Late applications etc:** NONE

- 271.09 Correspondence:** for information only and was noted as per the agenda:
- PCC re eco toilet meeting and Back Lane concerns
- 271.10 Buckland Church and Back Lane**
- 1. Updates on CCT items.** Floor grille, entrance lighting, opening hours, automatic door opening, permanent remembrance display:
  - 2. No progress on any item.** The Clerk was asked to write to the CCT to arrange a meeting to progress things, in particular, the grille. Clerk
  - 3. Eco toilet:** The Clerk was asked to again contact the Church Warden and the Rector to arrange a site meeting date. Clerk
  - 4. Back Lane status:** No further information on this. The Clerk was asked to raise again with the PCC awareness of the possible ramifications for the church if no private access rights were to be granted. Clerk
  - 5. Grass cutting:** It was noted that, as agreed, Acer are making additional cuts to cope with the particularly fast growth of the grass at the churchyard and Bridleways 7 and 8. Also that a fallen tree had been removed.  
**Daws Lane:** It was also noted that brambles along Daws Lane were reported to be a potential hazard. However, they were assessed as minimal risk and that no action is required.
- 271.11 Telephone kiosks/AED boxes**
- 1. Buckland kiosk:** It was reported that the Buckland AED keypad was not working. Cllr Jones said he had replaced the batteries and it was now working satisfactorily. The Chipping box was checked and found to be ok. It was agreed that Cllr Jones contact the manufacturer to ascertain 1) what the battery life should be – and therefore how often batteries should be replaced, and 2) whether the keypad can be hooked up to the mains supply. JJ  
  
Buntingford AEDs: Cllr Jones said concerns had been raised with the Herts & Beds Ambulance Service over the wrong code being given out by call operators, even though it appears to be correctly held on the system. Operators may need further training. Cllr Jones advised Sgt Duncan Wallace of the problem and was also enquiring about the 999 complaints procedure. JJ
  - 2. AED use familiarisation:** It was agreed to contact the ambulance service man to do this. Cllr Harrington to advise the Clerk of the name of the contact. TH/Clerk
  - 3. Emergency procedure notices:** Being arranged by Cllrs Jones and Harrington. JJ/TH
- 271.12 Highways**
- 1. Missing/broken 40mph sign and funding possibility:** Cllr Rose Cheswright has offered to try and get Highways funding, saying that it shouldn't be the Parish Council's responsibility to buy a new sign, for which Cllr Jones had provided cost information. It was **RESOLVED by a vote of 3:1 to approve the expenditure for a new sign but to put the purchase on hold for two months pending confirmation that Highways will replace it.** Cllr Harrington asked for it to be recorded that she objected to the Parish Council purchasing the sign due to concerns that a precedent will be set with the Council purchasing signs that others are responsible for. Clerk
  - 2. Solar speed signs update:** Rosemary Chatindo of Highways has said that the visit to consider where to locate the two signs is in the pipeline. Similar projects are being considered across the County. The Parish Council will be advised in due course. Clerk
  - 3. HGV movements along Barkway Road:** These continue to be less of a problem, and indeed, the presence of the lorries has a calming effect on the speed of other traffic. Remove from future agendas unless problem returns. Clerk
- 271.13 Milestone 34:** No progress on re-siting. Remove from future agendas until there is further news.
- 271.14 Buntingford Community Area Neighbourhood Plan**  
Went to East Herts for consultation. There were 15 responses, which the NH Team are looking at. Next stage is examination. The NH Team will be given a choice of three examiners. The examining process will probably start in September and will last six weeks, following which will be the referendum.  
The District Plan is expected to get EHC approval at the end of July. The completion date is now projected to be towards the end of 2017, possibly sooner.

**271.15 Refurbishment of the Water Wheel at A10/Rectory Close**

The Clerk said he had no success in locating a heritage restoration company dealing with ironwork of the sort appropriate to the waterwheel. It was suggested contacting Barkers of Dunmow. East Herts will not recommend the names of specialist companies on the advice of their solicitors (could be perceived as adversely impacting the business prospects of companies if their profile is restricted). Clerk to check if a grant would be available.

Clerk

Clerk

**271.16 Village events**

**1. Summer event:** Agreed to hold it on 10th September if still ok with The Countryman. The Chairman to confirm. (Note: subsequently the Licensee has chosen 17th September).

- It was agreed that the event should be themed, eg, children’s fancy dress; BBQ to be free on production of a pre-booking slip, as last year; The Countryman’s stalls; Jason’s marquee. Working party to consist of Cllrs Kenyon, Noy and Harrington.
- Simple poster for the notice boards as soon as details confirmed, including asking for volunteers for ideas and to help on the day. Clerk to print poster.

JK/JN/TH

Clerk

**Budget: Agreed to be increased from £250 to £400 max** now it is confirmed a grant of £200 will be awarded for Bonfire Night, ie £700 total budget for both events, minus the £200 grant, leaving £500 overall cost to the Council.

**2. Bonfire Night, 5th November:** As noted above, £200 community grant being awarded by East Herts will leave £300 available for Bonfire Night.

**3. QEII Commemorative medals:** Of the 50 ordered, 16 have been distributed so far. There have been some appreciative responses from recipients. It was agreed to advertise them in the newsletter and then to give any remainder as raffle prizes at the Summer Event in September.

JK

**It was agreed to suspend the Meeting at 9.50pm for public comments:**

Mrs Little asked for confirmation that the information about the Rights of Way issue she had emailed following the last meeting had been received. This was confirmed. She encouraged the Parish Council to pursue the solar speed signs and asked if the sort that also included a “thank you” as you leave the speed restricted area could be requested. She also asked whether the Diocese or Highways could be approached about looking after the grass around the water wheel.

Clerk

District Cllr Stan Bull asked what was happening with the barn at Bucklandbury that had the roof removed and asked if it was safe. Planning Enforcement could be asked to check, but Cllr Jones said the building was safe, which could be determined by looking inside.

**The meeting was resumed at 10.10pm**

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

- Cllr Jones, in his capacity as a District Councillor, reported that the issue concerning two neighbours at Hill View with regard to shared access across one garden with dogs is being resolved.
- Cllr Jones also reported that Circle Housing will be making good the road surface at Brookside.
- A request was received from the Buckland litter picker to not put discarded notices from the notice board into the adjacent litter bin. Litter picking contract to be checked.

Clerk

**271.18 Items for future agendas:**

- Bonfire night event. **September**
- Pond: Working Group to organise autumn clean-up programme. **September**
- Gateway feature: Order daffodils for planting in verge (grant?). Flower boxes to be considered if a suitable solution for maintenance and watering can be found. **September agenda.**

Clerk

**271.19 Newsletter deadline and date of the next meeting**

1. Newsletter deadline: copy 15 August; To print 22 August; Deliver 25/26 August
2. Monday 5th September, 8pm, St Andrew’s Church, Buckland.

The Chairman thanked everyone for attending and closed the meeting at 10.26pm.

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