



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. 272 Monday 5th September 2016 at 8pm in St Andrew's Church, Buckland

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

- Public: Police Sgt Duncan Wallace
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 8pm.

ACTION

272.01 Apologies for absence

1. Councillors: Cllr Jeff Jones – on holiday
2. Other apologies: None

272.02 Declarations of Interest and dispensations

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

272.03 Minutes of Parish Council Meeting 271 held on 11th July 2016

It was noted that the header incorrectly read Meeting 270; this was amended to read 271. Subject to that amendment, it was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 271 held on 11th July 2016 as a true and accurate record.** The Chairman signed the Minutes.

JK/Clerk

272.04 Casual Vacancy

No applications received. It was suggested that a welcome pack for new residents be on the next agenda, including an invitation to get involved in village life by, among other things, considering joining the parish council.

Clerk

272.05 Police Report

Police Sgt Wallace said it was good to report that there has been only one recorded incident in the parish since April. The burst water main on the A10 on the 6th of August had caused a lot of problems on the day. Hertfordshire's Chief Constable has resigned and his replacement – Charlie Hall – starts in October. Sgt Wallace was pleased to note that he comes from a rural police force, which will be helpful in the East Herts context. The hare coursing season is at its height, but relatively quiet so far in East Herts, whereas in North Herts it is busy and in Cambridgeshire, very bad. The main incidents in the area are dangerous dog related with 12 reported so far, against just one in the same period last year. This shift is possibly due in part to the change in the law that has redefined what is a dangerous, or uncontrolled, dog. There has also been a massive increase in dog attacks on sheep in the past year. Responsible dog ownership is being promoted as this is a county-wide problem. Overall crime in East Herts is up for the year, probably due to the change in the way crime is now recorded, but East Herts has the lowest increase in the County. Sgt Wallace confirmed that the broken 40mph sign in Chipping makes the speed limit unenforceable. *(Clerk's note: See 172.21.1 below).*

The Chairman thanked Sgt Wallace for attending and giving his report and Sgt Wallace left the meeting.

272.06 Chairman's report

The Chairman said he had been privileged to represent the Parish Council at the Civic Reception in Buntingford in July.

272.07 Finance

1. Accounts

Accounts summary 1st July to 30th August	£
Opening balance 01/07/16	20,338.22
Income 01/07/16 to 30/08/16	2,493.00
Expenditure 01/07/16 to 30/08/16	<u>2,205.94</u>
Bank balance - statement 30/08/16	<u>20,625.28</u>
Available balance 30/08/16	<u>20,625.28</u>

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

Clerk

2. Report on the financial position against budget: The report was received. The Parish Council is operating within its budget, albeit the East Herts litter picking grant, due in July, has not yet been received – now anticipated by the end of the month. Also, Plus Energy had not yet paid its annual contribution against the Solar Farm Section 106 agreement.

Clerk

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

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 August.**

MT/Clerk

4. Signing of cheques for payment

5/9/16	M Webb	Bus shelters & kiosks 4/6	80.00	100703	OSA 1906 ss9, 10
5/9/16	S Hall	Litterpicking Aug/Sept	150.00	100704	OSA 1906 ss9, 10
5/9/16	Banner Office Sup.	Printer ink	249.36	100705	LGA 1972 s111
5/9/16	BDO LLP	External Audit 2015/16	120.00	100706	LGA 1972 s111
5/9/16	Clerk	Petty cash exp. July/Aug	15.79	100707	LGA 1972 s111
5/9/16	Clerk reimburse	Printer (from grant)	69.99	100708	LGA 1972 s111
5/9/16	P Brownless	Litterpick Chipping 2016	900.00	100709	OSA 1906 ss9, 10
5/9/16	Clerk	Salary July - September	349.35	100710	LGA 1972 ss112, 151; LA 2011 s41
5/9/16	HMRC	PAYE July-September	87.40	100711	LGA 1972 ss112, 151; LA 2011 s41
5/9/16	Clerk reimburse	Win2pdf software -1/3rd	19.11	100712	LGA 1972 s111
		VAT included: £61.56			

Cllr Harrington questioned whether it was right to pay the annual Chipping litter picking fee before the end of the year, effectively paying part in advance, which was not normal practice. The Clerk pointed out that this followed the payment pattern set in previous years, but it was for the Council to determine when to make the payment. Cllr Harrington asked for the payment date to be reviewed when the contract is next renewed. 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. Annual Return and conclusion of audit

1. It was unanimously **RESOLVED to accept BDO's signed approval of the Annual Return.**
2. The matters raised in the Minor Issues report were noted for next year. The Chairman presented to the Clerk the location of each asset as required for the Asset Register.
3. It was noted that the Electors' Rights requirement had been met in the publishing of the Annual

Clerk

Clerk

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2. The matters raised in the Minor Issues report were noted for next year. The Chairman presented to the Clerk the location of each asset as required for the Asset Register. Clerk
3. It was noted that the Electors' Rights requirement had been met in the publishing of the Annual Return and the Conclusion of Audit Notice for, and within, the requisite period of time. Clerk

The Clerk pointed out that BDO had required an explanation and proof that the two years' receipts from Plus Energy for the Solar Farm were Section 106 related, and that the auditor wanted an explanation of where the money had been spent, or where it would be spent, in the future. The Clerk therefore advised the Council that it must consider how to resolve this particular income and expenditure question in order to avoid it being raised at the 2016/17 audit. ALL/Clerk

272.08 PLANNING

1. **New Planning Applications:** NONE
2. **Decision Notices:**
3/16/1689/HH & 1690/LBC Deerleap, Chipping: Replace existing roof tiles with slate. Draft proofing window refurbishment and repaint. Repaint exterior walls to match existing. Boarding at loft level and increase size of loft hatch opening. *DECISION AWAITED*
3. **Late applications etc:** NONE

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

- Parochial Church Council: re eco toilet meeting (272.10.2)
- Church Conservation Trust: re meeting to discuss grille and other items (272.10.1)
- St Alban's Diocese: re ownership of water wheel land (272.14)
- EHC Laurie Humphries: re restoration and grant for water wheel (272.14)
- HCC Highways: re 40mph sign repair and solar speed sign location (272.12)
- EHC: Grant award for bonfire night (272.17.2)
- EHC: Notice of planning training 18 October, Wallfields (272.08.3.1)
- EHAPTC: Report of meeting at Wallfields, 25 July

272.10 Buckland Church

1. **Updates on letter to the CCT re items:** Floor grille, entrance lighting, opening hours, automatic door opening, permanent remembrance display. The Clerk reported that he had received no response to his letter to the CCT requesting a site meeting to discuss these and other matters. The missing grille, presently replaced by a dubious piece of wood, remains a particular safety concern. It was questioned who the CCT is responsible to and whether there is a complaints procedure. The Chairman said he would see if a contact name could be obtained at his forthcoming meeting at Stondon with the Rector and Church Warden (*see next item*). Clerk/JK
2. **Eco toilet:** The Chairman was meeting the Rector and Church Warden at Stondon Churchyard on September 7th to look at the eco-toilet recently installed there. JK
3. **Entrance track – improvements to the surface:** The Chairman would also endeavour to broach the subject with the Rector and Church Warden on the 7th. Some form of heavy duty matting that the grass could grow through, or blocks that have the same effect, were possible solutions, subject to cost. JK

272.11 Telephone kiosks/AED boxes

1. **Monthly rota with tick-box, to check working order:** Cllr Harrington said she was still waiting for the form of words. It was suggested Rod Taylor (who had agreed to do the familiarisation demonstration) might be able to help. Clerk
2. **AED use familiarisation at Summer Event, 17th September:** Since the Summer Event at the Countryman had been cancelled, it had been suggested that the church might be a possible venue, subject to the PCC's approval. The Clerk reported that the PCC said use of the building would have to be referred to the CCT. Since they have not responded to recent correspondence, it was agreed that there was not enough time to try and arrange this. It then was suggested that it be done before the Annual Meeting of the Parish next May (15th), when parishioners could be encouraged to attend, with possibly cheese and wine before proceeding to the usual Annual Parish business. (*Clerk's note: See 272.18 below*). JK/Clerk
3. **Emergency procedure notices:** The positioning of the notice was still not resolved and it was agreed to defer this to the November meeting. Clerk

1. **Missing/broken 40mph sign and funding possibility:** Cllr Rose Cheswright confirmed that Highways will replace the sign this financial year. It was agreed to point out to Cllr Cheswright that the present state of the sign makes it impossible for the police to enforce the speed limit. **Clerk**
2. **Solar speed signs update:** Rosemary Chatindo of Highways has confirmed that the signs are on the schedule of works for the current financial year and will be done in due course. Location sites have been agreed.
- 272.13 Buntingford Community Area Neighbourhood Plan**
The Chairman reported that the EHC has now passed the Plan to the independent examiner and, upon his approval, it will then be the subject of a referendum, possibly in December.
- 272.14 The Buckland Water Wheel**
1. The Clerk reported that Laurie Humphries, the East Herts Historic Conservation Officer, has confirmed that the wheel could be the subject of a refurbishment grant of 25%, subject to an approved grant application. There are very few specialists able to renovate the wheel and therefore EHC would accept a single quote. The recommended specialist is Richard Maynard of The Forge in Much Hadham and he would probably take the wheel back to his workshop to do the work. The next grants meeting is in October. **Clerk**
2. Iain Blythe of St Alban's Diocese confirmed the plot of land on which it stood does not belong to the Diocese. His advice for registering title is to provide evidence that the pump has always been in the village and always used for the benefit of the community. If long-standing elderly residents are able to sign a Statutory Declaration stating what the pump has been used for and since when, Land Registry would contact the local land owners, which would either reveal the real owner or allow the pump to be vested in the Parish Council. Councillors agreed to consider who such residents might be, and the Clerk said he would draw up a Declaration of Truth document. **ALL Clerk**
- 272.15 Pond: Working Group:** Deferred to the November meeting.
- 272.16 Gateway feature**
There was a discussion on forming a working party of as many volunteers as possible to plant daffodil bulbs in the verges approaching both villages. It was **RESOLVED to buy 1,000 daffodil bulbs, King Alfred variety or similar, and 8 planting tools. A budget was set at £500.** **Clerk**
- 272.17 Village events**
1. **Summer event:** The event due to be held at The Countryman on 17th September was cancelled due to the fact that it had not been possible to organise the proposed entertainment and there was a lack of ideas for a satisfactory format.
2. **Bonfire Night, 5th November:** In view of the summer event being cancelled, it was agreed to put its budget into Bonfire Night. The grant of £200 has been received from East Herts, leaving £500 from PC funds. It was agreed to send out flyers advertising the event and asking for volunteers to help on the night. **TH**
- The programme will be to light the fire at 6.30pm and for the fireworks display to start at 7.30pm. It was agreed to buy big fireworks to create the best possible show.
- BBQ to be run by JK and MT, and two others on the night so the burden is shared. **JK/MT**
- It was discussed and **RESOLVED to buy a 3-metre "pop-up" gazebo and some battery operated lights to provide shelter and lighting for the BBQ, and which will become Parish Council assets.** Cllr Noy to look at lighting options and the Clerk to look for a gazebo. **JN/Clerk**
3. **QEII Commemorative medals:** There are still a few left over, which will be given out as the Council is made aware of potential recipients. **JK**
- 272.18 Action Plan for the year**
The Clerk introduced a draft Council Action Plan. The proposal is to keep a number of ongoing projects in view without burdening the agenda. The Plan would note the project, the action required, a budget figure where appropriate, a deadline for completion, and identify councillor responsibilities. It would be a work in progress, could be added to or amended as necessary, and reviewed annually. It would appear as a single agenda item and each item reported on only when there was something to be said.

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The proposal was approved and Cllr Harrington asked for Community Engagement to be added as project, with ideas to be formulated for improving dialogue with residents on whatever matters would be helpful to the community. TH to liaise with the Clerk. It was agreed that the Action Plan as drafted, plus a Community Engagement topic, be added to the next agenda as a single item. It was suggested that the Annual Meeting of the Parish could be promoted as an opportunity to talk to residents and get their input.

Clerk/TH

Clerk

Suspension of Meeting for public comments: No members of the public were present

272.19 Urgent matters received too late for the agenda: None

272.20 Items for future agendas:

Clerk

- Buckland milepost: to be incorporated in the Action Plan. The Chairman said Rod Taylor in his Milepost Society capacity was interested in seeing this reinstated.
- Pond: Working Group to organise autumn clean-up programme. **November PC Meeting**
- Begin making arrangements for the 2017 Summer Event: **November PC Meeting**
- Production of a Welcome Pack for new residents: **November Meeting**

272.21 Newsletter deadline and date of the next meeting

The production failure of the September issue was discussed. The Clerk had questioned the Chairman on 23 August about the non-appearance of the copy for printing (due 22nd). The Chairman tried to contact the editor a number of times but had been unsuccessful up to the day of the meeting. It was presumed that the editor was away on holiday.

1. Newsletter deadlines: copy 24 October; To print 26 October; Deliver 28 October

ALL/Clerk

DRAFT