



Buckland & Chipping Parish Council

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 275 Monday 13th March 2017 at 7.30pm at The Manor House, Buntingford

PRESENT: Cllr Jeff Kenyon (JK) Chairman; Cllr Jeff Jones (JJ); Cllr Teresa Harrington (TH);
Cllr Jason Noy (JN);

- Public: One member of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman opened the meeting at 7.30pm

ACTION

275.01 Apologies for absence (reasons were accepted)

1. Councillors: Cllr Mell Trewin (holiday)
2. Other apologies: Police Sgt Duncan Wallace

275.02 Declarations of Interest and dispensations

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

275.03 Minutes of Parish Council Meeting 274 held on 16th January 2017

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 274 held on 16th January 2017 as a true and accurate record.** The Chairman signed the Minutes.

JK/Clerk

275.04 Casual Vacancy: No applications received.

Clerk

275.05 Police Report: The Chairman read a report sent by Sgt Wallace.

The following is a brief summary of crimes within the parish since 01/01/17 to date:

Chipping – 1 x non crime domestic incident recorded – no crime committed
1 x criminal damage – coursers having driven over cropped fields after dark
Buckland – 2 x non-crime domestic incidents recorded – no crime committed
1 x public order incident at Hill View
3 x criminal damage – coursers having driven vehicles across cropped land

Compared to the same period last year:

Chipping – No incidents recorded
Buckland – 1 x non crime domestic incident – no crime committed
4 x assault at differing times to varying degrees
1 x dog worrying livestock

So if it were not for the driving across the fields, the picture would be healthy. That issue is widespread across the District and we have in excess of 50 such crimes recorded.

Sgt Duncan Wallace

There will be a request in the Newsletter for people to ring 999 if they see lights going across a field at night (possibly a crime in progress), or 101 if evidence is found (eg tyre tracks across a field) of a possible crime having taken place.

JK/JJ

275.06 Chairman's report. The Chairman noted that the daffodils planted at the village entrance are looking very good and it was agreed that more be purchased for planting in the autumn.

JK/Clerk

1. Accounts

Accounts summary 1st January to 28th February	£
Opening bank balance 01/01/17	22,472.03
Income 01/01/17 to 28/02/17	0.00
Expenditure 01/01/17 to 28/02/17	<u>341.50</u>
Available balance - cashbook 28/02/17	22,130.53
Plus uncashed cheques	0.00
Minus banked Nov/Dec cheques	<u>194.00</u>
Balance reconciled to statement 217 28/02/17	<u>21,936.53</u>

It was **RESOLVED to accept the accounts statement.**

2. Report on the financial position against budget

The report was received. Taking account of income and outgoings since the January meeting, the balance at year-end 31 March 2017 is projected to be approximately £19,052, including £301 VAT reclaim, against £18,953 in the budget. It was **RESOLVED to accept the budget report.**

3. Signing of cheques for payment

13/3	Buntingford TC	Room hire 16 Jan & 13 Mar	32.00	100737	LGA 1972 s111
13/3	EHDC	Dog bin contract 2016/17	752.50	100738	OSA 1906 s10(b)
13/3	M Webb	Bus shelters & kiosks 1 of 6	80.00	100739	LG(MP)A 1953 s4 PCA 1957 s1
13/3	S Hall	Litterpicking Feb/March	150.00	100740	OSA 1906 ss9, 10
13/3	Clerk petty cash	Office expenses Jan/Feb	28.12	100741	LGA 1972 s111
13/3	Clerk	Mileage expenses Jan/Feb	10.67	100742	LGA 1972 ss112, 151; LA 2011 s41
13/3	Clerk reimburse	Printer ink - black	39.98	100743	LGA 1972 s111
13/3	Clerk reimburse	Printer ink - colour	51.48	100744	LGA 1972 s111
13/3	Clerk	Salary Jan-March plus Transparency fund pay	656.47	100745	LGA 1972 ss112, 151; LA 2011 s41
13/3	HMRC	PAYE Jan-March	184.16	100746	LGA 1972 ss112, 151; LA 2011 s41
13/3	J Harron	Payroll Annual 2016/17	62.60	100747	LGA 1972 ss111, 151; LA 2011 s41
		VAT included: £140.66			

It was noted that Buntingford Town Council had now issued a receipt for the £500 EHC grant that was given them to go towards the cost of the Christmas lunch. 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

The high cost of printer ink noted, making the Newsletter production expensive. It was agreed that Cllr Jones get a price for outsourcing the printing from one of his contacts for future consideration.

JJ

4. Acer request for price increase.

It was **RESOLVED to increase Acer's payment by £20 per cut to £160 as requested, based on 12 cuts per year plus extra cuts to be agreed as necessary.** The Clerk was asked to look at the present contract to determine its length and conditions for a review at the May Council Meeting.

Clerk

Clerk

5. Auditor arrangements

(i) **Internal Auditor for 2016/17.** It was **RESOLVED to appoint Steve Vine of Accountancy & Book-Keeping services for the 2016/17 audit**

Clerk

(ii) **External Audit arrangements for 2017/18 to 2021/22.** The new audit requirements and arrangements were noted. The Clerk will keep the Council advised as the year progresses.

Clerk

PLANNING

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

275.09	Buntingford Community Area Neighbourhood Plan Referendum. It was noted that the BCANP referendum is on 23rd March and that The Countryman will be the polling station. It was also noted that the flyer produced by the BCANP Team is being hand delivered to all houses in the parish.	
275.10	Correspondence: for information only and was noted as per the agenda: <ul style="list-style-type: none"> • Parishioner: milestone reinstatement to Bucklandbury and request to add to agenda (275.17) • Parishioner: Withdrawal from Buckland kiosk refurb programme (275.15) • SeaDog IT Website company: Possible issues with the Parish Council's website (275.19) • Parishioner: Request for QEII commemorative medals (275.20) • E.ON: Notification of electricity price increase 	
275.11	Action Plan. The following three agenda items cover updates.	Clerk
275.12	Water Wheel and Land Registry <ol style="list-style-type: none"> 1. Restoration: Richard Maynard's restoration work has hit some snags and although hopeful, it might not be completed in March. 2. Statements of Truth: The Clerk was given a further signed Statement, making a total of four received. It was RESOLVED to proceed with the application to Land Registry. 	Clerk Clerk
275.13	Pond: Working Group. It was agreed to consider a working programme at the May Council Meeting.	Clerk
275.14	Buckland kiosk refurbishment. The volunteer working on the kiosk has unfortunately had to withdraw. The Council is grateful for the work she has done in cleaning and priming the outside of the kiosk. The external window frames and the inside remain to be started. It was recognised that it is an extremely time consuming job and it may be necessary to engage professional help. Cllr Jones suggested the contractor who painted the outside of the Buntingford kiosk for £330 could be asked to quote. It was RESOLVED to set a budget of up to £500 for a contractor to finish painting the kiosk. Cllr Jones to contact Buntingford's contractor for a quote and to arrange for the work if within the budget.	JJ/Clerk
275.15	Welcome Pack and Community Engagement <p>(i) The Council considered the excellent draft of local amenity information for the welcome pack that had been prepared by Cllr Harrington. It was agreed that a Rights of Way map should be added (as appears on the website) and an asset map identifying the location of dog bins. It was also agreed to add a note that a community bus service will commence operation later in the year.</p> <p>TH also considered that the reply form printed in the March Newsletter was too small to be practical for many residents, although there was a difference of opinion on this point. It was suggested that a separate reply form be delivered with the next Newsletter.</p> <p>(ii) Cllr Harrington wished to clarify that her comments recorded in the January Minutes (item 274.15) should be taken to reflect that whilst she is prepared to get the welcome pack up and running, responsibility for subsequent updates (including information on the website) and its distribution to new residents must be shared by all members of the Council.</p>	TH/ALL TH/JJ/Clerk TH/ALL
275.16	Summer event Cllr Noy (JN) reported that arrangements are under way. The ferret racing company are aware of the programme and how they fit in. They will be running the same as for previous successful events, starting at 6pm for about an hour and a half before the music kicks in around 7.30 – 8pm. <p>It was agreed to summarise the particular benefits of the event for parishioners. The main food item will be a hog roast organised by GWCT, supplemented by apple sauce, rolls, etc. TH to speak to Tesco's Liaison Officer re donating these, as they did for a previous event. Possibly get some local sausages for and alternative BBQ. McMullens to be approached to see if they will donate a keg or two. The bar, TEN, H&S RA, and public liability insurance all to be dealt with by GWCT under their banner. Police will be made aware when EHC issue the TEN.</p> <p>A local band is desirable; the popular Beans'n'Biscuits to be contacted to see if they are available.</p> <p>It is to be hoped that the weather will be good so that the paddock behind Deerleap can be used for the car park. Hopefully, a marquee will not be necessary, but the Clerk will try to resolve the missing gazebo issue.</p>	JN TH JN JN JN Clerk

Donations are to be requested for the raffle prizes, and any other suggestions that will help to make it a "local" event. GWCT to provide some information for the next Newsletter.

JN

A fancy dress competition for children was suggested, maybe on a barn dance/western theme – a theme that could be extended to everyone.

Details, including prices, concessions, etc, to be finalised as far as possible at the May Council meeting.

275.17 Buckland milestone

The Council was pleased to note that a resident has kindly set up the Buckland milestone near the A10/Whiteley Lane junction. Although it is understood that the original location as identified on O/S maps is no longer viable, it was unanimously agreed that the prominent new location would be to the benefit of the community.

Clerk

The Milestone Society and keepers of the East Herts Listed Historic Monuments/Buildings register should be contacted, along with the former custodians.

JJ/Clerk

275.18 Website

The Council has been made aware of possible security and other issues on the website. The website company has not responded to emails. It is currently not possible to upload some documents. It was agreed that a new website should be considered and the Clerk agreed to contact another company that creates and hosts them for other parish councils to get an idea of costs and timeframes. Also to check the contract terms and renewal date for the present company (renewal expected very soon).

Clerk

Cllr Jones said that he would not be able to continue updating the site after the May elections. The Clerk said he would consider it, depending on the ease of uploading documents to comply with the Transparency Regulations that are now in force.

Clerk/JJ

275.19 Annual Meeting of the Parish, 8th May

It was questioned whether it is necessary to have an AED familiarisation slot at the Annual Parish Meeting. It was reasoned that operating the defibrillator is self-evident since it talks users through the process. Also, there may not be many members of the public at the meeting, plus the fact that, with the Annual Parish, the Annual Council, and the Ordinary May Council meetings all on the same evening, to extend the programme further would be impractical. Cllr Jones proposed that this item be taken off the May agenda.

Clerk

275.20 QEII commemorative medals

The Chairman confirmed that medallions have been distributed to everyone who has requested them. There are about 25 left.

JK

Suspension of the meeting for public comments

No parishioners being present, the meeting was not suspended.

275.21 Urgent matters received too late for the agenda: None

275.22 Items for future agendas:

Clerk

- Bonfire/Fireworks night 2017
- Review and update the Emergency Plan: July Meeting (a hard copy is being circulated).
- Consider other locations for further daffodil planting in the autumn.
- Consider whether it is possible to have more solar SIDs located through the villages.
- Consider outsourcing printing of the Newsletter.

JJ/JK

ALL

ALL

JJ

275.23 Dates and times of May Meetings and Newsletter deadlines

1. Monday 8th May, Buckland Church: Annual Meeting of the Parish, the Annual Parish Council, and the May Ordinary Council Meeting: commencing at 7.30pm (as per the Calendar of Meetings).
 2. Newsletter deadlines: Final copy to JK 24 April; to print 26 April; Deliver 29 April weekend.
- Cllr Jeff Kenyon agreed to act as editor for the next edition, although he was uncertain of his expertise in this area, or the ability of his computer to cope.

ALL/Clerk

JK/Clerk

The Chairman thanked everyone for attending and closed the meeting at 10pm.

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