



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 278 Monday 10th July 2017, 7.30pm at St Andrew's Church, Buckland

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

- Public: Sgt Duncan Wallace and 2 members of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 7.38pm

ACTION

278.01 Apologies for absence (reasons were accepted)

1. Councillors: Cllr Jeff Jones (away)
2. Other apologies: None

278.02 Declarations of Interest and dispensations

1. **Interests:** Cllr Harrington declared an interest in respect of a cheque to be signed reimbursing her for the agreed gift for a volunteer parishioner - agenda item 278.07.2 **TH**
2. **Receipt of written requests for dispensations:** None
3. **Consideration of requests for dispensations:** None

278.03 Minutes of Council and Parish Meetings held on 8th May 2017

1. Draft Minutes of the Annual Parish Meeting held on 8th May 2017 were received - to be approved by parish electors present at the 2018 Annual Parish Meeting. **Clerk**

2. Minutes of Annual Parish Council Meeting 276 held on 8th May 2017

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 276 held on 8th May 2017 as a true and accurate record.** The Chairman signed the Minutes. **JK/Clerk**

3. Minutes of Ordinary Parish Council Meeting 277 held on 8th May 2017

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 277 held on 8th May 2017 as a true and accurate record.** The Chairman signed the Minutes. **JK/Clerk**

278.04 Casual Vacancy: The Clerk confirmed that notices are back on the notice boards. **Clerk**

278.05 Police Report by Sgt Duncan Wallace

- Chipping – no recorded crime.
- Buckland – one recorded crime. There is an ongoing neighbour dispute that is being addressed by the housing association concerned.
- General – recent community events went without incident. The large area covered by the Neighbourhood Policing Team continues to be a problem for the limited number of Team officers; the work load goes up but resources don't, meaning that everything has to be prioritised on a daily basis.

Concerns were expressed by council members at the siting of the "T" junction being built from the new Buntingford North development, it being just a few yards north of the junction opposite. Sgt Wallace agreed that he had reservations about its location.

Commenting on the Prevent strategy, Sgt Wallace said that if something comes through on a 101 call, it is looked into as appropriate; it would be regarded as an intelligence call.

The Chairman thanked Sgt Wallace for his report and he then left the meeting.

278.06 Chairman's report

The Chairman said he had been pleased to represent the Parish Council at two recent civic receptions at Buntingford Town and at East Herts.

278.07 Finance

1. Accounts

Accounts summary 1 May to 30 June	£
Opening bank balance 01/05/17	22,135.47
Income 01/05/17 to 30/06/17	0.00
Expenditure 01/05/17 to 30/06/17	<u>2,156.05</u>
Cashbook balance 30/06/17	19,979.42
Plus unpresented May/June cheques	426.83
Minus presented cheques from previous period	<u>0.00</u>
Reconciled bank balance 30/06/17	<u>20,406.25</u>

It was **RESOLVED to accept and approve the May/June accounts statement.**

Clr Trewin, as a non-signatory member, signed a copy of the Accounts statement and Bank statement to confirm they reconciled as at 30th June.

2. Approval and signing of cheques for payment

Date	Payee	Item	£	Chq	Power
30/6	Clerk	Salary April-June	341.63	757	LGA 1972 ss112, 151; LA 2011 s41
30/6	HMRC	PAYE 1 st Quarter, Apr-June	85.20	758	LGA 1972 s112
10/7	Petty cash - Clerk	Petty cash top-up May/Jun	13.95	759	LGA 1972 s111
10/7	Clerk	Mileage & expenses March-June	47.94	760	LGA 1972 ss112, 151; LA 2011 s41
10/7	R Maynard	Waterwheel restoration	860.00	761	LGA 1972 s137
10/7	M Webb	Bus shelters & kiosks March/April 3 of 6	80.00	762	LG(MP)A 1953 s4 PCA 1957 s1
10/7	S Hall	Litterpick June/July	150.00	763	OSA 1906 ss9, 10
10/7	Clerk reimburse (Cartridge Monkey)	Ink cartridges	76.94	764	LGA 1972 s111
10/7	J Harron	Payroll services April-June	15.65	765	LGA 1972 s111
10/7	CDA for Herts	Membership subs 2017/18	35.00	766	LGA 1972 s111
10/7	GWCT	Hog roast residents subsidy	442.00	767	LGA 1972 s145
10/7	T Harrington	Reimburse parishioner gift	80.35	768	LGA 1972 s137
10/7	LCPAS	Membership & legal help for land registry	310.00	769	LGA 1972 s111 & s124
		VAT included	12.82		

Cheques for 2nd May were signed at the end of the meeting.

It was unanimously **RESOLVED to approve the signing of the cheques as presented.** These to include additional payments to reimburse Clr Harrington, and payment to LCPAS (278.11.1.2 below). Cheques were signed at the end of the meeting. **Clerk**

3. Insurance: It was noted that the insurance policy has been taken out with Zurich Municipal on a 3-year deal, as agreed at the May PC meeting.

4. Transparency Fund Grant 2017/18: It was noted that the grant to cover additional administration costs for 2017/18 has been awarded in full, being £393.84 **Clerk**

5. The Pensions Regulator: It was noted that the Declaration of Compliance for Auto-Enrolment has been successfully submitted and accepted by The Pensions Regulator. **Clerk/JK**

278.08	<p>PLANNING</p> <p>1. New Planning Applications 17/01315/1 Sandon Bury Farm: Diversification of site, including access via Whiteley Lane and Sandon Road (North Herts District Council). It was RESOLVED by a vote of 2:1 to make no comments.</p> <p>2. Decision Notices 3/17/0876/LBC Relocation of Buckland Milestone 34 to Whiteley Lane/A10 Junction. CONSENT GRANTED</p> <p>3. Other planning matters: None</p>	
278.09	<p>Neighbourhood Plan (BCANP) ongoing review process</p> <p>The Chairman said he had spoken to BTC who will build in an 18-month review period and put it into the forward calendar. He reported that the Plan has now been formally adopted by East Herts and therefore forms part of their planning strategy.</p>	JK/TH/JN
278.10	<p>Correspondence – as per the agenda</p> <ul style="list-style-type: none"> • Rod Taylor: Chipping milestone (277.18) • Insurance companies to finalise schedule details (278.07.3) • Website companies for quotations (278.14) • North Herts Council re Sandon Bury Farm (278.08.1) • LCPAS, HAPTC/NALC/Surrey Hills solicitors re legal advice for water wheel land (278.11.1.2) • Pensions Regulator: Declaration of Compliance for Auto-Enrolment (278.07.5) • HAPTC/Police Crime Commissioner: Consultation on Change of Governance (278.18) <p>Late correspondence received after the agenda:</p> <ul style="list-style-type: none"> • EHC: New advice on safety at events • EHC: Physical Activity Consultation • Stansted Airport plans - regional exhibition • Merchant Navy Day, 3rd September • Karin Weston: Posters for Historic Churches Trust Sponsored Bike 'n Hike event, 9th Sept 	Clerk
278.11	<p>Action Plan</p> <p>1. Water wheel</p> <p>1. Restoration and grant: The restoration work has been completed and East Herts has authorised its grant of £215 to be paid by 21 July.</p> <p>2. Legal help with Land Registry: The Clerk reported that he had been advised that it would be wise to follow Land Registry's advice and get legal help with the land registry application. Two legal sources with parish council expertise had been checked and the options presented to the Council. An HAPTC recommended solicitor would charge about £500 for the initial work, plus possible extras. Alternatively, the Local Council Public Advisory Service (LCPAS) would undertake the work for £320 (£240 plus £80 annual membership fee - including 20% discount because the Clerk already has membership with another council), subject to any unforeseen issues. It was RESOLVED to join LCPAS and engage them to register the land. A cheque for £320 to be added to the list of payments for the end of the meeting.</p> <p>3. Buckland kiosk refurbishment: Cllr Jones to report on the position at the next meeting.</p> <p>4. Pond working group programme: The Chairman reported that Emily Simmons is very interested in joining the project. To be discussed further at the next meeting</p> <p>5. Chipping milestone: The Chairman reported that this has now been uncovered and painted white (no black lettering at the moment), presumably by the Milestone Society. Questions on refurbishment/repairs and the possibility of a grant to be raised with Rod Taylor (Milestone Society), EH Conservation, and Highways.</p>	Clerk Clerk Clerk
278.12	<p>Welcome Pack and Community Engagement</p> <p>Parish maps are still required. The Clerk said he had not been able to find any in the files, but he would look again. Two completed information details forms were received from residents.</p>	Clerk
278.13	<p>Events</p> <p>1. Summer Hog Roast event report: Cllr Noy reported that the evening had been a great success. 68 B&C residents attended whose entrance and food ticket was subsidised by the</p>	

Parish Council for a total of £442. There were about 160 covers for the hog roast. GWC raised approximately £650 clear profit. If the event is held again next year, it was suggested the money raised be donated to the Isobel Hospice.

2. Bonfire & Fireworks event

1. **Date:** Saturday 4th November was agreed. It was suggested a pay bar might be an added attraction and make the evening even more enjoyable. It could include something like a pumpkin carving competition for the children. A good advertising campaign needed to get people's attention. To be reviewed at the next meeting.
2. **Budget:** A budget of £500 was agreed and it was also agreed to apply for grants from the County Councillor and from East Herts.

3. **A Christmas Carol Service** on Saturday 16th December was also discussed as a combined PC/PCC candlelight service. The Chairman said the Churchwarden, Karin Weston, had said the choir could be involved again. It was agreed that, although the choir is excellent, the acoustics tend to drown out the congregation which makes community singing a bit difficult. The Chairman said he would discuss this further with Karin. It was also agreed that a small gift given to all children as they leave the church would be nice gesture. A tree and battery powered lighting was also discussed, and whether Pearce's Farm Shop might be willing to donate the tree. The Chairman to consider writing an appropriate letter.

ALL
Clerk/JJ
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278.14 Website

Three quotes had been obtained by the Clerk and were considered by the Council. All the companies had recommended a WordPress based site and after due consideration it was **RESOLVED that Adrian Marks' quote be accepted** as the most appropriate and cost effective, and the work put in hand subject to a written endorsement by the Clerk of Therfield Parish Council, whose website he had built last year. The Clerk declared an interest, Adrian Marks being his son.

Clerk/JK

278.15 Emergency Plan

Changes and updates to the current plan were discussed and agreed. The Clerk to incorporate these and provide a new version for consideration at the next meeting. The possibility of an automatic "out of office" referral could be added to the email address is to be explored.

Clerk
Clerk

278.16 Autumn daffodil planting

It was agreed to plant the bulbs in Buckland this autumn. Cllr Noy said a digger was a possibility and would make the task much easier, subject to there not being a problem with the inevitable mess the digger would create. Details to be finalised at the next meeting. It was **RESOLVED to set a budget of £100 and to order 1200 bulbs as last year.**

Clerk

278.17 Speed indicator Devices (SIDs)

It was agreed that the County Councillor be asked to take up the possibility of the provision of two more SIDs, to be located on the opposite side of the road from the present ones. An additional argument for these is that since the A507 has now been closed by Highways to heavy traffic and the A10 is now the recommended route, there are added issues of traffic speeding through the parish.

Clerk/JJ

278.18 Police & Crime Commissioner Consultation

The consultation was noted; there was no agreement to respond.

At 9.38pm it was RESOLVED to suspend the meeting for public comments

- Beryl Little said she enjoyed the summer event very much and appreciated the vegetarian option that had been provided.
- The question of church key holders was raised. Beryl Little and Karin Weston are still key holders; the third key has been returned, although it not known why. The Chairman confirmed that the church is now left unlocked 24/7.

The meeting was called to order and resumed at 9.43pm

- 278.19 Urgent matters received too late for the agenda**
- The Chairman reported that the Churchwarden has confirmed that the Diocese wants to go ahead with Eco Toilet and is looking to the Parish Council to make the planning application. **Clerk/JJ**
 - Cllr Harrington raised the possibility of taking up Rod Taylor's offer to do an AED explanation session and wondered whether it could be done in the church half an hour before the September meeting. **Clerk**

- 278.20 Items for future agendas**
- AED explanation session by Rod Taylor half an hour before the September meeting. **Clerk**
 - Items as agreed in the meeting.
 - Outsourcing of newsletter printing.
 - Village entrance signs – Clerk to explore providers and costs. **Clerk**

- 278.21 1. Date and time for the September meeting**
 Monday 4th September, 7.30pm, preceded at 7pm by an AED familiarisation session in St Andrew's Church, Buckland.
- 2. September Newsletter**
- 1. Editors:** Cllrs Mell Trewin and Teresa Harrington
 - 2. Deadlines:** (i) final copy to editors 21st August
 (ii) OK press for printing 23rd August
 - 3. Outsourcing printing.** Discussion to be deferred.
- There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.24pm.

Signed.....Dated.....