



# Buckland & Chipping Parish Council

Clerk: Colin Marks

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## MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 281 Monday 15th January 2018, 7.30pm at The Manor House, Buntingford

**PRESENT:** Cllr Teresa Harrington (TH); Cllr Jeff Jones (JJ); Cllr Jason Noy (JN);

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

In the Chairman's absence, Vice-Chairman Cllr Jeff Jones presided and opened the meeting at 7.30pm

**ACTION**

Due to Cllr Noy having to leave the meeting as early as possible, which would render the meeting inquorate, it was agreed to defer agenda items 281.10 to 281.18 until the March meeting.

**Clerk**

### 281.01 Apologies for absence

1. Councillors: Cllr Jeff Kenyon -holiday
2. Other apologies: Police Sgt Duncan Wallace

### 281.02 Declarations of Interest and dispensations

1. **Interests:** Cllr J Jones declared a non-pecuniary interest in agenda item 281.07.5 regarding the precept because he is Chairman of East Herts Council, the Parish Council's billing authority.
2. **Receipt of written requests for dispensations:** None
3. **Consideration of requests for dispensations:** None

### 281.03 Minutes of Parish Council Meeting 280 held on 6th November 2017

It was noted that Minute 280.08 on GDPR was very detailed and longer than is normal. The Clerk explained that he considered it necessary to do so since it established the basis for whatever subsequent decisions the Parish Council may have to make, particularly those of a financial nature. It was **RESOLVED to approve the Minutes of Parish Council Meeting 280 held on 6th November 2017 as a true and accurate record.** The Chairman signed the Minutes.

**JJ/Clerk**

**281.04 Casual Vacancy:** New co-option notices are on the notice boards reflecting the two vacancies. No applications have been received. It was agreed to encourage interest as far as possible and to publicise the need again in the next newsletter.

**ALL/JN**

### 281.05 Police Report

The Chairman read a report submitted by Sgt Wallace and covering events in the parish from 1st December 2017 to 12th January 2018:

Chipping – 1 x sexual offence – remains under investigation

Buckland – 1 x damage to fields by poachers

1 x offensive weapon – person apprehended poaching pheasants at 3am – charged to court

The same period last year saw no offences for Chipping and 2 for Buckland.

Other issues saw inclement weather on 17/12/17 and 27/12/17 which caused a significant impact to traffic on the A10.

There were also issues with a collapsed manhole cover on the northbound side in Buckland. Highways aware and dealing with. This has previously caused issues so hopefully this repair will be more substantive.

For information: BBC London News dated 6th January also featured myself at Buckland highlighting the impact of hare coursing on the rural community.

281.06 **Chairman's report:** None received.

281.07 **Finance**

**1. Accounts**

<b>Accounts summary 1 November to 31 December</b>		<b>£</b>
<b>Opening bank balance 01/11/17</b>		<b>20,669.20</b>
Income 01/11/17 to 31/12/17		2,017.50
Expenditure 01/11/17 to 31/12/17		<u>3,194.23</u>
<b>Cashbook balance 31/12/17</b>		<b>19,492.47</b>
Plus unrepresented cheque 786, 6 Nov (British Legion)		25.00
Minus presented cheques from previous period		<u>0.00</u>
<b>Reconciled cashbook/bank balance 31/12/17</b>		<b><u>19,517.47</u></b>

It was **RESOLVED to accept and approve the November/December accounts statement.**

Clerk

The Chairman said he would ask the British Legion representative about the unrepresented cheque. If necessary, it was agreed to cancel the cheque and re-submit it direct to RBL.

JJ

**2. Approval and signing of cheques for payment**

Date	Payee	Item	£	Chq	Power
7/12	Clerk	Salary Oct-December	438.28	794	LGA 1972 ss112, 151; LA 2011 s41
7/12	HMRC	PAYE 3 <sup>rd</sup> quarter Nov-Dec	109.60	795	LGA 1972 ss112, 151; LA 2011 s41
7/12	Clerk reimburse	CPALC subs 1/3rd	9.00	796	LGA 1972 s111
7/12	Clerk reimburse	SLCC subs 1/3rd	49.00	797	LGA 1972 s111
7/12	Clerk reimburse	Ink (Cartridge Monkey)	74.63	798	LGA 1972 s111
7/12	M Webb	Bus shelters & kiosks 6/6	80.00	799	LG(MP)A 1953 s4 PCA 1957 s1
15/1	S Hall	Litterpick Dec/Jan	150.00	800	OSA 1906 ss9, 10
15/1	Clerk Petty cash	Petty cash Nov/Dec	16.42	801	LGA 1972 s111
15/1	Clerk	Mileage etc Nov/Dec	22.16	802	LGA 1972 s112
15/1	Buntingford TC	Room hire 6th Nov	16.00	803	LGA 1972 s111
15/1	Clerk reimburse	Ink (Cartridge Monkey)	126.00	804	LGA 1972 s111
		<b>VAT included</b>	<b>34.94</b>		

It was unanimously **RESOLVED to approve the signing of the cheques as presented.** Cheques were signed at the end of the meeting.

Clerk

**3. Financial position against the 2017/18 budget as at 31 December 2017**

The Clerk presented a full breakdown of the financial position as at 31 December, and a projection to the financial year-end. The budgeted net income, including the precept, was £9,459. The projected income at year end is £9,701. The extra income is due to two unbudgeted grants. The budgeted net expenditure was £11,210 and against currently anticipated outgoings, is projected to be £12,216 at year end. Part of the extra expenditure is covered by the grants received. Including the 16/17 VAT reclaimed in the current year, the anticipated bank balance at year-end presently stands at £17,672 against the budget of £17,675.

Clerk

**4. NJC wage award, April 2018:** It was noted that the offer under consideration is 2% from April 2018 and 2% for 2019.

**5. 2018/19 Budget and precept**

The Clerk presented a detailed possible budget scenario for 2018/19. There were two important financial issues to take into consideration: The enactment of the General Data Protection Regulation (GDPR) in May 2018 will incur extra expenditure in both administration time by the Clerk and the mandatory appointment of a Data Protection Officer (DPO). Latest impact assessments for admin are reckoned to be one hour per week (£600 pa), plus approximately £250 for an initial data-set audit. The annual DPO cost could be from £300 to £800, depending on which company is engaged. Together with the 2018 NJC wage award, the additional cost could therefore be approximately £1,150 to £1,650 for the coming year. There is no indication that central Government will be offering grant funding to cover any additional costs.

Against this, East Herts has written to advise that a New Homes Bonus grant should not be included in the 2018/19 budget or beyond. This represents an income loss of £822 against the current year. If the precept remains the same, the combined impact of these could result in the bank balance at the year-end 31 March 2019 being £13,000, a fall of £4,600 from the current year.

Furthermore, it was recognised that 2018/19 will be the last year in which the solar farm payment will be made, an income fall of £1,950 in 2019/20. With no scope to increase income, concerns were expressed about the Council's ability to remain financially secure over the next 3 to 5 years. The Parish Council has been able to avoid a precept increase for the last six years, but in light of the above information, it was **RESOLVED to raise the 2018/19 precept to £4,100, an increase of 5.2%**. *(Clerks's note: this is still £32 lower than the 2012/13 precept).*

Clerk

The presiding Chairman, two councillors, and the Clerk signed the precept form.

Clerk

In view of financial concerns going forward, the Clerk was asked to produce projection for income, expenditure and bank balances for the following three years.

Clerk

**6. Audit of 2017/18 Accounts:** The new arrangements for the Annual Governance and Accountability Return were noted.

Clerk

**281.08 General Data Protection Regulation (GDPR)**

The Clerk advised that he cannot start the data-audit process until a Data Protection Officer (DPO) is appointed (a mandatory requirement) and that this needs to be done now to get the processes in place and under way asap. So far two organisations have provided quotes to the sector: DPO Ltd (who have run workshops hosted – but not necessarily endorsed – by HAPTC have quoted £800 for the first year and £400 pa thereafter, and LCPAS (Local Council Public Advisory Service) who have quoted £300 a year ongoing. After a full discussion it was **RESOLVED to appoint LCPAS as the Parish Council's Data Protection Officer.**

Clerk

**281.09 PLANNING**

**1. New Planning Applications:** NONE

**2. Decision Notices**

- 3/17/2557/HH Pelican Cottage, Chipping:** Change of use of land to residential curtilage  
*WITHDRAWN 15/12/17*
- 17/01315/1 Sandon Bury Farm:** Diversification of site, including access via Whiteley Lane and Sandon Road (North Herts District Council).  
*WITHDRAWN 01/11/17*

**3. Other planning matters:** None

**281.10-18 Agenda items 281.10 to 281.18 were deferred until the March meeting**

Clerk

**281.19 Urgent matters received too late for the agenda:** None

**281.20 Items for future agendas:** As listed on the agenda:

- Chipping Milestone restoration (liaise with Rod Taylor)
- Amendments to policy documents

Clerk  
TH/Clerk

**281.21 1. Date and time of the next meeting**

Monday 5th March, 7.30pm, The Manor House, Buntingford

**2. March Newsletter**

- 1. Editor:** Cllr Jason Noy
- 2. Deadlines:** (i) final copy to editor 17th February; OK Press for printing 22nd February  
(ii) Printed copies by 24th February for distribution.
- 3. Outsourcing printing.** Discussion deferred. The Clerk was asked to assess his time and the materials costs of printing the newsletter in house.

ALL/JN  
JN/Clerk  
TH/JJ  
Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.34pm.

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