



Buckland & Chipping Parish Council

Clerk: Colin Marks

Cedar Beth-El, 17 Park Lane, Puckeridge SG11 1RL

Tel: 01920 821684

email: clerk.bucklandandchippingpc@gmail.com

MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 282 Monday 12th March 2018, 7.30pm at The Manor House, Buntingford

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

- Public: 1 member of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

In the Chairman welcomed everyone and opened the meeting at 7.30pm

ACTION

282.01 Apologies for absence

1. Councillors: None (all present)
2. Other apologies: None

282.02 Declarations of Interest and dispensations

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

282.03 Minutes of Parish Council Meeting 281 held on 15th January 2018

It was proposed that the 3rd paragraph of Minute 281.07.5 be amended by adding the word "unanimously" to the resolution, to therefore read "...it was unanimously RESOLVED to raise the 2018/9 precept to £4,100...". It was unanimously **RESOLVED to approve the amended Minutes of Parish Council Meeting 281 held on 15th January 2018 as a true and accurate record.**

The Chairman signed the Minutes.

JK/Clerk

282.04 **Casual Vacancy:** No applications received

282.05 **Police Report:** None received

282.06 **Chairman's report:** None received

282.07 Finance

1. Accounts

Accounts summary 1 January to 28 February 2018	£
Opening bank balance 01/01/18	19,517.47
Income 01/01/18 to 28/02/18	0.00
Expenditure 01/01/18 to 28/02/18	<u>330.58</u>
Cashbook balance 28/02/18	19,186.89
Plus un-presented cheques from previous period	0.00
Minus presented cheque 786 from previous period	<u>25.00</u>
Reconciled cashbook/bank balance 28/02/18	<u>19,161.89</u>

It was **RESOLVED to accept and approve the January/February accounts statement.**

Clerk

2. Approval and signing of cheques for payment

Date	Payee	Item	£	Chq	Power
12/3	Buntingford TC	Room hire 15th Jan	16.00	805	LGA 1972 s111
12/3	EHDC	Dog Bins 2017/18	774.91	806	OSA 1906 s10(b)
12/3	M Webb	Bus shelters & kiosks 1/6	80.00	807	LG(MP)A 1953 s4 PCA 1957 s1
12/3	S Hall	Litterpick Feb/March	150.00	808	OSA 1906 ss9, 10
12/3	Clerk Petty cash	Petty cash Jan/Feb	10.75	809	LGA 1972 s111

12/3	Clerk	Mileage etc Jan/Feb	11.25	810	LGA 1972 s112
12/3	Clerk	Salary Jan/Feb/March	438.28	811	LGA 1972 ss112, 151; LA 2011 s41
12/3	HMRC	PAYE 4th quarter Jan-March	109.60	812	LGA 1972 ss112, 151; LA 2011 s41
12/3	cancelled	cancelled		813	
12/3	TP Jones & Co	Payroll Jul 17-March 18	56.34	814	LGA 1972 ss112, 151; LA 2011 s41
	LCPAS	Sign when invoiced: £150		815	LGA 1972 s111
		VAT included	138.54		

Following a discussion, the signing of cheque 815 for LCPAS (Local Council Public Advisory Service) was deferred until later (an invoice will be submitted by LCPAS after the signing of the contract agreement). It was unanimously **RESOLVED to approve the signing of the other cheques as presented.** Cheques were signed at the end of the meeting.

Clerk

3. Financial position against the 2017/18 budget as at 28 February 2018

The Clerk presented a full breakdown of the financial position as at 28th February, and a projection to the financial year-end, which was received. The budgeted net income, including the precept, was £9,459. The projected income at year end is £9,701. The budgeted net expenditure was £11,210 and against currently anticipated outgoings, is projected to be £12,131 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 £17,757.

Clerk

Concerns were noted about expenditure being over budget on a number of items.

Clerk/ALL

4. E.ON electricity cost increase from 9 April 2018

It was noted that the increase is high at 13.7%, but acknowledged this would only equate to an extra £6.68 on last year's bill (for phone kiosk only).

Clerk

5. Five-year financial projections 2018/19 to 2023/24

The Clerk presented a detailed possible 5-year financial scenario for 2018/19 to 2023/24. Many of the figures were speculative and were intended only to form an initial basis for future budget considerations. It was noted that the final Solar Farm payment will be in 2018/19 and that there will be no New Homes Bonus payments in 2018/19 and beyond. Allowing for these factors and based on the speculative projections of the possible levels of income and expenditure, the indication was that the Parish Council's finances would not be viable beyond 2021/22. It was also noted that although the precept had varied year-to-year, at £4,100, the 2018/19 precept was actually £32 lower than in 2009/10. This was accounted for by allowances in the precept being made annually for the Solar Farm payments and the New Homes Bonus.

Clerk/ALL

The report was noted and it was agreed to review areas of income and expenditure during the coming year.

Clerk

It was agreed to ask EHDC if they could provide any feedback or monitor the dog bins usage.

Clerk

6. Internal auditor for 2017/18

It was unanimously **RESOLVED to appoint Steve Vine of Accountancy & Book-Keeping Services as the internal auditor for the 2017/18 Annual Governance and Accountability Return.**

Clerk

282.08 General Data Protection Regulation (GDPR)

1. **Level of Data Protection Officer service:** Cllr Jones was opposed to making any decision on making an appointment until May because the Bill has not yet been passed by Parliament. The Clerk advised that GDPR will happen and that the Data Protection Officer (DPO) should be appointed asap. The Clerk said he was happy to work on the £150 a year basis which allowed for compliance self-assessment under the DPO's guidance rather than an office visit by the DPO (which would cost £300 pa).

Clerk

2. **Service Agreement:** Following a discussion, by a vote of 3:1 it was **RESOLVED to sign the Standard Service Agreement with LCPAS for a period until further notice.** The Clerk, as the Proper Officer, signed the Agreement. LCPAS will invoice for £150 on receipt of the signed agreement.

Clerk

282.09	<p>PLANNING</p> <p>1. New Planning Applications:</p> <p>3/18/0404/FUL Pelican Cottage, Chipping: Change of use of land to residential curtilage. It was RESOLVED that the Parish Council had NO OBJECTIONS, subject to the imposition of the following condition: That the erection of any dwelling within the residential curtilage is, and remains, for the sole use of family members of the current or future owner of Pelican Cottage, and that this application is not to be used as a mechanism for the sub-dividing and subsequent selling of parcels of the land.</p> <p>2. Decision Notices: NONE</p> <p>3. Other planning matters: NONE</p>	Clerk
282.10	<p>Correspondence – as per the agenda, for information only</p> <ul style="list-style-type: none"> • E.ON: Electricity price changes from 9th April (282.07.4) • Society of Local Council Clerks (SLCC): GDPR updates (282.08) • LCPAS: Land Registry and DPO contact (282.11.1 & 282.08) • LCPAS: New audit update (282.07.6) • Herts Assn of Parish & Town Councils/National Association of Local Councils (HAPTC/NALC): GDPR Toolkit (282.08) • LCPAS: Legal updates, including Standards Review 	
282.11	<p>Action Plan</p> <p>1. Water wheel: Still with Land Registry and is being followed up by LCPAS.</p> <p>2. Buckland kiosk refurbishment: The Chairman said he has another possible contractor in mind.</p>	Clerk JK
282.12	<p>Welcome Pack and Community Engagement. There is nothing further to report and it was agreed to remove the item from future agendas.</p>	Clerk
282.13	<p>Events</p> <p>1. Summer event: It was agreed that Cllrs Kenyon and Noy form a small working group to consider options and dates and report back for detailed discussion at the May PC meeting. It was agreed to include a “watch this space” item in the May Newsletter and then produce a flyer.</p> <p>2. Fireworks night: It was RESOLVED to hold the event on Sunday 4th November. Details to be settled at a later meeting. It was also agreed to look out for grants.</p>	JK/JN JK ALL
282.14	<p>Website</p> <p>It was unanimously RESOLVED to upgrade the website to remove adverts for approximately £30 a year.</p>	Clerk
282.15	<p>Highways</p> <p>1. Speed Indicator Devices (SIDs): Cllr Jones questioned the need or efficacy of more SIDs. Regarding installing additional sockets so the existing SIDs could be occasionally relocated, a Herts Highways survey for suitable locations would cost around £250, the installation of sockets approx £350 - £400 each, and the cost of moving them, approx £150 each per time. Following a discussion, in which a concealed entrance sign was suggested, it was agreed that 40mph signs painted on the road between the villages would be a viable option that Cllr Jones, in his County Councillor capacity, said he would consider supporting from his Highways Locality Budget. The Clerk to write to Cllr Jones with the funding request.</p> <p>2. Mirror opposite Brookside: The missing mirror has not yet been replaced. Cllr Jones agreed to see where a new mirror could be purchased. A flat mirror was considered to be more practical than a convex one.</p>	Clerk/JJ JJ
282.16	<p>Registration of Assets of Community Value (ACV)</p> <p>The Clerk said he could not open the file of photos emailed to him. Cllr Jones said he would email more.</p>	JJ/Clerk

282.17 Matters received too late for the agenda

The Chairman said he no longer had the copy of the Emergency Plan annotated with the updates. The Clerk said he would send him a copy of the latest version for further amendments.

Clerk/JK

At 9.20pm it was agreed to suspend the meeting for public comments

Cllr Teresa Marks asked if she could comment, even though she is not a parishioner. She said that as a Hormead parish councillor, she thought it was prudent for the Council to be getting on with preparations for GDPR, which would be in line with the advice being given to the sector.

The Chairman thanked Cllr Marks and called the meeting to order.

282.18 Items for future agendas: As listed on the agenda:

- Chipping Milestone restoration – remove from agenda
- Amendments to policy documents – May PC meeting
- Emergency Plan updates – With Cllr Kenyon for May meeting
- Pond Working Party – remove from agenda until further notice
- Eco toilet for churchyard – consider at May PC meeting

**Clerk
TH/Clerk
JK
Clerk
Clerk/ALL**

282.19 1. Date and time of the next meetings

Monday 14th May at St Andrew’s Church, Buckland:

7pm - Annual Meeting of the Parish, followed by

7.30pm approx - Annual Parish Council Meeting, followed by

7.45pm approx – May Ordinary Parish Council Meeting

2. May Newsletter

1. Editor: Cllr Jeff Kenyon

2. Deadlines: (i) final copy to editor 25th April; OK Press for printing 2nd/3rd May

(ii) Printed copies by 4th May for distribution.

3. Outsourcing printing: Not discussed.

**ALL/JK
JK/Clerk
TH/JJ**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.35pm.

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