



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 285 Monday 14th May 2018, 7.20pm at St Andrew's Church. Buckland

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

- Public: 13 members of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 7.20pm

ACTION

285.01 Apologies for absence

1. Councillors: None
2. Other apologies: None

285.02 Declarations of Interest and dispensations

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

285.03 1. Minutes of Ordinary Parish Council Meeting 282 held on 12th March 2018

It was unanimously **RESOLVED to approve the amended Minutes of Parish Council Meeting 282 held on 12th March 2018 as a true and accurate record.**

The Chairman signed the Minutes.

JK/Clerk

2. Minutes of Extra-ordinary Parish Council Meeting 283 held on 17th April 2018

Cllr Jones asked for Minute 283.03 to be amended for clarification. The Chairman therefore amended it to read "... **requests for dispensations: As the Council was not quorate** the Clerk explained..." (italicised words added).

Cllr Jones also asked for it to be recorded that he strongly objected to the dispensation having been granted to Cllr Noy and that it had not been offered to anyone else who had a DPI.

It was then **RESOLVED to approve the amended Minutes of Parish Council Meeting 283 held on 17th April 2018 as a true and accurate record.**

The Chairman signed the Minutes.

JK/Clerk

285.04 Casual Vacancy: It was noted with thanks that Jennifer Makewell had offered herself for co-option at the earlier Annual Parish Council Meeting.

285.05 Police Report: None received. Cllr Jones referred to a bad accident that had happened on the A10 near Reed following the resurfacing work, It was being checked as to whether the absence of white lines were a contributory factor.

285.06 Chairman's report: None received

285.07 Finance

1. Accounts

Accounts summary 1 to 31 March 2018 (year-end)	£
Opening bank & cashbook balance 1st March	19,161.89
Income 1st to 31st March	0.00
Expenditure 1st to 31st March	<u>1,647.13</u>
Cashbook balance 31st March	17,514.76
Plus unrepresented March cheques 808 & 812	259.60
Minus presented cheques from previous period	<u>0.00</u>
Bank balance reconciled to cashbook 31st March	<u>17,774.36</u>

Clerk

Accounts summary 1 to 30 April 2018	£
Opening bank balance 1st April	17,774.36
Income 1st to 30th April	0.00
Expenditure 1st to 30th April	<u>314.42</u>
	17,459.94
Plus unpresented April cheque 816	148.42
Minus presented March cheques 808 & 812	<u>259.60</u>
Reconciled Bank balance 30th April	17,348.76
Cashbook: Minus March cheque 816	<u>148.42</u>
Cashbook balance 30th April	<u>17,200.34</u>

Cllr Harrington requested information on how much the dog bins were used and how much notice EHC required should the contract ever be terminated (for future budget reference, although Cllr Jones noted that he would oppose any such proposal).

It was unanimously **RESOLVED to accept and approve the March and April Accounts Statements.**

Clerk

2. Approval and signing of cheques for payment

Date	Payee	Item	£	Chq	Power
17/4	LCPAS	DPO Service contract	150.00	815	LGA 1972 s111
17/4	HAPTC	Annual subs 2018/19	148.42	816	LGA 1972 s111
17/4	Buntingford TC	Room hire 12th March	16.00	817	LGA 1972 s111
14/5	E.ON	Kiosk electric 2017/18	57.99	818	PHA 1936 s234
14/5	M Webb	Bus shelters & kiosks 2/6	80.00	819	LG(MP)A 1953 s4 PCA 1957 s1
14/5	S Hall	Litterpick April-May	150.00	820	OSA 1906 ss9, 10
14/5	Clerk	Mileage etc March/April	17.43	821	LGA 1972 s112
14/5	Clerk Petty cash	Petty cash March/April	10.47	822	LGA 1972 s111
14/5	Accountancy Services	Internal Audit 2017/18	90.00	823	LGA 1972 s111
14/5	Zurich Municipal	Annual insurance	428.41	824	LGA 1972 s111
14/5	Buntingford TC	Room hire 17th April	16.00	825	LGA 1972 s111
14/5	Clerk reimburse	Wordpress 1 year	36.00	826	LGA 1972 s111
14/5	Hormead PC	LCR subs (1/3rd)	6.00	827	LGA 1972 s111
		VAT included	2.76		

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 performance against the 2017/18 budget at year-end 31st March 2018

The Clerk presented the year-end position. The budgeted net income, including the precept, was £9,459; the actual net income at year end was £9,701. The budgeted net expenditure was £11,210; the actual net expenditure at year-end was £12,135. The net actual balance on the year was therefore a deficit of £2,434 against a budgeted deficit of £1,751. VAT £238 was reclaimed but unpaid as at 31st March. The year-end bank balance was £17,774.36 against a budget projection of £17,757. Discrepancies were due to VAT reclaim payments not being received within the tax year. It was unanimously **RESOLVED to accept the year-end financial performance.**

Clerk

4. Annual Governance and Accountability Return (AGAR)

- The internal auditor's approval of the Annual accounts for 2017/18 was noted.
- It was unanimously **RESOLVED to approve and sign the Annual Governance and Accountability Return (AGAR), 2017/18 Part 2, Sections 1 and 2 (Pages 4, 5 & 6).**
The Chairman and the RFO/Clerk signed the AGAR as required.
- The Parish Council **RESOLVED that it meets the exemption qualifying criteria and wished to declare itself exempt from a Limited Assurance Review (External Audit) for 2017/18.**
- Subsequent to the above resolution, the Chairman and RFO signed the Certificate of Exemption.

Clerk

JK/RFO/
Clerk

JK/RFO

5. EHDC New Homes Bonus Expenditure Performance Audit return was noted.
6. The National Salary award agreement from April 2018 (approx. 2%) was noted.

285.08 General Data Protection Regulation (GDPR)

The Clerk reported that some 29 compliance policies are being created and will shortly be submitted to the DPO for approval.

Clerk

285.09 PLANNING

1. **New Planning Applications:** NONE

2. **Decision Notices**

3/18/0434/OUT Land Adj The Countryman PH, Chipping Outline planning for the erection of 2 no. three bed dwellings and 5 no. four bed dwellings.

REFUSED

3. **Other planning matters:** NONE

285.10 Correspondence – as per the agenda, for information only

- EHC: Supply of litter pick bags for Buckland
- LCPAS: GDPR policies, privacy notices and updates
- PKF Littlejohn: audit arrangements and procedure for 2017/18 accounts (AGAR)
- HAPTC/Oliver Heald MP: Consultation on unauthorised encampments and development

285.11 Action Plan

1. **Water wheel:** Still with Land Registry and is being followed up by LCPAS.
2. **Buckland kiosk refurbishment:** The Chairman said it's in hand and he knows someone who is might be interested in doing the work.

Clerk

JK

285.12 Events

1. **Summer event:** Cllr Noy has this in hand and will email councillors with information (*but see under Minute 285.16 below*)
2. **Fireworks night:** Information will be included in the Newsletter nearer the time.

JN

285.13 Highways

1. **40mph signs painted on road between villages:** Cllr Jones said this request is being considered by Highways. The Chairman asked if the repeater signs between the villages could be checked to see if any are missing.

JJ

2. **Replacement of missing mirror opposite Brookside:** Ongoing.

JJ

285.14 Registration of Assets of Community Value (ACV): Ongoing

Clerk

285.15 Consultation on unauthorised encampments & development. (Deadline 15 June)

The Chairman and Clerk look at possible response.

JK/Clerk

285.16 Matters received too late for the agenda: NONE

At 8.05pm it was agreed to suspend the meeting for public comments

- A parishioner said he wished to clarify that the suggested meeting at his house re the proposed development behind The Countryman was to discuss the formation of a residents association.
- A former parish councillor, although not now a parishioner, asked if she could elaborate on the church grate that was mentioned at the Annual Parish Meeting earlier in the evening. She explained that she was a member of Buntingford U3A, 18 members of which had visited Buckland Church in early May. They were appalled that the CCT had not permitted the new grille to be installed and were very interested in pursuing this matter with the CCT. She had sent to the Chairman and to Cllr Jones a report and letter drafted to the CCT and sought approval to take up the issue; initial contact with the CCT indicated that the approval process be started again. It was agreed that her intervention would be most welcome. Buntingford U3A had produced some fact sheets, including information on the CCT and the Buckland Plateau, which were left with the Clerk.

The Chairman thanked those who had made comments and called the meeting to order at 8.15pm.

Cllr Noy arrived at 8.15pm, apologising for being late and explaining his car had got a puncture.

The Chairman invited him to make his progress report on the Summer Event. Cllr Noy said the format will be similar to last year and will take place at the end of June, bearing in mind the Buntingford Carnival on 16th June. He and the Chairman would be firming up the details over the next few days.

JN/JK

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

- Chipping Milestone restoration: The Chairman asked the Clerk to contact Mike Hallett/Rod Taylor (Milestone Society) re its present condition.
- Amendments to policy documents
- Emergency Plan updates
- Pond Working Party

Clerk

TH/Clerk
JK

285.18 1. Date and time of the next meeting

Monday 2nd July, 7.30pm at St Andrew's Church, Buckland

2. July Newsletter

1. **Editor:** Cllr Teresa Harrington
2. **Deadlines:** (i) final copy to editor 15th June; OK Press for printing 20th June
(ii) Printed copies by 26th June for distribution

ALL/TH
TH/Clerk
TH/JK

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.25pm.

Signed.....**Dated**.....