



# Buckland & Chipping Parish Council

Clerk: Colin Marks

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## MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 286

Monday 16th July 2018, 7.30pm at St Andrew's Church. Buckland

**PRESENT:** Cllr Jeff Kenyon (JK) Chairman; Cllr Teresa Harrington (TH); Cllr Jason Noy (JN)  
Following co-option: Cllr Jennifer Makewell (JM)

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

The Chairman welcomed everyone and opened the meeting at 7.30pm

**ACTION**

### 286.01 Apologies for absence

1. Councillors: Cllr Jeff Jones (other councillor duties)
2. Other apologies: None

### 286.02 Declarations of Interest and dispensations

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

### 286.03 1. Minutes of Annual Parish Council Meeting 284 held on 14th May 2018

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 284 held on 14th May 2018 as a true and accurate record.**

The Chairman signed the Minutes.

**JK/Clerk**

### 2. Minutes of Ordinary Parish Council Meeting 285 held on 14th May 2018

Although Cllr Teresa Harrington and Cllr Jason Noy contended that it was agreed to change the date of the July Meeting to the 16th, it was nevertheless unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 285 held on 14th May 2018 as a true and accurate record.** The Clerk said it is important that the date of future meetings is made as a clear resolution of the Council.

The Chairman signed the Minutes.

**JK/Clerk**

### 3. Minutes of the Annual Meeting of the Parish held on 14th May 2018

Draft Minutes were received by the Council, for approval by parishioners who will be present at the Annual Meeting of the Parish in May 2019.

**Clerk**

### 286.04 Casual Vacancy: co-option application

Jennifer Makewell's application was considered and it was unanimously **RESOLVED that she be co-opted on to the Parish Council.** She signed her Declaration of Acceptance of Office, witnessed by the Clerk, and took her place at for the remainder of the meeting. The Clerk gave Cllr Makewell a Disclosable Pecuniary Interest (DPI) register form for completion within 28 days.

**JM/Clerk**

### 286.05 Police Report: None received.

### 286.06 Chairman's report

The Chairman reported that he was pleased to be able to represent the Parish Council at the Buntingford Civic Reception in June.

He also said he had received information that there is a proposal to produce a leaflet to promote the A10 from Buntingford to Royston as the A10 Heritage Way. This is only a working title at the moment and more details are awaited.

The Chipping AED requires a new keypad, which was found to be not working when checked by Rod Taylor on behalf of the East of England Ambulance Service. Rod has ordered a new one and will fit it within the next week or so.

**286.07 Finance**

**1. Accounts**

<b>Accounts summary 1 May to 30 June 2018</b>	<b>£</b>
<b>Opening bank balance 1st May</b>	<b>17,348.76</b>
Income 1 May to 30 June	2,287.54
Expenditure 1 May to 30 June	<u>1,655.33</u>
	17,980.97
Minus presented cheque 816 from April	<u>148.42</u>
<b>Cashbook balance 30th June</b>	<b>17,832.55</b>
Plus un-presented June cheques 828 & 829	<u>763.03</u>
<b>Bank balance reconciled 30th June</b>	<b>18,595.58</b>

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
30/6	Clerk	Salary April/May/June	604.63	828	LGA 1972 ss112, 151; LA 2011 s41
30/6	HMRC	PAYE 1 <sup>st</sup> Quarter Apr-Jun	158.40	829	LGA 1972 ss112, 151; LA 2011 s41
2/7	S Edwards- ACER	Grass cuts 1-4 of 12	800.00	830	OSA 1906 ss9, 10
2/7	Clerk reimburse	Ink (Cartridge Monkey)	132.30	831	LGA 1972 s111
2/7	Clerk	Mileage etc March/April	21.55	832	LGA 1972 s112
2/7	Clerk Petty cash	Petty cash March/April	7.17	833	LGA 1972 s111
2/7	M Webb	Bus shelters & kiosks 2/6	80.00	834	LG(MP)A 1953 s4 PCA 1957 s1
2/7	S Hall	Litterpick April-May	150.00	835	OSA 1906 ss9, 10
2/7	LCPAS	Annual subscription	80.00	836	LGA 1972 s111
2/7	A Spearman	Refurbishment materials	59.96	837	LGA 1972 s142
		<b>VAT included</b>	<b>22.04</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 performance for first quarter against the 2018/19 budget**

The Clerk presented the position at the end of the first quarter, April to June, which was noted.

Clerk

**286.08 PLANNING**

**1. New Planning Applications:** NONE

**2. Decision Notices**

**3/18/1217/HH Pelican Cottage, Chipping:** Convert part of outbuilding to residential annex. *DECISION AWAITED*

**3. Other planning matters:** NONE

**286.09 Correspondence** – as per the agenda, for information only

- EHC: re Dog bin contract arrangements (286.13.2)
- Milestone Society: re condition of Chipping Milestone (286.15.3)
- Parishioner: re notice boards key (286.15.1)
- Parishioner: re Notice Board refurbishment (286.13.1)

**286.10 Action Plan**

- 1. Water wheel:** Still with Land Registry and is being followed up by LCPAS.
- 2. Buckland kiosk refurbishment:** The Chairman said he is still trying to make arrangements.

Clerk  
JK

**286.11 Events**

**1. Summer event: Agreed for Saturday 15<sup>th</sup> September**

Cllr Noy is organising, including considering pricing and subsidy policy, which will be circulated to councillors for agreement.

JN

Parking will be on the field.

The Clerk to apply for the Temporary Event Notices (TEN) for both the Summer and Fireworks night\*.

Clerk

It was agreed to produce an advertising flyer

JN

It was suggested having something special for children. Cllr Makewell to consider ideas.

JM

**2. Fireworks night, Sunday 4<sup>th</sup> November**

It was noted that there is a £500 budget for the event. It was agreed that Cllr Jones will organise the bonfire, subject to his availability on the night. It was also agreed that the Clerk will apply to EHC for a £200 grant

JJ

Cllr Makewell said she is happy to organise setting off the fireworks, subject to any other arrangements being made.

Clerk

JM tbc

The BBQ to be organised by Cllr Kenyon and Cllr Harrington.

JK/TH

Cllr Noy to organise the gazebo, lighting and bar.

JN

Clerk to apply for the Temporary Event Notice (TEN)\*

Clerk

**286.12 Highways**

**1. 40mph signs painted on road between villages:** No update. No one was sure whether wires across the road at Chipping were part of Highways monitoring traffic speeds.

JJ

**2. Replacement of missing mirror opposite Brookside:** Ongoing. It was agreed to get an update from Cllr Jones. Cllr Makewell said she would organise a mirror if there's a problem.

JJ/JM

**286.13 Parish matters**

**1. Notice Boards:** The refurbishment was noted as having been done in Buckland with those in Chipping to follow. It was agreed that a councillor in Chipping and in Buckland should hold a key; it was agreed for the Clerk to purchase two extra keys.

Clerk

**2. Dog Bins:** The East Herts contract position was noted, with a new annual contract cycle being changed from March to October, beginning October 2018. The contract can be terminated at any time. It was also noted that EHC has had contractor difficulties, which are being resolved, but it might be a while before they can produce a usage report for each of the bins. It was also raised whether the contractor should be leaving new poo bags with the bins when they are emptied. The Clerk to investigate.

Clerk

**3. Chipping Milestone condition:** Update. No response received from the Milestone Society. It was agreed for the Clerk to ask Rod Taylor to advise.

Clerk

**4. State of footpaths in Chipping:** It was agreed that Cllr Kenyon would take a photo of the poor state of the footway by Pelican Cottage. The Clerk to then take it up with Highways.

JK/Clerk

**286.14 Matters received too late for the agenda: NONE**

*It was agreed not to suspend the meeting for public comments*

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

- Chipping Milestone restoration
- Revisions to Governance policy documents
- Emergency Plan update
- Pond working party programme:

Clerk

TH/Clerk

JK

JK

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

**Monday 3rd September, 7.30pm at St Andrew's Church, Buckland**

**The dates for the following meetings were also agreed:**

**Monday 5th November, 7.30pm at the Manor House, Buntingford**

**Monday 16th January 2019, 7.30pm at the Manor House, Buntingford**

**2. September Newsletter**

1. **Editor:** It was agreed the Chairman would ask Cllr Jones if he was available to do it.
2. **Deadlines:** (i) final copy to editor 17th August; OK Press for printing 22nd August  
(ii) Printed copies by 24th August for distribution

**JK/JJ  
ALL/Clerk  
Clerk**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.40pm.

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