



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 297 Monday 4th November 2019, 7.30pm, The Manor House, Buntingford

Cllr Jeff Kenyon (Chair) (JK) *
Cllr Teresa Harrington (TH) *
Cllr Jennifer Makewell (JM) *

Cllr Penny Newman (PN) *
Cllr Jason Noy (JN)

* Denotes present

Also present: PCSO Mark Rippon, David Edwards of Friends of the Rib and Quin
Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 7.30pm.

ACTION

297.01 Apologies for absence

1. Councillors: None received
2. Other apologies: Cllr Jeff Jones

297.02 Declarations of Interest and dispensations

1. Cllr Jeff Kenyon declared an interest in that one of the payments for approval was a reimbursement to him for fireworks purchased for the 1st November event.
2. Dispensation requests: None
3. Dispensation decisions: None

297.03 Minutes of Meeting 295 held on 2nd September 2019

It was unanimously **RESOLVED to approve the Minutes of Ordinary Parish Council Meeting 295 held on 2nd September 2019 as a true and accurate record.** The Chairman signed the Minutes.

Clerk

Minutes of the Extraordinary Planning Meeting 296 held on 2nd October 2019

It was unanimously **RESOLVED to approve the Minutes of Extraordinary Planning Meeting 296 held on 2nd October 2019 as a true and accurate record.** The Chairman signed the Minutes.

Clerk

297.04 Police Report

PCSO Mark Rippon introduced himself as the new PCSO. He gave the following summary of recent recorded incident:

Chipping - 2 incidents:

- 1 x damage to a moped, possibly gang-related
- 1 x house burglary; nothing stolen

Buckland – 3 incidents:

- 1 x criminal damage unspecified
 - 1 x criminal damage of a brick thrown through a window
 - 1 x handbag stolen from a bus passenger while travelling through the village
- No suspects have been apprehended relating to any of these incidents.

PCSO Rippon left the meeting at 8pm; the Chairman thanked him for attending.

297.05 Chairman's report

The Chairman said that he is honoured to be laying the Parish Council's wreath at the Remembrance Day service in Buntingford on 10th November.

He reported that the fireworks event was well attended and was very successful. It was not possible to dismantle the gazebo immediately afterwards and unfortunately during the night a storm destroyed the gazebo. Its value is less than the insurance excess and therefore cannot be recovered. The PC will either have to buy a new one or Cllr Makewell said it is possible that one could be borrowed when necessary.

It had been reported that the defibrillator in Chipping was not working, possibly having been vandalised. Fortunately this was not the case and it only needed new batteries. It is now working perfectly. It was agreed to check with Rod Taylor about an annual service inspection.

JK

Concerns have been received about the closing of The Orchard surgery and the negative impact this will have for the 2,700 patients registered there, including a late report from a parishioner. There are serious questions as to whether the Health Centre will now be oversubscribed. The Neighbourhood Plan allowed for the surgery to remain. It was agreed to record the following report from County Cllr Jeff Jones:

“I am aware of the proposed closure of The Orchard Surgery and attended the patients’ group meeting. I have also met since with the CCG to look at how we improve the doctor surgery provision in Buntingford for the future. I would like to see a new Health Centre at the Nevetts site which is owned by HCC. I am working with HCC on this proposal.”

It was agreed to write to HCC to echo these concerns. The Chairman to ask Cllr Jeff Jones who best to send it to.

Clerk
JK

At this point, the Chairman invited David Edwards of the Friends of the Rib and Quin to address the meeting and outline the proposals for improving and revitalising these (and other) depleted chalk streams. This is already being taken up by Buntingford Town Council. The Parish Council is keen to support the venture.

In summary: the Herts and Middlesex Wildlife Trust are working to try and improve the rivers. The Trust hosts eight partnerships across the Lea Catchment which brings together over 200 individuals representing local groups like FORQ, councils, businesses, landowners and charities, working together at a catchment scale. The Trust’s Sarah Perry is the central point of contact across the groups and supports local action to improve the rivers. She would undertake a free survey in the parish if requested.

The approach is to develop a shared restoration plan for the river in partnership with the local council and landowners. This approach brings people together to develop shared aims for the river, which are written up into a survey report and this can then be lodged with the Parish Council to help champion delivery of the plan.

The Trust has worked with Buntingford Town Council and Ickleford Parish Council as well as a number of private landowners, to develop plans and the outcomes have been very positive. The trust would welcome the opportunity to work with this Parish Council in a similar way.

297.06

Finance

1. Accounts

Accounts summary 21 August to 28 October	£
Opening bank balance 28 October	17,549.39
Income 21 August to 28 October	5,503.60
Expenditure 21 August to 28 October	3,408.94
Minus previous months’ presented cheques	<u>0.00</u>
Available balance (cashbook) 28 October	19,644.05
Plus unpresented cheques	<u>0.00</u>
Reconciled bank balance 28 October	<u>19,644.05</u>

It was unanimously **RESOLVED to accept and approve the Accounts Statement.**

Clerk

2. Cllr Jennifer Makewell, as a non-signatory member, signed the accounts sheet and bank statement to verify reconciliation.

3. Budget vs Actual performance to 28 October

The Clerk provided an itemised statement of the budget vs actual financial position at 28th October 2019, and projected figures to the end of the financial year. Both income and expenditure are broadly in line with the budget. The main differences projected are the budget of £600 for election contingencies is expected to only cost £51 for the uncontested election in May. There was no budget for Events which cost £250 but this was covered by two donations. £909 New Homes Bonus was received which was not in the budget. Including the VAT reclaim, the projected end of year balance is anticipated to be about £2,000 more than was allowed for in the budget against currently known income and expenditure. There is a £50 petty cash float.

It was unanimously **RESOLVED to accept the financial statement.**

The Clerk had produced an analysis of printer ink usage/cost which showed costs of £218 for 2018/19 and £141 for 2019 to date, plus printing time. It was agreed to investigate the cost of outsourcing the printing of the Newsletter.

Clerk

4. Approval / ratification and signing of cheques for payment

All expenditure made under the General Power of Competence

Date	Payee	Item	£	Chq
14/10	Cash	Fireworks for bonfire night	250.00	919
4/11	ICO	Data protection renewal	40.00	920
4/11	S Hall	Litterpick Buckland Oct/Nov	150.00	921
4/11	M Webb	Bus shelters & kiosks Sep/Oct 5of6	80.00	922
4/11	Clerk	Expenses Sept/Oct	31.05	923
4/11	Clerk/petty cash	Petty cash Office Sept/Oct	17.32	924
4/11	Clerk reimburse	Cartridge Monkey ink	169.00	925
4/11	British Legion	Poppy wreath	25.00	926
4/11	Acer (Steve Edwards)	6 x Grass cuts 8-13	1,200.00	927
4/11	J Kenyon (reimburse)	Bonfire night BBQ expenses	80.71	928
4/11	BTC	Room hire 2nd October	17.50	929
		Recoverable VAT included	28.17	

It was **RESOLVED to approve the payments as listed.**

Clerk

5. Budget and Precept for 2020-21

The Clerk presented a possible budget scenario for consideration. A full discussion ensued and it was agreed that £100 should be added annually to the budget to build a reserve as a contingency for replacement AED cabinets as when necessary. It was also agreed that the sum paid to the litter pickers should match the sum of the litter pick grant received from EHC. The litter picking payments are to be adjusted for 2020/21 to reflect this. The Parish Council was very aware that the precept has been held at a nominal level for the last 10 years, income having been heavily supported by the Solar Farm payments and New Homes Bonus grant. These payments have now stopped and in order to be financially secure, and having considered all other known income and expenditure, it was unanimously **RESOLVED to increase the precept from £5,195 to £8,500 for 2020/21. The budget was approved accordingly.**

Clerk

297.07 PLANNING

1. **New Planning Applications:** NONE

2. **Decision Notices**

3/18/1833/FUL Pelican Cottage, Chipping: Amended: Decision awaited

3. **Other planning matters, including late applications received**

- No late applications received.
- The Hyde Hall festival application for an annual summer event was noted. Concerns had been expressed by parishioners that traffic could impact the parish. The application indicated that proposed access and exit routes did not seriously affect the parish. The Parish Council is not a consultee since this is in North Herts matter and therefore outside this PC's District.

297.08 **Correspondence** – noted as per the agenda, for information only:

- UK Power Networks: seeking tree/land ownership over FP12 by Buckland House
- HAPTC/NALC: Information on new Website Accessibility Regulations
- HAPTC: Information on National VE Day celebrations, 8th May 2020
- HCC: Consultation on A507 HGV restriction (297.10.2)

297.09 **Action Plan:**

1. **Buckland kiosk refurbishment:** It was agreed that the Chairman would look at local small ads to see if a decorator can be found to do the work.

JK

297.10 Parish matters

1. Buckland Common hedge trimming. Cllr Baxter-Newman reported that this has now been completed.

2. Highways.

- The A507 consultation was noted and the possible impact on the A10 of HGV route changes was discussed. No action was agreed.
- Cllr Baxter-Newman drew attention to the poor condition of the footway from Whitely Lane northwards that needs to be improved.

3. Grass cutting contract.

Three potential contractors will be invited to tender following the announcement by Steve Edwards (Acer) that he is retiring. It was agreed to aim not to increase the annual cost above the current level and that the specification may have to be tailored to fit the budget.

Clerk

4. River Rib and Quin project

Discussed earlier with David Edwards.

JK/PN/
ALL

5. The Christmas carol service: It was noted that this will be at St Andrew's Church, Buckland at 6.30pm on Saturday 21st December.

- On a different matter, the Clerk said that advice had been received from the Information Commissioner, via EHDC, advising that, as a minimum, parish councillors should have a dedicated email address rather than use their own personal emails for Parish Council business. The simplest and cost-free solution would be to create Parish Council gmail addresses for each member. It was agreed this should be done. The Clerk to follow up.

Clerk

297.11 Events

1. Bonfire/Fireworks night, Friday 1st November.

The Chairman gave a report earlier in the meeting at 297.05

2. It was agreed to consider at the next meeting the National 75th Anniversary of VE Day as a possible date for the 2020 Summer event. May 8th will be a public holiday.

297.12 Urgent matters received too late for the agenda: NONE

Public Comments: *No members of public were present.*

297.13 Items for future agendas:

- Revisions to Governance policy documents (Clerk/all)
- Emergency Plan update (Cllr J Kenyon)
- 2020 Summer event: Possibly 8th May WWII 75th anniversary (January meeting)
- Water Wheel – with Land Registry (Action Plan)
- Chipping Milestone: Update on restoration and repositioning possibilities
- Churchyard: Compost heap location, removal/disposal of plastics etc: update (Cllr J Kenyon)
- Public Rights of Way: Definitive map of PRoW and other footpaths: update Julian Thornton (Cllr J Kenyon)

297.14 1. Date of next meeting: Monday 13th January, at 7.30pm in The Manor House, Buntingford.

Cllr Jeff Kenyon gave advance apologies for his absence. It was agreed that Cllr Jen Makewell would chair the meeting.

2. January Newsletter. The following were agreed:

- 1. Editor:** Shared Cllr Teresa Harrington and Cllr Penny Baxter-Newman
- 2. Deadlines:** (i) Copy to editor: by 23rd December (TBA)
(ii) OK Press to the Clerk: 30th December; Print 2nd January
Printed copies 3rd January

TH/PN
ALL
TH/PN
Clerk

3. The March meeting will be on Monday 9th March at 7.30pm in The Manor House, Buntingford.

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10.25pm.

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