



# Buckland & Chipping Parish Council

Clerk: Colin Marks

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## MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 317

Monday 14<sup>th</sup> November 2022, 7.30pm, The Manor House, Buntingford

CLlr Jeff Kenyon (Chair) (JK)\*

CLlr Helen Dauris\*

CLlr Aubrey Holt (AH)\*

CLlr Jennifer Makewell (JM)

CLlr Robert Arkle

CLlr Penny Newman (PN)\*

\* Denotes present

Also attending: 3 members of the public, Henry Moore of the CCT

Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

**ACTION**

The Chairman opened the Meeting at 7.30 pm

### 317.01 Apologies for absence

Councillors: CLlr Robert Arkle: Unwell. **Accepted**

Other apologies: None

It was noted that councillors who do not attend a Parish Council meeting for a period of 6 consecutive months without submitting an apology with a valid reason that is approved by the Council before the end of the 6-month period, are automatically disqualified from office (LGA1972, Section 85). It was agreed the Chairman will write to all members reminding them of their duty.

JK

### 317.02 Declarations of Interest and dispensation requests

Interests: None declared

Dispensations: None requested

### 317.03 Approval of Minutes

**RESOLVED: that the Minutes of Parish Council Meeting 316, held on 3<sup>rd</sup> October 2022 be approved.**

*It was raised that the minuted date of the January Meeting was subsequently changed from the 5<sup>th</sup> to the 4<sup>th</sup> without discussion with the full Council. The Chairman explained this was because the Manor House was subsequently found to be unavailable on the 5<sup>th</sup>. The Chairman signed the Minutes.*

### 317.04 Police Report

The Chairman read the following report:

8 Crimes and incidents reported since last meeting (12<sup>th</sup> Sept - 11<sup>th</sup> Nov 2022):

5 x violence against the person\*

1 x sexual offence (internet)

1 x theft

1 x criminal damage

\*Category ranges from assaults with or without injury, threats, harassment and malicious communications. These 5 reports involved parties living in the same household.

#### OWL

General East Herts messages:

Scam and rogue trader alerts

Staying safe during Halloween and Bonfire night

Buckland & Chipping specific messages:

None

#### What we've been doing

Local Neighbourhood Policing Priorities from Sept to Dec 2022:

Acquisitive Crime: Work to prevent oil thefts from schools

Speeding: Address speeding near rural schools

Deterring fly-tipping: Reduce fly tipping in rural communities through high visibility presence and proactive work with partner agencies.

Upcoming events: None given

**317.05 Finance**

**1. Accounts: 1<sup>st</sup> September – 31<sup>st</sup> October 2022**

	£
<b>Opening cashbook balance 1 September</b>	<b>21,363.15</b>
Income to 31 October	4,540.00
Expenditure to 31 October	<u>2,101.00</u>
<b>Cashbook balance 31 October</b>	<b>23,802.15</b>
Unpresented cheque R Arkle 04/07/22	30.40
<b>Reconciled bank balance at 31 October</b>	<b><u>23,832.55</u></b>

**RESOLVED: To approve the 31<sup>st</sup> October 2022 accounts statement**

**2. RESOLVED: To approve the 31<sup>st</sup> October 2022 cashbook and bank reconciliation.** Cllr Aubrey Holt signed the reconciliation statement.

**Clerk**

The payments made to F Cooper & Sons and the number of cuts they invoiced for the year were questioned because 1) the invoices did not tie up with the original quote; 2) because of the exceptionally dry summer, the number of actual cuts was doubted. The Clerk was asked that Coopers check their works diary and identify on what dates the grass was cut. It was further agreed that other contactors be identified for 2023.

**Clerk**

**Clerk/JK**

**3. Budget vs Actual performance to 14<sup>th</sup> November 2022**

The Clerk provided an itemised statement of the budget vs actual performance to 14<sup>th</sup> November 2022. Summary:

Income Budget £11,250; Income to date £12,782, including £618 VAT reclaim for 2021/22.

Net expenditure budget £11,200; net expenditure to date £7,825

There is an unused £50 petty cash float.

The expenditure is within budget, but it was noted that additional to the VAT reclaim, the EHC litter picking grant exceeded the income budget by £314. The currently projected year-end bank balance at 31<sup>st</sup> March is £20,198, a surplus of £1,373 for the year.

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

**Clerk**

**4. FORQ (Friends of the Rib & Quin)**

**RESOLVED: To donate £50 to FORQ.**

**Clerk**

**5. Jubilee and Summer event costs**

It was noted that the event dates had been corrected on the Clerk's cost breakdown and the £356 cost item had been explained satisfactorily.

**6. Approval / ratification and signing of cheques for payment**

*All expenditure made under the General Power of Competence*

Chq	Payee	Item	£	VAT incl
1111	Clerk reimburse	Prontaprint Newsletter	56.00	
1112	M Webb	Bus shelters Sept/Oct 5 of 6	80.00	
1113	S Hall	Buckland litter pick Oct/Nov 6 of 6	190.00	
1114	Dale Holt	Chipping litter pick Oct/Nov 4 of 6	190.00	
1115	Clerk C Marks	Expenses October/November	35.06	
1116	TEEC Ltd	Annual Website hosting	155.99	26.00
1117	Citizens Advice Serv.	Donation	50.00	
1118	Royal Br Legion	Poppy wreath	25.00	
1119	FORQ	Donation	50.00	
1120	Clerk C Marks	Salary Oct-Dec	526.70	
1121	HMRC	PAYE 3rd Quarter Oct-Dec	131.80	
1122	Penny Newman	Reimburse: Chairs for the church	40.00	
1123	MJD Hughes Ltd	The Countryman survey grant	1800.00	300.00
		<b>Recoverable VAT included</b>		<b>326.00</b>

**RESOLVED: to approve the payments as listed.**

**Clerk**

## 7. Draft Budget and Precept 2023/24

The Clerk presented a draft budget based on the projected financial position at the end of the 2022/23 financial year and taking into account known circumstances that will affect income and expenditure in 2023/24.

It was noted that East Herts Council has now confirmed that it will no longer support parish litter picking with a grant (£2,664 in 2022). Instead, new litter-bin maintenance contracts from April 2023 will include a litter picking element, although there is a consensus that it is very unlikely the litterpicking will be done to an acceptable standard. Therefore, the draft budget included keeping the existing litterpickers at the Parish Council's expense, the cost being covered, if necessary, via the precept. This approach was agreed in principle.

It was also noted that budget difficulties at both County and District will mean that County councillors may lose, in part or in total, their locality budgets. This means that locality grant funding might not be available for events as it has been in the past. Therefore, the cost of events was also considered, in particular the 2023 coronation, summer event and fireworks event.

Projections indicated that an increase in the precept from £9,000 to £9,500 in 2023 and again from £9,500 to £10,000 in 2024 could see a financial deficit of approximately £3,700 and £2,850 respectively in those two years, depending on the cost of, for example, events and the grass cutting contract.

It was agreed to make a final review of the draft budget and to decide on the 2023/24 precept at the 4th January Parish Council meeting.

Clerk

## 8. St Andrew's eco-toilet

The installation of an eco-toilet in the churchyard was discussed and the following plan of action was agreed:

1. Discuss ideas with the PCC and CTT to ensure there is an agreed objective.
2. Get costings of various options.
3. Get public opinion, including on a suitable location – suggested as an item for the Annual Meeting of the Parish Electorate in May.

The Chairman to make the initial approach to the PCC and CCT.

JK

### 317.06 PLANNING

#### 1. New Planning Applications:

#### 2. Decision Notices

**3/22/1587/FUL Flint Cottage, Buckland:** Demolish storage buildings; erect 3-bed dwelling.

*The Parish Council objected to this application.*

*Decision awaited*

It was noted that yellow planning notices were not posted, thereby denying residents the opportunity to comment due to lack of local awareness. The Clerk was asked to write to EHDC Planning to make a complaint about this.

Clerk

#### 3. Other planning matters and late applications received: None

### 317.07 Correspondence – noted as per the agenda, for information only:

- Parishioner/County Cllr: concerns about tree works by Rectory Close/Water Wheel land
- PCC: Request that churchyard grass not be cut too close to 11<sup>th</sup> November (funeral)
- F Cooper: grass cutting requirements and 2022 and 2023 costs
- Offer of acquiring stacking chairs (317.08.2.6)

### 317.08 Parish matters

#### 1. Highways

1. HCC winter salt update: The salt has been delivered to the A10/Barkway Road junction.

#### 2. St Andrew's Church and Churchyard

1. Matters raised with the CCT, including lighting, update: Henry Moore had no update.
2. Church war memorials cleaning/refurbishment: The Chairman and Henry Moore to meet to discuss what can be done.  
Chairman Jeff Kenyon reported that he had laid a Royal British Legion poppy wreath at the war memorials at 11am on 11<sup>th</sup> November.

FOSA

JK/FOSA

- 3. Maintenance of the track to the church update: Chairman Jeff Kenyon agreed to speak to an alternative contactor about undertaking this work. JK
- 4. Churchyard eco-toilet: This was discussed earlier under agenda item 317.05.8 Clerk
- 5. Request for a storage shed in the churchyard: The Chairman said this should be raised with the PCC together with the eco toilet. JK
- 6. Additional stacking chairs for the church.  
Additional to the stacking chairs already agreed and purchased from Christmas Barns for £40, Cllr Penny Newman said a further 18 or 20 are available at no extra cost. These would replace some of the wooden chairs currently in the church that are in a very poor condition. Henry Moore of the CCT is in favour of this. **RESOLVED: to accept the additional chairs at no cost.** PN

**3. Water Wheel land maintenance**

It was reported that some strimming has been done, but it is uncertain by whom. The Clerk reported that Frank Cooper had not yet responded to the request for a quote to include this on the works schedule. Clerk

- 4. **Buckland Common/Back Lane access by Moat Corner:** Chairman Jeff Kenyon said he will follow this up. JK

**5. Queen’s Green Canopy initiative**

Cllr Aubrey Holt reported that 105 trees have been delivered and heeled in pending being planted at agreed locations in Buckland Bottom, Sandon Road and some hedges. Together with his father, he is proposing to plant the majority in the next month or so and the balance a little later on. It was suggested that an invitation could be made in the January Newsletter for children and parents to get involved in some of the planting. AH

- 6. **Buckland phone box contents:** No update received. AH

- 7. **Parish Information boards (Buckland in particular) and church signpost:** Chairman Jeff Kenyon to progress with Mr Tony Spearman. JK

- 8. **Buckland bus shelter (southbound) damage to glass.** The Clerk to chase the glass company that repaired it last time (they are very busy and may have to sub-contract the job). Clerk

**9. The Countryman ACV moratorium update**

Cllr Aubrey Holt gave an update of the current position. About 40 people attended a meeting at the church and a working group was created. There was a good response to the community survey and a business plan is being drawn up. Funding sources and advisory bodies have been identified and are being engaged. A survey is being arranged with an evaluation for business sustainability etc. A quote of £1,500 (excl VAT) has been received from MJD Hughes Ltd; this is considerably cheaper – possibly half – what might be anticipated. The Parish Council was asked to consider making a loan to the Working Group for the purchase of the survey. After considerable discussion, the Clerk advised the Council that under the General Power of Competence it had the power to pay for the survey but recommended it be made as a donation to the community. There are adequate funds in the reserves to cover the donation. **RESOLVED: That upon receipt of a VAT invoice, MJD Hughes be paid £1,800, incl VAT, for the survey. This decision to be ratified at the January Meeting.** AH/  
Clerk

- 10. **Carol Service, 4pm 17<sup>th</sup> December, at Andrew’s Church:** Event noted.

**317.09 Events**

**2023 Events**

**1. Report on cancelled Bonfire and Fireworks Night, Sunday 6<sup>th</sup> November 2022**

The Chairman said it was regrettable that the event had to be cancelled due to lack of people being available to oversee the event. Cllr Dauris said the event should not have been cancelled without the full Council’s agreement. The Chairman said that without an adequate number people committing to arrange and oversee the fireworks and the bonfire, especially those with experience of such public events, it could not safely go ahead.

**2. Risk assessments, regulations and insurance requirements for future events**

It was agreed that these require be fully explored and covered for future events.

**3. Coronation event 2023**

The Working Group is to consider the possibility of joining forces with another parish to celebrate the Coronation in May 2023, including whether parishioners want to celebrate the event in their own community.

**JK/  
Working  
Group**

**4. Late Summer event, 9<sup>th</sup> September 2023**

The Working Group produced a budget of about £960 for the event, which was discussed. The hire/availability of the field is to be confirmed with Suzanna Hodge. Chairman Jeff Kenyon said the Parish Council could not agree to being responsible for a bouncy castle since it could expose the Council to unacceptable risk and liability for injuries or worse. A TEN (Temporary Event Notice) for drinks and music will have to be arranged by the organising supplier/vendor. It was agreed to proceed, but the impact on the 2023/24 budget will have to be monitored and the necessary risk assessments be in place.

**5. Fireworks & Bonfire night, November 2023**

It was agreed that if this is to go ahead, it should be advertised well in advance and a list of volunteers be willing to be involved drawn up in order to avoid a repeat of this year’s last minute cancellation.

**317.10 County and District Councillor reports:** No reports provided.

**317.11 Urgent matters received too late for the agenda.**

- None raised

***Suspension of meeting for Public Comments:***

The meeting was suspended at 11.15pm

Mr Henry Moore of the CCT drew attention to various events and activities that could use the church as a venue, eg:

- School Learning Workshops – leaflets were produced on how to run these.
- Plays and theatre productions via Robin Hatcher Productions. There is the possibility of a doing a play event in May. The chairman to follow up with information for the Newsletter and to diarise an event. Henry Moore drew attention to a form to be completed to identify needs for such an event.

**JK**

The meeting was called to order at 11.25pm

**317.12 Items for future agendas**

Chipping Milestone restoration and possible move to more appropriate location

**JK**

Emergency Plan update (Cllr J Kenyon)

**JK**

Public Rights of Way FP and definitive Map: update (Cllr J Kenyon/Nicholas Maddex)

**JK**

Clearance of the footway south of Buckland – not anticipated until 2023/24

**317.13 Date of next Parish Council Meetings:**

1. 7.30pm Wednesday 4<sup>th</sup> January 2023, The Manor House, Buntingford
2. 7.30pm Monday 13<sup>th</sup> March 2023, The Manor House, Buntingford (TBC).

**Clerk/JK**

The date of the May 2023 meeting will be determined by the election date.

**317.14 January Newsletter**

1. Editor: Cllr Jeff Kenyon

**JK**

2. Deadlines: (i) Final copy to editor: 12<sup>th</sup> December

**ALL**

(ii) Ok press for printing to Clerk: 16<sup>th</sup> December latest

**JK/RA**

(iii) 140 Printed copies by 20<sup>th</sup> December (Printed by Prontaprint)

**Clerk**

(iv) Distribution: By 28<sup>th</sup> December

**JK/PN**

There being no further business, the Chairman apologised that the meeting had run so late, thanked everyone for attending and closed the meeting at 11.30pm.

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