



Buckland & Chipping Parish Council

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MINUTES OF MEETING No 322 BUCKLAND & CHIPPING PARISH COUNCIL

Ordinary Parish Council meeting

Held on Monday 4th September 2023 in St Andrew's Church, Buckland

PRESENT: Cllr Robert Arkle (Chair, RA), Cllr Jeff Kenyon (JK), Cllr Penny Baxter-Newman (PN), Cllr Debbie Thompson (DT).

In attendance: Caroline Scott, Locum Clerk. One member of the parish (arrived 19:40)

The Chairman welcomed councillors to the Parish Council Meeting 322 and the meeting commenced at 19:30

		Proposed/2 nd	Vote	Action
322.1	To receive and approve apologies for absence 1. Helen Dauris - approved	RA/PN	4	
322.2	Declarations of Interest and dispensations 1. To receive declarations of interest from councillors on items on the agenda - None 2. To receive and consider members' written requests for dispensations for declarable interests – None 3. To grant any requests for dispensation as appropriate - none			
322.3	Minutes: 1. Approval of Minutes: Ordinary Parish Council Meeting 321, 3 rd July 2023 - Approved	JK/RA	4	
322.4	Reports to the Council Police – one incident in Buckland – theft of a number plate No district councillors present			
322.5	Public Comments: Limited to 15 minutes Parishioner commented the wooden sign for the bridleway has been uprooted – JK reported it is on the list of items to be quoted for along with the village furniture Parishioner commented on the being able to add to the bonfire – RA reported that it is not being encouraged at this point due to wildlife making it a home			
322.6	Finance 1. To approve the accounts statements Approved	RA/JK	4	
	2. To note the reconciliation of the Accounts and Bank Statement	JK/PN	4	RA signed
	3. To note the 2023/24 budget vs actual performance	JK/RA	4	
	4. To approve the list of payments	All payments approved JK/RA	4	Clerk
	30 Complete Gardening INV-0016 £280.00			
	32 Complete Gardening INV-0022 £280.00			
	33 Complete Gardening INV-0031 £280.00			
	34 Town House Publishing Limited (The Listings) 0022886 £ 70.20			
	35 WC Portables Ltd 11096 £300.00			
	36 Starboard Systems Limited (Scribe) INV-4228 £543.60			
	37 Naomi Longcroft Aug-sept 2023 litter £190.00			
	38 Dale Holt Aug-sept 2023 litter £190.00			
	39 M Webb Aug-sept 2023 clean £ 80.00			
	40 HAPTC – new cllr training 2324/244 £ 17.00			

	41	Caroline Scott	Clerk Salary	£493.48				
	42	HMRC	PAYE	£123.20				
	43	Robert Arkle	Prosecco for coronation	£ 45.00				PN & Clerk
	PN & CS to meet with M Webb to discuss expectations Letter to neighbours of telephone box in Buckland							
	5. Internal Audit 2024 – Hertfordshire Internal Audit Service – Agreed, ToR signed				PN/JK	4		Clerk
	6. Request for a grant from Citizens Advice Bureau – Agreed £50 donation (Scribe 46)				JK/PN	4		Clerk
322.7	Planning New Applications: Stansted Air Noise Survey Buckland and Chipping is not within the noise area, therefore we are not affected directly. Respond to the email and comment that it has been noted and is outside our area, thank you for the consultation Water wheel, the council have been approached by Bidwells to have the opportunity to purchase the Water wheel, a short discussion concluded that more information was needed and no decision could be made. Clerk to investigate more JK commented the black barn next to A10 in Buckland is in a state of disrepair, - Bidwells (Mexborough Estates) to be contacted to make the building safer							Clerk
322.8	Policies & Procedures 1. Health and Safety – Approved				RA/JK	4		
322.9	Reports from Working Parties and Committees 1. October Newsletter: 1. to agree an editor – Robert Arkle 2. to agree deadlines for (i) copy, and - 16th October 2023 (ii) ok press, and printing, and by 20th October (iii) delivery – by 28th October				JK/DT	4		RA to edit
	2. Summer Event Working Party All is coming together, 9 th September 2023, need more volunteers, the TENS has been completed and agreed, Isobel Hospice are attending. Classic motorbikes are now coming. Water is available, paperwork is all completed, risk assessments are complete							
	3. Bonfire and Fireworks night Working Party £300 received from CC, porta loo was considered and not thought needed BBQ – parishioner has offered to help with BBQ, volunteer has come forward for building the bonfire. Risk assessments are available to update. Need to assign person responsible for BBQ, bonfire and fireworks							
	4. Remembrance Day – wreath – Agreed to buy				RA/PN	4		Clerk
	5. Staffing Committee All councillors are invited to the staffing committee Staff review Monday 15 th January 2023 7pm to be confirmed							All
	6. D-day 80th Anniversary 6th June 2024 Clerk to keep council up to date							
	7. St Andrew’s Church and Churchyard: possible Warm Space Grant No grants available at the moment – keep up to date with any new grants available							Clerk

	8. To consider signing the Armed Forces covenant Agreed – Signed, To be uploaded	JK/PN	4	Clerk
	9. Water Wheel land maintenance No maintenance of the wheel needed, grass cutting is sufficient			
	10. Working Group matters as raised with the CCT, including lighting and war memorials: (JK to report) JK has not been able to meet with the CCT member, JK will try to contact again to discuss lighting			JK to chase CCT
	11. Cool Spaces Grant This was discussed and a note to be put on the village WhatsApp group to make people aware the Church is a cool space where anyone is welcome			RA
322.10	Urgent matters received too late for inclusion on this agenda (for full consideration on the next agenda) - none			
322.11	To note items for future agendas: And to receive any other items for future consideration – Water wheel sale – more information is needed before being brought to Council			
322.12	Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 6th November 2023, Meeting Rooms, Buntingford			

Chair thanked all attendees, Meeting concluded 20:54