



Buckland & Chipping Parish Council

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MEETING No 319 of BUCKLAND & CHIPPING PARISH COUNCIL

Ordinary Parish Council Meeting

Monday 13th March 2023 at 7.30pm in The Manor House, Buntingford

To: Cllrs Robert Arkle, Penny Baxter-Newman, Helen Dauris, Aubrey Holt, Jeff Kenyon, Jen Makewell
You are summoned to attend Meeting No 319 to transact the business on this agenda

Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business.

Please note that Public participation is not permitted, except during the time designated for public comments.

Signed: Robert Arkle - Acting Clerk to the Parish Council

Date: 5th March 2023

AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

319.01 **Resolve to appoint temporary clerk for administrative purposes**

319.02 **Apologies for absence**

1. Councillors (stating the reason)
2. Other apologies

319.03 **Declarations of Interest and dispensations**

1. To receive declarations of interest from councillors on items on the agenda (*including non-pecuniary, with the nature of the interest*). *Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.*
2. To receive and consider members' written requests for dispensations for declarable interests (if any)

- 319.04 Approval of Minutes:** Ordinary Parish Council Meeting 318 4th January 2023
- 319.05 Parish Clerk vacancy:** Resolve to consider application for Locum Parish Clerk / RFO to be appointed on Monthly contract for 18 Hours/month at NALC SCP6
- To consider excluding public and press under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 for the discussion of confidential business.
- Consider application received and Resolve application.
- 319.06 Public Comment: Suspension for public Comment Limited to 15 minutes**
- 319.07 Police Report.** Opportunity to receive a report from the safer Neighborhood team
- 319.08 To Receive County and District Councillor reports**
- 319.09 Finance**
1. To approve the Accounts Statement
 2. To approve the reconciliation of the Accounts and Bank Statement
 3. To note the 2022/23 budget vs actual performance to date
 4. To approve the list of payments
 5.
 1. To note completion of move from Barclays to Unity Trust Bank
 2. To ratify Cllr Helen Dauris as a bank signatory
- 319.10 Staffing Committee:** Resolve setting up staffing committee for future appointments
- 319.11 PLANNING**
- 1. New Applications: None**
 - 2. Decision Notices:** For information only

3/22/1751/HH 5 Brookside, Chipping: Single storey rear extension. **GRANTED**

3/22/1587/FUL Flint Cottage, Buckland: Demolish storage buildings; erect 3-bed dwelling. *Awaited*
 - 3. Other planning matters or applications received too late for the agenda**

319.12 **Correspondence:** To note the list of correspondence (*list below, for information only*)

319.13 **Parish matters**

1. St Andrew's Church and Churchyard:
 1. Eco-toilet for the churchyard, with appropriate wheelchair access: update (317.05.8 refers)
 2. Update on request to erect a storage shed in the churchyard
 3. F Cooper: Diary of grasscutting dates undertaken in summer 2022 to support invoices.
 4. To consider parishioner's request that flower arrangements be placed in the church windows
2. Buckland Common/Back Lane - access by Moat Corner
3. Queen's Green Canopy initiative: Update on planting of trees
4. Update on damaged glass in Buckland bus shelter: To note the glass has been replaced
5. Update: The Countryman PH ACV
6. To consider providing Coronation celebration mugs for parish children
7. To consider new grass maintenance quotes and contract for 2023
8. To consider signing the Armed Forces covenant

319.14 **Parish Council elections, Thursday May 4th 2023**

1. To note election timetable for nominations of those wishing to stand etc; to note guidance for candidates; and to consider promoting participation.
2. Voting to take place in the Countryman between 7am and 10pm
3. To note government changes requiring voter ID (to include in Parish Newsletter)

319.15 **Events 2023**

1. Risk assessment, regulations and insurance arrangements to be finalized
2. Coronation- Monday 8th May to be confirmed, together with details and Venue
3. Update: Late Summer event 9th September 2023 working Group update

319.16 **Urgent matters** received too late for inclusion on this agenda (for full consideration on the next agenda)

319.17 **To note items for future agendas:** And to receive any other items for future consideration:

- Chipping Milestone restoration (Cllr R Arkle)
- Emergency Plan update (Cllr J Kenyon)
- Cleaning / Refurbishing war memorials
- Contents of Buckland Telephone box
- Parish Notice Board Refurbishment
- Public Rights of Way FP and definitive Map: update (Cllr J Kenyon/Nicholas Maddex)
- Clearance of footway south of Buckland – *Not anticipated until 2023-24*

319.18 **To confirm date of May Meetings: Commencing 7pm, Monday 22nd May, St Andrew's Church, Buckland**

1. 7pm Annual Meeting of the Parish Electorate (Note: This is NOT a Parish Council Meeting)
2. 7.30pm approx Annual Meeting of the Parish Council (Meeting 320)
3. 7.45pm approx Ordinary May Parish Council Meeting (meeting 321)

319.19 To confirm date of June Parish Council Meeting Mon 12th June (meeting 322)

319.20 May Newsletter:

1. To Agree an editor- and deadlines for Printing
2. Flyer for Coronation event

Correspondence list for Agenda item 319.12: (for information only – refer to agenda item for action)

- The Pensions Regulator: Re-declaration deadline 29th June 2023
- EHC: Confirmation of Polling arrangements for May 2023 (319.10.2)
- EHC: Voter ID requirements for May 2023 (319.10.3)
- CGS Hall: Grass cutting contract quote (319.09.11)
- Citizens Advice Service: Thank you for donation
- EHC: Availability of March electoral register if needed
- HAPTC: Notice of Section 137 expenditure limit 2023/24 (£9.93)
- HAPTC: Armed Forces covenant (319.09.12)
- Letter from prospective Locum Clerk/RFO (319.05)