



# **Buckland & Chipping Parish Council**

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## **MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 260 Monday 2 March 2015 at The Manor House, Buntingford**

**PRESENT:** Cllr Jeff Kenyon, Chairman (JK); Cllr Jeff Jones (JJ); Cllr Teresa Harrington (TH); Cllr Marion Ling (ML); Cllr Mell Trewin (MT)

Members of the public: two

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

The Chairman welcomed everyone to Parish Council Meeting 260 and opened the meeting at 8pm

### **ACTION**

#### **260.01 Apologies for absence**

1. Councillors: None
2. Other apologies: PC Sgt Duncan Wallace

#### **260.02 Declarations of Interest and dispensations**

**Interests:** Cllr Harrington in respect of £5 reimbursement for Newsletter delivery

**To receive written requests for dispensations:** None

**To consider requests for dispensations:** None

#### **260.03 To approve and sign Minutes of Parish Council Meeting 258, 5 January 2015**

It was proposed, seconded and unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 258 as a true and accurate record.**

**Clerk**

#### **260.04 To approve and sign Minutes of Extraordinary Parish Council Meeting 259, 9 February 2015**

Cllr Harrington proposed that the wording of Minute 259.6.8 be changed from “financial support” to “consideration” to more accurately reflect the residents' request regarding sheep grazing the churchyard. It was proposed, seconded and unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 259, with the amended wording, as a true and accurate record.**

**Clerk**

#### **260.05 Police Report**

PC Dave Miller sent the following report, dated 28th February:

No Crime reported in the last 28 days.

No calls to Police via 999 or 101 number.

Other Information:

Our car stopping operation occurred at the Sainsbury depot during the early part of the month. We stopped over 380 cars, seized 2 for no insurance and others were reported for various offences. VOSA were on site and dealt with offences, Trading Standards, Environmental Health & HMRC Customs assisted.

1 x Person arrested in Bridgefoot, Buntingford on suspicion of theft, currently on Police bail until middle of March whilst officers' conduct the investigation.

The area as whole (East Herts Rural) has had some Burglary Dwelling offences; although this crime is extremely rare it can be upsetting. It seems that offenders are using unknown items to force a door or window at the rear.

Officers & PCSOs will now be attempting to sign up more residents to the OWL system, the aim behind this is to get the message further afield. We do also still use our Twitter account @EHertsRrIPolice to convey messages if you want to check it out.

## 260.06 Chairman's Report

The Chairman noted that the bus shelters had received their very welcome first clean, and there was every hope that the bi-monthly cleaning programme would show a continued improvement in their appearance. He also noted that the 40mph signs on the A10 were being set up for repainting.

## 260.07 Finance

### 1. Accounts

The Clerk explained that in order to present a clear picture of the financial position he had created an accounts statement based on all expenditure from 1 September 2014. There was a difficulty in that he did not yet have access to the Council's bank account and therefore could only reconcile the accounts up to the date of the last bank statement dated 6th February 2015. The Clerk said he intended to produce a similar accounts statement for the period 1st April to 31st August. The Clerk also pointed out that there were two cheques from September and November that appear to have not been banked, but this could not be verified without sight of a current bank statement. The September cheque, if not banked, would now be out of date. The Clerk said he would follow this up as soon as the bank mandate changes had been authorised by Barclays, enabling him to access current information. It was also noted that there were five cancelled cheques within the period. The Clerk said that would not happen in future.

Accounts Summary:	£
Opening balance, statement 128 01/09/14	19,937.25
Income 01/09/14 to 06/02/15	1,940.00
Expenditure 01/09/14 to 09/02/15	4,093.82
August cheques banked after 01/09/14	<u>342.00</u>
Reconciled to bank statement 138 06/02/15	17,441.43
Unpresented cheques as at 09/02/15	<u>1,140.48</u>
Balance available to Council	<u>16,300.95</u>

Cllr Jones said he was very pleased to see the accounts presented in a readily understandable format. Following a proposal and second it was unanimously **RESOLVED to accept the accounts statement as presented.**

### 2. Signing of cheques for payment

02/03/15	C Marks, Clerk	Reimburse Parish Council laptop	£299.99	100596	LGA 1972 s111
02/03/15	C Marks, Clerk	Expenses Feb	£50.14	100597	LGA 1972 s111
02/03/15	M Webb	Cleaning 4 bus shelters Feb	£50.00	100598	LG(MP)A 1953 s4; PCA 1957 s1
02/03/15	Buntingford TC	Room Hire Jan & Feb 2015	£32.00	100599	LGA 1972 s133
02/03/15	EHDC	Emptying 4 dog bins 1/3 to 31/3	£62.50	100600	OSA 1906 S10(b)
02/03/15	C Marks, Clerk	Prontaprint: newsletter	£31.90	100601	LGA 1972 s142

Cllr Jones questioned why the Newsletter had been printed at Prontaprint and said it should have been printed on the Council's printer that was in his possession. The Chairman explained that he made the decision for expediency because of file transfer difficulties created by the new laptop not yet being compatible with the old email protocol. Cllr Jones disagreed and asked for it to be minuted that advertisers had been let down by being excluded and the printing had unnecessarily wasted £31.90 of the PC's money. The EHC invoice for emptying dog waste bins for March was discussed. Some members had not appreciated that the contract was for a year and that the invoicing would be on a monthly basis. It was agreed to ask EHC for feedback on their usage.

Clerk

Following a proposal and second it was **RESOLVED to approve the signing of the cheques as presented. Cllr Jones abstained.**

Clerk

**3. Bank Mandate change**

The clerk had prepared mandate change papers authorising the change of contact name and address to that of the new Clerk. These were signed at the end of the meeting by Cllrs Kenyon and Jones.

Clerk

**4. New Transparency Code for Smaller Authorities**

The Clerk explained the implications of the new code that would come into force in April and that would require changes to the preparation and publication of the Annual Audit, the publication of accounts information, and the publication of draft Minutes.

Clerk

**5. Internal Audit Review**

There was a need to find a new internal auditor. The Clerk said he would investigate. Cllr Jones said he too would make enquiries. The Clerk said the internal audit should be done before the May meeting.

Clerk/JJ

The clerk said he would look at and update as necessary the Council's Financial Regulations.

Clerk

260.08

**Planning**

**New Planning Applications:** NONE

**Decision Notices:** NONE

260.09

**Correspondence:** for information only and was noted as per the agenda:

Sir Oliver Heald MP: Acknowledgement of petition for mechanism to delay planning applications

T Williams: HGV access through Barkway Lane and speed restrictions (260.15.3 and .4)

EHC Alison Poulton: Dog bin schedule and invoicing (260.7.2)

Parishioner: Litter problems in Buckland (260.15.5)

Strutt & Parker (Mexborough/Bucklandbury): securing listed Mile Post for Parish (260.16.1)

Local Gov Boundary Comm: Electoral Review of Hertfordshire consultation (Stevenage area only)

260.10

**Buckland Church**

1. Floor grille LB consent: No progress by CCT

JJ

2. Entrance light needed: No progress by CCT

JJ

3. Opening hours: No progress

JJ

4. Automatic door opening system: No progress

JJ

5. Permanent remembrance display and funding: No progress by CCT

JJ

6. Compost toilet: Cllr Jones obtaining cost information and approval from PCC

JJ

7. Entrance track improvements and approval: CCT not interested. To be pursued with Diocese and HCC Rights of Way Officer

JJ/JK/  
Clerk

8. Plausibility of sheep grazing the churchyard: With NALC for PC's definitive legal position

Clerk

260.11

**Defibrillators and installation boxes**

Cllr Jones said he had no news of progress. The Chairman said that £1,000 was budgeted and purchase should be progressed immediately. There was a discussion following Cllr Harrington asking whether there was sufficient evidence to support the expenditure. Cllr Jones said his view was that defibrillators provided the potential to save a life and that justified the outlay. Following a proposal and second it was **RESOLVED to authorise the purchase and installation of two defibrillators and boxes and to arrange for a qualified electrician to install them.** Two abstentions.

JJ/JK

260.12

**Pond maintenance**

The Chairman said it was probably 10 years since the pond was last attended to. He suggested that quotes be obtained for an environmental cleaning programme from various sources, such as tree maintenance companies, Countryside Management Service/P3, or local grass cutter. Also to discuss with knowledgeable sources the extent of cleaning necessary whilst creating as little disturbance to the environment as possible. An approach should also be made to the part-owner of the pond to discuss the Council's proposals and seek his views. Following a proposal and second it was



		<b>ACTION</b>
<b>260.19</b>	<p><b>Dementia Friends meeting</b></p> <p>It was confirmed that the Manor House has been booked for 7.30pm on 23rd April for £48 plus cheese and wine. Cllr Jones said grant funding might be possible for the event which will be both a social and a support-building exercise that is specifically aimed at the parish.</p>	<p><b>TH/JJ/ Clerk/ALL</b></p>
<b>260.20</b>	<p><b>Summons to Meetings by email</b></p> <p>Following new regulations due to come into force on 6th April, members were given the opportunity to sign their consent to receiving the Summons to Meetings and the associated papers solely by email. Following a discussion, all members present said they wished to continue receiving the Summons and papers delivered as hard copy as well as by email.</p>	<p><b>Clerk</b></p>
<b>260.21</b>	<p><b>Election, 7 May</b></p> <p>The Clerk set out the information he had received from HAPTC at a recent training meeting regarding the timing and procedure for candidates to deliver their nomination papers in person to the EHC Returning Officer. The absolute deadline of 4pm on Thursday 9 April was emphasised. It was also emphasised that the correct nomination procedure was candidates' sole responsibility.</p> <p><b>Meeting suspended for public comments</b></p> <p>Beryl Little said the CCT had an interest in all matters concerning the church and not just the PCC. Cllr Jones responded that the CCT claim to have no interest in anything other than the church building itself.</p> <p>Mrs Little also said the precis of PC Minutes in the Newsletter was much appreciated.</p> <p>Concerning the A10/Buckland road speed and access issues, she said she had commented on the parishioner's email that had been circulated but her comments were not included in the correspondence discussed by the Council. Cllr Jones apologised but said he had not seen her comments.</p> <p><b>Meeting resumed</b></p>	<p><b>ALL</b></p>
<b>260.22</b>	<p><b>Urgent matters received too late for the agenda</b></p> <p>Cllr Harrington referred to the request from the East Herts Citizens Advice Service who are exploring ways of bringing the service to rural communities for those who can't travel into the main towns where the CAB offices are located. As well as the phone and internet – not free or always accessible – they are asking parish councils to consider whether a parish hub might be a feasible option that could be initiated. Councillors to consider and follow up with Cllr Harrington.</p>	<p><b>TH/ALL</b></p>
<b>260.23</b>	<p><b>Items for future agendas</b></p> <ul style="list-style-type: none"> <li>▪ Newsletter content, production and timing of publication to be discussed in depth</li> <li>▪ Village gateway features</li> <li>▪ Tender for litterpicking</li> <li>▪ Summer event</li> </ul> <p>It was agreed that the Chairman would write on behalf of the Council a letter of appreciation to former chairman Daniel Hall for the work he had done during his term of office on the Parish Council. It was acknowledged that individual councillors may have already written privately.</p>	<p><b>TH/JK/Clerk ALL JK/Clerk JK/MT</b></p> <p><b>JK</b></p>
<b>260.24</b>	<p><b>Date of the next Meetings: all on</b></p> <p>Parish Annual Meeting: 18 May, 7.30pm, Buckland Church. Followed by: Annual Council Meeting and B&amp;C May Parish Council Meeting</p> <p>In conclusion, the Chairman thanked all members of the Council for their work and commitment during their term of office and wished good luck to those standing for re-election. The Meeting was then closed at 10.36pm.</p> <p>Signed.....Date.....</p>	