



Buckland & Chipping Parish Council

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 273

Monday 7th November 2016 at 8pm at The Manor House, Buntingford

PRESENT: Cllr Jeff Kenyon, Chairman (JK); Cllr J Jones, Vice Chairman (JJ);
Cllr Teresa Harrington (TH); Cllr Jason Noy (JN); Cllr Mell Trewin (MT)

- Public: Police Sgt Duncan Wallace and two members of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 8pm.

ACTION

273.01 Apologies for absence

1. Councillors: None
2. Other apologies: None

273.02 Declarations of Interest and dispensations

1. **Interests:** None
2. **Receipt of written requests for dispensations:** None
3. **Consideration of requests for dispensations:** None

273.03 Minutes of Parish Council Meeting 272 held on 5th September 2016

It was **RESOLVED to approve the Minutes of Parish Council Meeting 272 held on 5th September 2016 as a true and accurate record.** Cllr Jones abstained, not being present at the September meeting. The Chairman signed the Minutes.

JK/Clerk

Cllr Jones said that although he was absent, he accepted that the Minutes accurately recorded the business transacted. However, he questioned whether the Wisbridge Farm payments, noted in Minute 272.07.2, were really part of a Section 106 agreement, since such a planning obligation would have specifically identified how the money was to be spent. Cllr Jones suggested the payments were actually in the form of a voluntary contribution. The Clerk to check the records to see how the original agreement is worded.

Clerk

273.04 Casual Vacancy: No applications received.

Clerk

273.05 Police Report

Police Sgt Wallace reported that no crimes had been recorded in the parish since the 5th September Parish Council meeting, although there had been a serious accident the previous week that had closed the A10 south of the parish.

The new Chief Constable has started a fact-finding tour of the County and Sgt Wallace was pleased to report that he has been given assurances that, in spite of many pressures, neighbourhood policing will remain a central tenet of the County's policing strategy.

Sgt Wallace said that he was very unhappy about the negative and inaccurate reporting in the Mercury of Halloween "issues" that had been hyped out of all proportion.

Hare coursing remains a problem and night patrols have been increased, particularly to the East of the County. Damage caused by vehicles driving over fields has been minimal this year because of the long dry spell. If members of the public see anything suspicious, including vehicle lights on fields at night, the police should be called immediately as a crime may be in progress. Although hares and deer are sometimes legally shot, there are also incidents of illegal hunting, which can be very dangerous when high-powered rifles are used without consideration for where bullets may eventually land. Illegally hunted deer may also be driven across a road, which can cause a serious accident. Deer strikes are currently averaging one a night.

Plant theft continues, the latest incident in the area being in Cromer. Cllr Kenyon said that Neighbourhood Watch is up and running in Chipping, but a Watch Commander has yet to be appointed for Buckland. Sgt Wallace requested that OWL be promoted as much as possible and noted that Buntingford is the first single Ward in East Herts to have signed up over 1,000 members.

The Chairman thanked Sgt Wallace for attending and giving his report; Sgt Wallace then left the meeting.

273.06 Chairman's report

The Chairman said the Firework/Bonfire event had been a great success, with an estimated 100-plus people attending over the course of the evening, including some very welcome new-comers to the village.

JK

273.07 Finance

1. Accounts

Accounts summary 1st September to 31st October		£
Opening bank balance 01/09/16		20,625.28
Income 01/09/16 to 31/10/16		4,032.66
Expenditure 01/09/16 to 31/10/16		<u>2,873.76</u>
Available balance - cashbook 31/10/16		21,784.18
Plus uncashed cheques		<u>126.00</u>
Reconciled bank balance 31/10/16		<u>21,910.18</u>

Cllr Jones asked about the invoice for ink (£207 net): the Clerk said he had bought four XL cartridges, black and colour, in the hope they would last a long time. He noted, however, that printing the Newsletter – colour photos both sides – and the colour Firework leaflets, had used more ink than expected. It was agreed to monitor ink usage and cost. It was also noted that £100 remained unspent on the Fireworks event and would therefore go back into the bank.

Clerk

It was proposed, seconded and unanimously **RESOLVED to accept the accounts statement.**

2. Report on the financial position against budget: The report was received. The Parish Council is operating within its overall budget although there are variations between some budget headings for both income and expenditure. The unbudgeted £860 expenditure for the water wheel restoration is somewhat offset by the conservation grant of £215 from EHC. Plus Energy has promised that its due payment of £1,950 will be made this month. The budget allowed £1,000 for tree work around the pond and common; to date, no arrangements have been made to undertake this work and therefore that expenditure has not been included in the present projections. Accordingly, the balance at year-end 31 March 2017 is projected to be approximately £19,300 against £18,900 in the budget. The figures will be updated for the January meeting so the precept for 2017/18 can be agreed. It was noted that advice from EHC last year indicated the New Homes Bonus of £2,293 for 2016/17 will be reduced to £822 for both 2017/18 and for the final payment in 2018/19, all subject to confirmation following the government's autumn statement. It was proposed, seconded and unanimously **RESOLVED to accept the budget report.**

Clerk

3. Signing of cheques for payment

21/9	Cash	Float for fireworks event	500.00	100713	LGA 1972 s145
25/10	Clerk - reimburse	Daffodil planters	19.86	100714	LGA 1972 s144
25/10	Clerk - reimburse	Daffodil bulbs	95.92	100715	LGA 1972 s144
25/10	Clerk - reimburse	Gazebo - events	90.98	100716	LGA 1972 s145
25/10	Elliotts portaloo	Portaloo for event	126.00	100717	LGA 1972 s145
7/11	M Webb	Bus shelters & kiosks 5/6	80.00	100718	LG(MP)A 1953 s4 PCA 1957 s1
7/11	S Hall	Litterpicking Oct/Nov	150.00	100719	OSA 1906 ss9, 10
7/11	Acer	Churchyard grass 9 to 14	1,020.00	100720	OSA 1906 ss9, 10
7/11	J Noy reimburse	Gazebo lights	14.97	100721	LGA 1972 s145
7/11	British Legion	Poppy Wreath	25.00	100722	LGA 1972 s137

7/11	Clerk	Mileage exp Sept/Oct	22.95	100723	LGA 1972 ss112, 151; LA 2011 s41
7/11	Clerk	Petty cash exp. July/Aug	7.84	100724	LGA 1972 s111
7/11	Cllr J Jones	EHC Xmas Lunch grant	500.00	100725	LGA 1972 s145
		VAT included: £54.62			

The Clerk asked to whom the British Legion cheque should be sent – it was unrepresented last year. The Clerk also agreed to hold the grant cheque for the Senior Citizens' Christmas Lunch until Cllr Jones needed it. Following a proposal and second, it was unanimously **RESOLVED to approve the signing of the cheques as presented.** The cheques were signed at the end of the meeting.

Clerk

273.08 PLANNING

1. New Planning Applications:

3/16/2258/HH Secret Cottage, Chipping: Demolish existing garage. Erect replacement.

The Parish Council had NO OBJECTIONS

Clerk

2. Decision Notices:

3/16/1689/HH & 1690/LBC Deerleap, Chipping: Replace existing roof tiles with slate. Draft proofing window refurbishment and repaint. Repaint exterior walls to match existing. Boarding at loft level and increase size of loft hatch opening. **HH permission unnecessary; LBC GRANTED**

3. Late applications etc: NONE

273.09 Buntingford Community Area Neighbourhood Plan and EH District Plan

1. **BCANP:** The Examiner's issue with the consent wording has been resolved; no action necessary. The referendum is anticipated to be in the Spring.

2. **District Plan:** The pre- submission consultation period of 3rd November to 15th December was noted. It is anticipated to go to examination in March with the referendum held in Summer/Autumn 2017.

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

- Parochial Church Council: re eco toilet meeting
- C Savile re milestone
- To Karen Fishwick, Churches Conservation Trust, requesting meeting on church issues
- Rod Taylor re AED kiosk wording

273.11 Action Plan

The following four agenda items cover updates. It was agreed to remove the Milestone from the Plan.

Clerk

273.12 Water Wheel

1. **Restoration grant:** On the basis of EHC conservation grant of £215 against Richard Maynard's approved quote of £860, it was **RESOLVED to put the work in hand with Richard Maynard.** It is a condition of the grant that work be started within 6 months and completed within 12.

2. **Statements of Truth:** Cllr Jones and Cllr Harrington agreed to get three long-standing parishioners they knew to sign the form that can then be sent to Land Registry requesting the water wheel plot be registered to the Parish Council.

Clerk

JJ/TH/
Clerk

273.13 Buckland Church – Eco toilet

Following a site meeting involving Cllrs Kenyon, Jones, Trewin, and the Clerk with the Rector, Church Warden, PCC, and members of the Diocese at the church on 25th October, an approximate location was provisionally agreed, subject to the necessary permissions. The PCC will investigate what will be required for disabled suitability, whilst the Parish Council will ascertain what planning and listed buildings permissions may be needed. It is probable that it will be sited 2 or 3 metres from the south-east church wall. Suitable signage for walkers and users of the common is to be considered.

Clerk

273.14 Gateway feature

Approximately 1200 daffodil bulbs have been purchased and it was agreed to plant them in the highway verges at the entrances of both villages. A working party agreed to meet at 11am on Sunday 27th November. Hi-vis jackets to be worn.

Cllrs

- 273.15 Pond: Working Group**
Under the leading of Cllr Kenyon, it was agreed that the working group, comprising Cllr Kenyon, Cllr Noy, and the Clerk, will meet to assess the work that should be undertaken this winter, following the earlier report by Countryside Management and in discussion/agreement with the owner of Mallions. Working Group to report back to the January meeting. JK/
JN/Clerk
- 273.16 Telephone kiosks/AED boxes**
- 1. Monthly rota to check working order. Done:** Cllr Jones reported that he now undertakes this check in both boxes. Clerk/JJ
 - 2. Emergency procedure notices. Done:** Cllr Jones reported the notices are now in place which give guidance on how to access the AED cabinet. The AED system itself then talks users through the subsequent steps for using the equipment.
 - It was agreed to remove the books from the Buckland kiosk – the box has been taken the books left on the floor where they are getting damp. To be noted in the Newsletter. JK/JJ
 - 3. Cleaning contract for the kiosks.** It was **RESOLVED to continue with the cleaning contract for the coming year.** This together with the bus shelter cleaning undertaken by Mr Webb. Clerk
- 273.17 Welcome Pack and Community Engagement**
Cllr Harrington made the case for a welcome/information pack for all new residents coming into the parish. The villages are very linear in their layout with no focal point; it was suggested the pack would help to create a community feel. Cllr Jones made a counter suggestion that the Newsletter should be better employed to provide that information, and that electronic communication was increasingly used to keep people informed. The Newsletter, going to every household, is widely read and parishioners do send in responses. Parishioners could be invited to sign up to receive the Newsletter electronically rather than as a hard-copy, and that list could become a database of parishioners wishing to receive other updates/information by email.
Cllr Harrington said community engagement is important and there should be additional information to that printed in the Newsletter, possibly on an additional sheet. Since it is not easy to know when new people move into the parish, perhaps residents could be requested to let the Parish Council know when they have new neighbours. Perhaps there could be a separate page on the website dedicated to new residents. Cllr Jones asked if Cllr Harrington was prepared to take on the project; Cllr Harrington agreed to bring some firm proposals to the next meeting. TH
- 273.18 Village events for 2017**
- 1. Summer event:** Following a lengthy discussion on the merits, venue, format, timing, and adequate planning required for a successful event, Cllr Noy suggested using one of his barns for a barn dance, and whether it could be a joint venture with the Game & Wildlife Conservation Trust, of which he is a member. The ideal time would be the first week of July and Trust members could take on a lot of the planning and preparation. A country music band could be booked, or a disco. This was considered an excellent proposition that would attract a lot of people connected to the Trust and which would give a much broader base for an event that parishioners could be invited to attend. Cllr Noy to check possibilities with the Trust and report back to the next meeting. JN
 - 2. Senior Citizens Christmas lunch, Buntingford, 17th December.** Cllr Jones has received a grant from East Herts in support of this event. He will be visiting residents with an invitation and is very keen to encourage the more isolated members of the community to be involved. JJ
- At 9.55pm it was **RESOLVED to suspend the meeting for public comments**
- Mrs Little pointed out that the northern end of the pond by the common had completely dried up, and that the water level was very low at the Mallions end.
 - She also drew attention to the recent and sad death of a parishioner who lived in Brick Cottages and for whom paramedics had arrived by helicopter.
 - Mrs Little also congratulated the Council on the bonfire and fireworks night, which had been a wonderful success. She had checked the fire at midnight, by which time it had completely died down.
- The Chairman thanked Mrs Little for her comments and called the meeting to order at 10.05pm
- 273.19 Urgent matters received too late for the agenda:** None

273.20 Items for future agendas:

- Arrangements for community engagement activities at the Annual Meeting of the Parish in May, including AED familiarisation
- A Calendar of 2017 Meetings to be prepared for the January meeting
- Bonfire/Fireworks night 2017

TH/ALL

**Clerk
ALL**

273.21 Newsletter deadline and date of the next meeting

1. Newsletter deadlines: Final copy 3/4 January; To print 5 January; Deliver 6 January weekend. If the newsletter is to continue, the content needs to be improved and Martin needs copy in good time. It would be good if residents could be encouraged to give personal profiles of different aspects of parish life.

ALL/Clerk

2. Next PC meeting: Monday 16th January, 8pm, The Manor House, Buntingford.

Clerk/JK

The Chairman thanked everyone for attending and closed the meeting at 10.15pm.

Signed.....Date.....