



Buckland & Chipping Parish Council

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 277 Monday 8th May 2017 at 8pm at St Andrew’s Church, Buckland

PRESENT: Cllr Jeff Kenyon (JK) Chairman; Cllr Jeff Jones (JJ); Cllr Teresa Harrington (TH);
Cllr Jason Noy (JN); Cllr Mell rewin

- Public: 5 members of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman opened the meeting at 8pm immediately following the Annual Parish Council Meeting No. 276.

ACTION

It was noted that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the Council will consider excluding press and public for the discussion of confidential business under agenda item 277.07.4 and that this item may be moved to the end of the meeting.

277.01 Apologies for absence (reasons were accepted)

1. Councillors: None (all present)
2. Other apologies: Police Sgt Duncan Wallace

277.02 Declarations of Interest and dispensations

1. **Interests:** Cllr Jones declared a non-pecuniary interest in planning application 3/17/0876/LBC for the Buckland Milestone
2. **Receipt of written requests for dispensations:** None
3. **Consideration of requests for dispensations:** None

277.03 Minutes of Parish Council Meeting 275 held on 13th March 2017

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 275 held on 13th March 2017 as a true and accurate record.** The Chairman signed the Minutes.

JK/Clerk

277.04 Casual Vacancy: Adrian Baughn had put himself forward at the earlier meeting 276 but could not participate because he had not yet signed the Declaration of Acceptance of Office.

Clerk

277.05 Police Report: Sgt Wallace was not present, but a recent overview of the current situation was that there have been a few cases of the theft of tools from the development sites. It was also noted that there has been a decline in hare coursing as the growing season progresses and crops are getting taller.

277.06 Chairman’s report. The Chairman had nothing further to report.

277.07 Finance

1. Accounts

Accounts summary 1 to 31 March	£
Opening bank balance 01/03/17	21,936.53
Income 01/03/17 to 31/03/17	0.00
Expenditure 01/03/17 to 31/03/17	<u>2,051.98</u>
Available balance - cashbook 31/03/17	19,884.55
Plus unpresented March cheques	4.00
Minus presented Jan/Feb cheques	<u>0.00</u>
Balance reconciled to bank statement 31/03/17	<u>19,888.55</u>

It was **RESOLVED to accept the March accounts statement.**

Cllr Trewin, as a non-signatory member, signed the accounts and bank statement reconciliation.

Accounts summary 1 to 30 April	£	
Opening bank balance 01/04/17		19,888.55
Income 01/04/17 to 30/04/17		2,250.92
Expenditure 01/04/17 to 30/04/17		<u>0.00</u>
		22,139.47
Plus unrepresented April cheques		0.00
Minus presented March cheques		<u>4.00</u>
Cashbook and bank reconciliation at 30/04/17		<u>22,135.47</u>

It was **RESOLVED to accept the April accounts statement.**

2. Financial position against budget at year-end, 31 March 2017

The actual income for the year, excluding the 2015/16 VAT reclaim of £552, was £11,418 against a budget of £10,375. The actual net expenditure was £10,736, excluding £302 VAT to be reclaimed, against a budget of £10,375. The end of year cashbook balance of £19,885 included £302 VAT to be reclaimed, giving a net balance of £20,187 against the budget of £18,953.

3. Approval and signing of cheques for payment

23/3	Land Registry	SIM waterwheel site status	4.00	100748	LGA 1972 s124
8/5	HAPTC	Annual subscription	145.26	100749	LGA 1972 s111
8/5	E.ON	Annual electric - koisks	51.18	100750	LGA 1972 s137
8/5	M Webb	Bus shelters & kisoks March/April 2 of 6	80.00	100751	LG(MP)A 1953 s4 PCA 1957 s1
8/5	S Hall	Litterpick Apr/May	150.00	100752	OSA 1906 ss9, 10
8/5	Clerk	Petty cash top-up Mar/Apr	16.85	100753	LGA 1972 s111
8/5	Account Services	Internal audit 2016/17	90.00	100754	LGA 1972 s111
8/5	Acer/S Edwards*	Grass cuts 1-4	770.00	100755	OSA 1906 ss9, 10
28/5	Zurich Minicipal	Insurance 2017/18	425.93	100756	LGA 1972 s111
		VAT included: £ 2.44			

Subject to the discussion of the Acer contract* under item 277.07.4(i), it was proposed, seconded and unanimously **RESOLVED to approve the signing of the cheques as presented.** The cheques were signed at the end of the meeting.

Clerk

4 (i) and (ii) Churchyard and Common maintenance contract. Due to the confidential nature of a contract, it was **RESOLVED to move agenda item 277.07.4 to the end of the meeting and at that point to exclude press and public under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

(iii) Gift for volunteer. It was agreed that a token of appreciation should be given to the volunteer who has looked after the Common for many years without reimbursement. It was unanimously **RESOLVED that a gift up to the value of £100 be given. Cllr Harrington to check what would be most acceptable.**

TH/Clerk

5. Section 1 of the Annual Return - Annual Governance Statement

It was unanimously **RESOLVED to approve and sign Section 1 of the Annual Return - Annual Governance Statement 2016/17.** The Chairman and the Clerk signed Section 1.

JK/Clerk

6. Section 2 of the Annual Return - Accounting Statements

It was unanimously **RESOLVED to approve and sign Section 2 of the Annual Return - Accounting Statements 2016/17.** The Clerk, as Responsible Financial Officer, and the Chairman signed Section 2.

RFO/JK

277.08

PLANNING

1. New Planning Applications:

3/17/0876/LBC Relocation of Buckland Milestone 34 to Whiteley Lane/A10 Junction. The Parish Council had NO OBJECTIONS and supported the application.

Clerk

2. Decision Notices: NONE

<p>3. Late applications and other planning matters Concerns were noted about possible access into Buckland from Sandon Bury Farm. North Herts Council have been asked to send the Parish Council a copy of any such application. The Clerk to ask Sandon and Therfield Parish Council clerks to advise if they receive any notification.</p>	Clerk
<p>277.09 Buntingford Community Area Neighbourhood Plan Referendum. It was noted that the BCANP goes through EHC on Wednesday (10th) for its final pass. The process for reviews needs to be understood and clarified; it should be reviewed at least every 5 years but local changes may require more frequent reviews. A letter should be sent to BTC Committee (Cllr G Waite) to express concerns about future reviews. Information was not being relayed to B&CPC members during the latter stages of the BCANP process; it is imperative that the Parish Council members are kept informed about future updates. Also to request that the PC has 7 bound copies of the final Plan.</p>	JK/Clerk
<p>277.10 Correspondence: for information only and was noted as per the agenda:</p> <ul style="list-style-type: none"> • Various re the Buckland milestone (277.08.1) • NHDC re Sandon Bury Farm access to Buckland (277.08.3.1) • Rod Taylor: Chipping milestone (277.16) 	
<p>277.11 Action Plan. The following two items cover updates:</p>	Clerk
<p>1. Water Wheel and Land Registry</p>	
<p>1. Restoration: Richard Maynard's restoration work is almost completed.</p>	Clerk
<p>2. Land Registry: LR have confirmed the plot of land is not registered. They advise that a solicitor should be involved in applying for adverse possession.</p>	Clerk
<p>2. Buckland kiosk refurbishment: The paint has been returned to Cllr Harrington. Cllr Jones' refurbishment contact is going to have a look at the kiosk in order to quote.</p>	JJ
<p>277.12 Welcome Pack and Community Engagement</p>	
<p>It was agreed that an A5 response form should go out with the next Newsletter. This could be printed in advance. The form could be sent out again in a few months to keep it in residents' minds.</p>	TH/Clerk
<p>There was also believed to be a Rights of Way Map and a Dog Bin map that formed part of the Assets Map and that could be part of the Pack. The Clerk said he did not have copies of these, but would search through the files.</p>	TH/JJ/Clerk
<p>277.13 Summer event</p>	
<p>(i) Free entry and one visit to the hog roast and bar was considered for residents. The actual cost for this would be £6.50 per head. A voucher to be claimed in advance (up to the previous week) would be used to secure entry, food, and drink. The cost to be taken from Plus Energy's Solar Park payment. It was RESOLVED to set aside a budget of up to £1,500 to provide free entry and one visit to the hog roast and bar for voucher-holding parishioners. Chipping residents could apply to Cllr Jason Noy and Buckland residents to Cllr Teresa Harrington.</p>	JN/TH
<p>Entry and hog roast cost will be set at approximately £15 per head. Drinks etc ad valorem.</p>	
<p>(ii) Gazebo: It was noted that this has finally been delivered and being stored by Cllr Noy.</p>	
<p>277.14 Website</p>	
<p>Cllr Jones reported that has got nowhere in resolving the problems with the present company. It was RESOLVED that the Clerk investigate other companies, including the one who initially raised website concerns.</p>	Clerk
<p>Suspension of the meeting for public comments</p>	
<p>At 9.30pm it was RESOLVED to suspend the meeting for public comments</p>	
<ul style="list-style-type: none"> • Beryl Little said she was concerned that the hog roast was insensitive to those who, like herself, believed that all animals should be treated with dignity. She also requested that other options be available for vegetarians and children. Cllr Noy said he had not considered this aspect and thanked Beryl for her comments. However, no offence was intended and hog roasts are extremely popular with people attending the sort event planned for June. 	
<ul style="list-style-type: none"> • Concerning the churchyard grasscutting, she said the present contractor did a very good job. 	
<p>There were no other comments and the meeting was called to order and resumed at 9.34pm</p>	
<p>277.15 Urgent matters received too late for the agenda: None</p>	

- 277.16 Items for future agendas:**
- Pond: To consider a working programme – held over from March (July meeting)
 - Chipping milestone: To receive report by Rod Taylor and consider action (July meeting)
 - Bonfire/Fireworks night 2017 (July meeting)
 - Review and update Emergency Plan (July meeting)
 - To consider other locations for further autumn daffodil planting (July meeting)
 - To consider whether it is possible to have more SIDs located through the villages (July meeting)
 - Possible outsourcing of Newsletter printing
 - To receive any other items for future consideration

Clerk
JK/JN/Clerk
JK/Clerk
ALL
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JJ/ALL

277.17 Date and times of next Meeting and Newsletter deadlines

1. Monday 10th July, Buckland Church at 7.30pm (as per the Calendar of Meetings).
2. Newsletter deadlines: Cllrs Mell Trewin and Teresa Harrington agreed to act as editors for July. Final copy to Mell and Teresa 19 June; to print and deliver for 1 July weekend.

Clerk
ALL/ MT/
TH/Clerk

Having been resolved earlier to exclude press and public under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, press and public left the room at 9.45pm.

277.07 4 (i) and (ii) Churchyard and Buckland Common maintenance contract.

On the basis of 12 cuts per year for the Churchyard, Dawes Lane and the Common, it was unanimously **RESOLVED to pay Acer (Steve Edwards) £200 per cut for the remainder of 2017.**

Clerk

It was **RESOLVED to re-tender for 2018/19 in order to meet financial transparency and good governance obligations.** Tenders to be prepared for sending out to prospective contractors in the autumn.

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.55pm.

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