



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 301

Monday 7th September 2020, 7.30pm, via Zoom video conferencing under Covid-19

legislation

Cllr Jeff Kenyon (Chair) (JK)*

Cllr Penny Newman (PN)*

Cllr Jennifer Makewell (JM)*

Cllr Jason Noy (JN)*

Cllr Aubrey Holt (AH)* – following co-option

* Denotes present

Also attending: County & District Cllr Jeff Jones

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

ACTION

301.01 Apologies for absence

1. Councillors: None – all members present
2. Other apologies: None

301.02 Declarations of Interest and dispensations: None

301.03 Minutes of Meeting 300 held on 10th June 2020

RESOLVED: that the Minutes of Meeting 300 held on 10th June be approved as drafted

Clerk

301.04 Casual Vacancy

One application was received from Aubrey Holt. After due consideration it was **RESOLVED that Aubrey Holt be co-opted to the Parish Council**. He signed his Declaration of Acceptance of Office in the presence of the Council and took his seat. Cllr Holt subsequently agreed to be a bank signatory.

Clerk

301.05 Police Report

The Chairman read the following report sent by PCSO Paul Dearman:

Crimes: no reports June to August 2020

Antisocial behaviour: no reports

OWL:

There are currently 45 registered neighbourhood watch users in Buckland and Chipping
General awareness raising messages sent in the last quarter:

- Coronavirus related scams
- Crime prevention advice

Targeted messages for the parish: lost purse

What we've been doing: Speed checks in Chipping

Upcoming events: Priority Setting Forum on 16th September

There was a request from the Parish Council that speed checks be carried out between villages.

301.06 Finance

1. Accounts

Accounts summary to 31 August 2020

	£
Opening bank balance 1 June	19,353.79
Income 1 June to 31 August	909.00
Expenditure 1 June to 31 August	3,643.73
Minus previous months' presented cheques	0.00
Available balance (cashbook) 31 August	16,619.06
Plus unrepresented cheque 963	150.00
Reconciled bank balance 31 August	16,769.06

It was unanimously **RESOLVED to accept and approve the Accounts Statement.**

Clerk

2. Noted: The reconciliation of the 31 August accounts sheet and bank statement.

3. Budget vs Actual performance to 31 August

The Clerk provided an itemised statement of the budget vs actual financial position at 31st August 2020. Actual income to date, including 50% of precept and £909 unbudgeted New Homes Bonus, was £5,159 against the budget of £10,800. Actual expenditure was £4,303 against the budget of £10,986.

There is a £50 petty cash float.

It was unanimously **RESOLVED to accept the financial statement.**

Clerk

It was unanimously **RESOLVED to accept and approve the Accounts Statement.**

Clerk

4. Approval / ratification and signing of cheques for payment

All expenditure made under the General Power of Competence

Date	Payee	Item	£	Chq
3/8	Clerk reimburse	Office IT equipment	504.46	960
7/8	Frank Cooper & Son	Grass cutting April- June 1 of 2	1,224.00	961
7/8	M Webb	Bus shelters July/Aug 4 of 6	80.00	962
7/8	S Hall	Litterpicking Buckland Aug/Sept 5 of 6	150.00	963
7/8	Kate Hooper	Refurb Buckland AED kiosk	579.84	964
1/9	EHC	Annual dog bin contract	631.68	965
1/9	P Brownless	Litterpicking Chipping 2020/21	1,150.00	966
1/9	Clerk	Office expenses June/August	7.80	967
1/9	Clerk	Mileage/phone expenses	18.75	968
1/9	Clerk	Salary Jul/Aug/Sept	410.25	969
1/9	HMRC	PAYE 2 nd Quarter	102.60	970
		Recoverable VAT included	391.70	

RESOLVED: to approve the payments as listed.

Clerk

5. Annual Governance and Accountability Return (AGAR) 2019/20

Noted: Audit report not yet received from PKF Littlejohn

Clerk

6. Donation request from East Herts CAB

Agreed to be considered for the 2021/22 budget – to be added to the November or January agenda.

Clerk

301.07 PLANNING

1. New Planning Applications: None

2. Decision Notices. The following were noted:

3/20/0609/LBC Oak Cottage, Chipping: Erect extensions

REFUSED

3/19/1833/FUL Land at Pelican Cottage:

APPEALED to Secretary of State

3. Other planning matters, including late applications received:

1. NALC's three consultation papers on planning reform: It was agreed to defer the discussion to an Extraordinary PC Meeting at the end of the month.

Clerk

2. The Countryman PH: It was **RESOLVED to apply for The Countryman PH to be registered as an ACV.**

Clerk

301.08 Correspondence – noted as per the agenda, for information only:

- East Herts CAB: request for donation (301.06.6)
- Report of large bonfire site in Dades Wood and rubbish that has been left there. Youths with mopeds and cars have been seen there. (301.10.7)
- Suggestion to create a parish facebook page (301.10.8)
- HAPTC: Consultation on the major reform of the National Planning Framework
- HAPTC: Herts Local Government reorganisation proposals video conference for Clerks (301.10.9)

301.09 Action Plan

1. **Buckland kiosk refurbishment:** Now completed and looking very good!

301.10 Parish matters

1. Highways

1. Request to improve footway between the villages or upgrade to a cycle path: HCC has confirmed that it does not own any land beyond the verge and therefore the footway cannot be widened. Cllr Penny Baxter-Newman said the Neighbourhood Plan advocated sustainable connectivity between the villages. Cllr Jeff Jones responded that the existing is only a footway and should not be used as a cycle path. It is in good condition for pedestrians. Cllr Baxter-Newman replied that the footway is not maintained to an acceptable standard or width and that although residents would love to walk it, the speed and volume of traffic, especially large lorries, makes using it both risky and intimidating. Cllr Jones acknowledged that and said his preference would be to use the Public Rights of Way network to walk between the villages.

2. Closure of Whitely Lane: TRO15119 was noted.

2. Grass cutting contract

It was noted that an additional cut by the bench near the pond has been included in the contract at no extra cost, although the first cut will be charged as agreed.

Clerk

3. River Rib Project

The lump of concrete in the river has been reported to the Environment Agency who are going to look into it.

PN

4. Churchyard

1. The request to cut the boundary hedge between the churchyard and the meadow is beyond the Parish Council's powers and is a matter for the landowner.
2. The broken kissing gate and hinge: The Clerk said it is still unclear who owns the gate. The Diocese has not yet acknowledged ownership.

Clerk

5. Buckland Common

Complaints about rubbish being left on the bonfire site are to be noted in the next newsletter with a request that material intended for the annual bonfire should only be placed there a week or two before the event. All bonfire material should be safely combustible and non-toxic. It should also be noted that due to Covid-19 regulations, the annual bonfire and fireworks event will not be held this year.

AH/Clerk

6. Replacement dog waste bin in Chipping

It was noted that a new bin has been installed on the existing post at the entrance to the track opposite Brookside.

7. Dades Wood

There were reports of a large bonfire in the wood together with rubbish being dumped there and youths with mopeds and cars being seen at the site. This is believed to have been a one-off issue. As much rubbish as possible will be removed from this lovely bluebell wood and the wood monitored for future activity. If the problem continues, it will be added to future Newsletters.

PN/JM

8. Social media

Cllr Jen Makewell said a parish facebook page has now been set up. This to be noted in the next Newsletter. The Clerk reminded members to be careful when using social media not to give the impression that they are speaking on behalf of the Parish Council unless it is on a topic on which the Council has a formally agreed policy or position.

AH/JM

9. Possible change of Hertfordshire to a Unitary Authority

The Chairman requested this subject to be deferred to the Extraordinary Meeting later in the month. Cllr Jeff Jones asked for it to be considered now and offered some insights into the County Council's position. The Chairman declined to take it forward at this meeting and invited Cllr Jones to attend the Extraordinary Meeting. Cllr Jones said he would not be attending that.

10. Asset of Community Value

Resolved at agenda item 301.7.3.2

301.11 Events

November Bonfire/Fireworks night: as noted on agenda item 301.10.5, this annual event will not be held this year due to Covid-19 restrictions.

Summer event: It was suggested that a flower and vegetable “show”, without judging or prizes, be held at Buckland Church, with teas and cakes etc. This idea to be explored at the November Council Meeting.

Clerk

301.12 Urgent matters received too late for the agenda.

- Vehicles parking on the verge south of Whitely Lane in Buckland was not discussed.
- The Website Accessibility Compliance regulations were noted. The Clerk to circulate information to councillors for consideration at the forthcoming Extraordinary Parish Council meeting

Clerk

Public Comments: None

301.13 Items for future agendas:

- Revisions to Governance policy documents (Clerk/all)
- Emergency Plan update (Cllr J Kenyon)
- Water Wheel – with Land Registry (Action Plan, ongoing)
- Chipping Milestone: Update on restoration and repositioning possibilities (JK/Rod Taylor)
- Churchyard: Compost heap location, removal/disposal of plastics etc: update (The Chairman asked Cllr Baxter-Newman if she could explore the possibility of getting a bin)
- Public Rights of Way: Definitive map of PRoW and other footpaths: update (The Chairman noted he is meeting with Nicholas Maddex on 10th September).

301.14 1. Date of next meeting: Monday 2nd November, at 7.30pm. Format subject to prevailing Covid-19 legislation

Clerk

2. Annual Parish Council meeting: Noted as deferred to May 2021

3. Noted: Annual Meeting of the Parish (NOT Council): cannot be held until C-19 restrictions are lifted.

4. **November Newsletter.** The following were agreed:

1. Cllr Jen Makewell to explore creating a new template.
2. Editor: Cllr Aubrey Holt
3. Deadlines: (i) copy to editor: 17th October
(ii) Ok press for printing: 21st October
(iii) printed copies: 23rd October

JM

AH

ALL

AH

Clerk

5. January 2021 Parish Council meeting:

Monday 11th January (Format and venue subject to Covid-19 restrictions)

Clerk

Due to the sensitive subject of the next item, it was **RESOLVED to exclude press and public from the discussion under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

300.15 Annual Salary award

It was **RESOLVED to implement the NALC 2020/21 pay award as agreed nationally and in accordance with the Clerk's Contract of Employment.**

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.41pm.

Signed.....Dated.....