



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 303

Monday 2nd November 2020, 7.30pm, via Zoom video conferencing under Covid-19 legislation

Cllr Jeff Kenyon (Chair) (JK)*

Cllr Jennifer Makewell (JM)

Cllr Aubrey Holt (AH)*

Cllr Penny Newman (PN)*

* Denotes present

Also attending: 1 parishioner

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

ACTION

303.01 Apologies for absence

1. Councillors: None
2. Other apologies: PCSO Paul Dearman, Cllr Jeff Jones

303.02 Declarations of Interest and dispensations: None

303.03 1. Minutes of Ordinary Meeting 301 held on 7th September 2020

RESOLVED: *that the Minutes of Ordinary Meeting 301 held on 7th September be approved with the following amendments: 1) that the date be amended and correctly recorded as 7th September; 2) that Cllr Teresa Harrington be removed as being present (having resigned in June).*

Clerk

2. Minutes of Extraordinary Meeting 302 held on 7th September 2020

RESOLVED: *that the Minutes of Extraordinary Meeting 302 held on 23rd September be approved as drafted.*

Clerk

303.04 Casual Vacancy: No applications received.

303.05 Police Report

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

Crimes and incidents (September-October):

0 crimes recorded

5 reported incidents on the A10 including a deer strike, vehicle fire and a single vehicle RTC

1 report of suspicious activity

1 bag of cannabis found and handed to Police

OWL:

*There are currently 46 registered neighbourhood watch users in Buckland and Chipping
General awareness raising messages sent in the last quarter:*

- *Coronavirus related scams*
- *Crime prevention advice – car thefts*

What we've been doing

Speed checks in Chipping

Upcoming events

None planned

303.06 Website Accessibility Compliance

The Clerk reported that he had found another website provider (MyParishCouncil/TEEC Ltd) who are able to provide a new website for approximately half the cost quoted by Aubergine and which was accepted at the September 23rd Extraordinary Parish Council meeting, agenda item 302.04. In view of the cost saving this new information made available to the Parish Council, the Clerk advised that this fully justified rescinding the 302.04 resolution that would not

normally be permissible under the 6-month resolution rule. With the Chairman's approval and to ensure due process, the Clerk had made enquiries to other Clerks who are using MyParishCouncil as a website provider. All those contacted were very positive about their experience with the company. It was proposed, seconded and unanimously **RESOLVED that MyParishCouncil/TEEC Ltd be asked to migrate data and create and subsequently host a WCAG 2.1AA compliant website for the quoted price of £440 net for year 1 and subsequent annual hosting at £125.99 net.**

Clerk

303.07

Finance

1. Accounts

Accounts summary to 30 September 2020	£
Opening bank balance 1 September	16,769.06
Income 1 st to 30 th Sept	6,580.54
Expenditure 1 st to 30 th Sept	2,321.08
Minus previous month's presented cheque 963	150.00
Available balance (cashbook) 30 Sept	20,878.52
Plus unrepresented cheque 970	102.60
Reconciled bank balance 30 Sept	20,981.12

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

Clerk

2. Noted: The reconciliation of the 30 September accounts sheet and bank statement.

3. Budget vs Actual performance to 30 September

The Clerk provided an itemised statement of the budget vs actual financial position at 30th September 2020. Actual income to date, including 50% of precept and £909 unbudgetted New Homes Bonus, was £11,740 against the budget of £10,800. Actual expenditure was £6,517 against the budget of £10,986.

There is a £50 petty cash float.

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

Clerk

4. Approval / ratification and signing of cheques for payment

All expenditure made under the General Power of Competence

Date	Payee	Item	£	Chq
29/9	Frank Cooper & Son	Grass cutting at the pond (extra)	144.00	971
9/10	HAPTC	Councillor training	30.00	972
2/11	ICO	Data Protection registration 2019/20	40.00	973
2/11	S Hall	Litterpick Oct/Nov plus back pay	310.00	974
2/11	M Webb	Bus shelters & kiosks Oct/Nov 5 of 6	80.00	975
2/11	Clerk	Mileage, phone and expenses Sept/Oct	54.28	976
2/11	Petty cash (Clerk)	Office expenses Sept/Oct	5.00	977
2/11	British Legion	Poppy wreath	25.00	978
		Recoverable VAT included	24.00	

RESOLVED: to approve the payments as listed.

The Clerk's December salary and PAYE were also agreed.

Clerk

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

Noted: Audit not yet received from PKF Littlejohn

Clerk

6. Donation request from East Herts CAB

RESOLVED: to make a donation of £50. The Clerk to arrange.

Clerk

7. Remembrance Sunday poppy wreath

RESOLVED: to purchase from the RBL for £25. Chairman to arrange payment of cheque.

JK

8. Budget and Precept for 2021/22

An outline for consideration was presented by the Clerk. It was agreed to make the final decision at the January Parish Council meeting.

Clerk

303.08

PLANNING

1. New Planning Applications: None

2. **Decision Notices.** The following was noted:
3/19/1833/FUL Land at Pelican Cottage: *APPEALED.* *Appeal Decision awaited.*
3. **Other planning matters, including late applications received:** None

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

- Parishioner: re fallen tree on bridleway (303.10.2)
- Bidwells: re broken kissing gate (303.10.4.1)
- Parishioner/Cllr Newman: re acquisition recreation land for parish (303.10.6)
- HCC: re Rights of Way (303.10.2)
- Website companies: re new website (303.06)
- HCC: re Remembrance Sunday events Covid-19 guidelines
- HAPTC: re new councillor training

303.10 Parish matters

1. Highways

1. Parking issues at Buckland south of Whitely Lane to be referred to the police. **Clerk**

2. Public Rights of Way and Definitive Map

The Chairman reported that Back Lane and the track from Barkway Road to the Church are classified as private roads maintained at public expense. If HCC were to receive an application to change that classification, the Parish Council would be a statutory consultee.

3. River Rib Project

Cllr Penny Newman said there was nothing further to report at the moment. However, Reed Parish Council would like to discuss the project since the Rib rises in its parish. **PN**

4. Churchyard

1. The broken kissing gate and hinge: The Clerk said that the Diocese's agent had requested that the precise location of the gate be identified on their map. Cllr Aubrey Holt agreed to do this **AH/Clerk**
2. Provision of a rubbish bin: Cllr Penny Newman to look at the possibility. **PN**

5. Dades Wood

It was reported that the rubbish dumped there has now been removed. **PN**

6. Acquisition of recreation land for the parish

The possibility and desirability of acquiring a plot of land that has been offered in Buckland for recreation purposes was considered. Aspects of insurance, legal liabilities, maintenance, parking, potential usage and costs were discussed. It was agreed to put the prospect into the next newsletter and consider the matter again in January, taking account of parishioner feedback. The Clerk agreed to send councillors a copy of the NALC Legal Topic Note (LTN41) that outlines the responsibilities and duties of councils as land owners or occupiers. **Clerk**

303.11 Events

Summer event: The suggestion of a flower and vegetable "show", without judging or prizes, be held at Buckland Church, with teas and cakes etc was considered further. It could include a dog and pet show. It was agreed to put the proposal into the Newsletter and on the website asking for ideas and proposals. The Chairman agreed to check with Buntingford TC to avoid clashing with events being held there. **JK**

303.12 Urgent matters received too late for the agenda.

Concerns were raised about the previously reported filling in by concrete of the ford of the River Rib at Buckland Bottom. The Chairman agreed to contact the Environment Agency for them to look at the obstruction to water flow, and therefore flooding, that this has caused. **JK**

Clerk's post-meeting note for further issues: The Environment Agency contact number is 03707 506506, job reference 1826050.

Public Comments:

The meeting was suspended at 8.52pm for public comments.

Former Parish councillor Teresa Harrington noted the two errors in the draft September Minutes: That the date on the draft was incorrect and that she was not present as incorrectly recorded. The Clerk acknowledged these mistakes and it was agreed to amend the Minutes accordingly as resolved under Minute 303.03 above.

The Meeting was resumed at 8.55pm

303.13 Items for future agendas

- | | |
|--|-------|
| • Revisions to Governance policy documents (Clerk) | Clerk |
| • Emergency Plan update: It was noted that any plan may be subject to changes as and when Hertfordshire becomes a Unitary Authority (Cllr J Kenyon) | JK |
| • Water Wheel – with Land Registry: Clerk to also investigate ownership with the water authorities. Also to ask MP Oliver Heald to intervene with Land Registry. | Clerk |
| • Chipping Milestone: Update on restoration and repositioning possibilities (JK/Rod Taylor) | JK |

303.14 Date of next meetings and Newsletter dates

1. Parish Council meeting: Monday 11th January 2021, at 7.30pm. Format subject to prevailing Covid-19 legislation

2. Annual Parish Council meeting: Monday 10th May 2021

3. Annual Meeting of the Parish (NOT Council): Monday 10th May

4. January Newsletter. The following were agreed:

1. New template: agreed for the Chairman to discuss with Cllr Aubrey Holt

2. Editor: Cllr Jeff Kenyon

3. Deadlines: (i) Final copy to editor: 11th December

(ii) Ok press for printing to Clerk: 16th December

(iii) printed copies for distribution: 18th December

JK/AH

JK

ALL

JK/Clerk

Clerk

5. Calendar of Meetings for 2021 to March 2022

RESOLVED: to agree the Calendar of Meetings as drafted by the Clerk.

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.05pm.

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