



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 308

Monday 26th July 2021, 7.30pm, St Andrew's Church, Buckland

Cllr Jeff Kenyon (Chair) (JK)*

Cllr Penny Newman (PN)*

Cllr Aubrey Holt (AH)*

Cllr Robert Arkle*

Cllr Jennifer Makewell (JM)

* Denotes present

Also attending: Five members of the public

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

ACTION

- 308.01 Apologies for absence** (accepted for councillors)
1. Councillors: Cllr Jen Makewell (holiday)
 2. Other apologies: PC Nicola Hunt, County Cllr Jeff Jones (*received after the start of the meeting*)
- 308.02 Declarations of Interest and dispensation requests:** Cllr Robert Arkle declared a non-pecuniary interest in an item to be raised at agenda item 308.13
- 308.03 Approval of Minutes**
1. **RESOLVED: that the Minutes of Annual Parish Council Meeting 306, held on 5th May 2021 be approved as drafted.** Clerk
 2. **RESOLVED: that the Minutes of Ordinary Parish Council Meeting 307, held on 5th May 2021 be approved as drafted.** Clerk
 3. Draft Minutes of the Annual Meeting of the Parish, 5th May 2021 were received and agreed, (to be approved by electors present at the May 2022 Annual Meeting of the Parish). Clerk
- 308.04 Casual Vacancy**
No applications received.
- 308.05 Police Report**
The Chairman read a report sent by PCSO Paul Dearman which said that no crimes had been reported in the parish for the period 5th May – 22nd July
OWL: There are currently 49 registered Neighbourhood watch users in Buckland and Chipping.
General messages across East Herts:
 - Various scam alerts
 - Launch of OWL alert app
 - Hot weather safety advice**Buckland and Chipping specific messages:**
 - None**What we've been doing:**
 - Detering rural crime; proactive rural patrols
 - Speed monitoring in Chipping*Upcoming events: Introductory meeting with Woodview Care Home*

Concerns were expressed in the meeting about speeding in Buckland; the Chairman responded that the police have said there is no place where speeding motorists can be safely stopped.

It was agreed to continue promoting OWL in alternate issues of the Newsletter.

308.06

Finance

1. Accounts

Accounts summary to 30 June 2021

	£
Opening bank balance 1 May	20,918.36
Minus late presented cheques	887.75
	<u>20,030.61</u>
Income May-June	0.00
Expenditure May-June	<u>1,743.88</u>
Bank balance 30 June	<u>18,286.73</u>
Cashbook balance	18,286.73
Plus unpresented cheques	0.00
Reconciled cashbook and bank balance 30 June	<u>18,286.73</u>

RESOLVED: to accept and approve the Accounts Statement.

Clerk

2. RESOLVED: To agree the reconciliation of the 30 June cashbook and bank statement.

Clerk

3. Budget vs Actual performance, first quarter to 30 June 2021

The Clerk provided an itemised statement of the budget vs actual financial position as at 30 June 2021. Income Budget £11,250; Income to date £4,450. Net expenditure budget £11,200; net expenditure to date £2,888
There is a £50 petty cash float.

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

Clerk

4. Approval / ratification and signing of cheques for payment

All expenditure made under the General Power of Competence

Chq	Payee	Item	£	VAT incl
1008	EHDC	Annual dog bin charge	636.10	106.02
1009	Clerk	Salary April-June	421.69	
1010	HMRC	PAYE 1 st quarter April-June	105.20	
1011	M Webb	Bus shelters May/June 3 of 6	80.00	
1012	S Hall	Litterpick Buckland June/July 4 of 6	190.00	
1013	Clerk reimburse	Printer paper	5.00	
1014	Clerk	Expenses June/July	35.00	
1015	Clerk reimburse	Cartridge Monkey printer ink	156.18	26.03
1016	Tony Spearman	Mending sundial	45.00	
1017	Clerk reimburse	Antibac gel	2.00	
		Recoverable VAT included		132.05

RESOLVED: to approve the payments as listed.

Clerk

5. Annual Governance and Accountability Return (AGAR) 2020/21

The Clerk read the following statement from the external auditor, PKF Littlejohn:

By notifying us that Buckland & Chipping Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.

Unless we receive any correspondence from local electors during the period for the exercise for public rights that requires us to contact you, you will not hear from us again, except to chase any outstanding fees, until the planning for the 2021/22 review year gets underway.

It was noted that the Exercise of Public Rights period expired on 23rd July with no requests to see the books being received.

308.07

PLANNING

1. New Planning Applications

3/21/1530/LBC Popeswell, Chipping: Replacement windows. RESOLVED: No objections

2. Decision Notices. The following were noted:

3/21/0734/FUL Woodview Kennels Reconsultation #2: Change of use to residential care home for four young people. **GRANTED**

3/19/2402/FUL Oak Cottage: Demolish garage; erect 3-bed dwelling. **Appeal awaited**

3/20/0609/HH Oak Cottage: Demolish extensions; erect rear extensions. **Appeal awaited**

3/20/0630/LBC Oak Cottage: Demolish extensions; erect rear extensions. **Appeal awaited**

3. Other planning matters, including late applications received: None

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

- Parishioner: Grass cutting, churchyard and Chipping (308.09.4.2)
- Sue Hall: Buckland litter bin being used for domestic waste (308.09.8)
- Parishioner: Request to consider QEII Platinum Jubilee celebration in 2022 (308.10)
- HAPTC: Queen's Green Canopy initiative (308.09.9)
- Parishioner: concerns about speeding through Chipping village

308.09 Parish matters

1. Highways

The footway between Buckland and Chipping is overgrown and is too narrow for a wheelchair. Cllr Penny Newman to take photos and send to the Clerk to make a Highways Fault report.

PN/Clerk

2. Public Rights of Way (PRoW) and Definitive Map

- The Chairman said that complaints about the footpath to Therfield should be referred to the Therfield Clerk since that FP is in Therfield parish.
- Any Buckland & Chipping Public Rights of Way issues should be referred to the BCPC Clerk for raising with the HCC PRoW Officer
- Nothing more to add to the July Definitive Map report.

3. River Rib Project

Cllr Penny Newman explained the ongoing issues with the water company extraction that is seriously affecting local chalk streams. It was agreed to join forces with Reed and Barkway parish councils and to engage with MP Sir Oliver Heald to try and bring pressure to bear on the water company to limit water extraction.

PN

RESOLVED: That Cllr Penny Newman continue to be the liaison and that the Clerk write to Barkway and Reed Clerks to affirm interest in jointly addressing the problem.

Clerk

4. Churchyard

1. The provision of a rubbish bin: It was agreed to include this in the Newsletter once more before removing the item from future agendas.

Editor

2. Grass cutting schedule: It was agreed to put the contract out to tender again for 2022. This year's performance to be discussed with the contractor before paying the invoice (once it has been submitted).

Clerk

3. Church Conservation Trust matters

The Clerk read the letter that had been sent to the Churches Conservation Trust seeking formal agreement to undertake some minor works at the Church. No reply received as yet.

Clerk

4. Memorial Sundial: This has now been repaired and is back in the churchyard, thanks to Tony Spearman.

5. Acquisition of Water Wheel land:

Nothing to report

Clerk

6. The Countryman Asset of Community Value registration

The ACV has now been awarded for The Countryman.

7. Memorial bench for the Churchyard

A memorial bench to HRH Prince Philip was discussed and it was agreed that the Elwood bench made from recycled material would be most appropriate. Approval of

the Diocese will be needed, including for a suitable site. **RESOLVED: subject to Diocese approval to buy the Elwood bench for £672 + VAT plus a suitably worded plaque.** JK/Clerk

8. Buckland litter bin

Sue Hall reported that the Buckland litter bin had been used to dump domestic rubbish, including what appears to be contents of a freezer. It was agreed that if it happens again it will be reported in the next newsletter **Editor**

9. Queen's Green Canopy initiative

It was agreed to support this initiative if suitable land could be identified. It was noted that Buckland Common is not a suitable location. It was suggested that some parishioners might have a suitable place within their gardens and it was agreed to follow up this idea. Attendees at the Summer Event could be asked for their suggestions with possibly a note in the Newsletter. The Clerk to find out: 1) how many trees the Parish Council can order; 2) what the species are, and 3) when can they be ordered? Planting is recommended during the winter, from October onwards. **JK/Editor Clerk**

308.10 Events 2021

1. Summer event

RESOLVED: to hold the summer event on 12th September at St Andrew's Church. JK/ALL

The Chairman to act as liaison to organise BBQ, tables, chairs, gazebo etc. Cllr Robert Arkle to liaise with Cllr Jen Makewell for providing a marquee. A flyer to be printed and distributed asap. The Clerk is organising the EHC grant from Cllr Stan Bull. **Clerk**

2. Bonfire night, November:

RESOLVED: to hold the event; possible date Sunday 7th November, suitability of date to be canvassed at the summer event and in the September Newsletter. ALL/Editor

3. QEII Platinum Jubilee, 2022

It was agreed to consider celebrating the Jubilee. Dates to be considered. Cllr Robert Arkle to speak to the landlord of The Countryman to see if that could be a potential venue; if it's of interest, the Clerk to then make a formal approach. **RA Clerk**

308.11 Councillor emails

It was agreed that emails sent between councillors are to be copied to all members so that everyone is kept informed. **ALL**

308.12 County and District Councillor reports

No reports

308.13 Urgent matters received too late for the agenda.

Cllr Robert Arkle raised a question about boundaries not being accurately recorded on deeds. It was agreed that this is outside the jurisdiction of the Parish Council and should be resolved between the parties' solicitors.

Suspension of meeting for Public Comments:

The meeting was suspended at 9.01pm

In light of planning approval, a parishioner raised the unsuitability of the former Woodview Kennels as the location for a residential care home for young people, a view held by a large number of Buckland residents. The Parish Council shared that view and the Clerk read to the meeting the letter of objection sent to East Herts Development Management. The PC confirmed that unfortunately there is no ability to make an appeal. However, apart from planning issues, the care sector is highly regulated and there are many criteria that will have to be met before the care home could operate.

The meeting was restored to order at 9.12pm.

308.14 Items for future agendas

- Adoption of new Code of Conduct **Clerk**
- Revisions to Governance policy documents (Clerk/all) **Clerk**
- Emergency Plan update (Cllr J Kenyon) **Clerk**
- Chipping Milestone: Update on restoration and repositioning possibilities **JK**

308.15 Date of next meeting and Newsletter dates

1. Noted: Clerk's annual leave 9th – 20th August
Chairman Cllr Jeff Kenyon will be away 14th August – 2nd September
2. **Council Meeting 309:** Monday 13th September, 7.30pm, St Andrew's Church **Clerk/JK**
3. **September Newsletter**
 1. Template/Format: Cllr Robert Arkle to create as a Word doc with banner on page one only and making no more than 2 pages **RA**
 2. Editor: Cllr Robert Arkle. Clerk to send copies of previous Newsletters for reference. **JK/RA**
 3. Deadlines: **(i)** Final copy to editor: 24th August **ALL**
(ii) Ok press for printing to Clerk: 1st September **RA**
(iii) Printed copies for distribution: 3rd September **Clerk to JK/PN**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.25pm.

Signed.....**Dated**.....