



Buckland & Chipping Parish Council

Clerk: Sarah Kubica

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MEETING No 345 of BUCKLAND & CHIPPING PARISH COUNCIL

Tuesday 21 July 2026, 7.30pm, St Andrew's Church, Buckland

To: Cllrs Helen Dauris, Jeff Kenyon (chair), Mark Seymour (vice chair)

You are summoned to attend the Meeting to transact the business on this agenda

Public and press are welcome to attend, but may be excluded for the discussion of confidential business under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960. Please note that Public participation is permitted during the time designated for public comments

15 July 2026

S Kubica

Clerk to the Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

345.1 Apologies

To receive or accept apologies for absence

345.2 Interests and dispensations

1. To receive declarations of interest from councillors on items on the agenda
2. To receive and consider members' written requests for dispensations for declarable interests; and
3. To grant any requests for dispensation as appropriate

345.3 Co-option of parish councillor

To review applications and co-opt a new parish councillor

345.4 Minutes

1. To confirm the minutes of [343](#) the Annual Meeting of Buckland and Chipping Parish Council, 11 May 2026 as an accurate record of proceedings
2. To confirm the minutes of [344](#) Meeting of Buckland and Chipping Parish Council, 15 July 2026 as an accurate record of proceedings

345.5 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies

1. Crime Report [May](#), [June](#) 2026
2. Councillor reports

345.6 Public Comments: Limited to 15 minutes

Members of the public and councillors can raise matters of concern

345.7 Finance

1. To note receipt of income and authorise [payments](#) in accordance with the budget
2. To sign bank reconciliation and bank statements
3. To review signatories on the bank mandate
4. To consider the transfer of funds to an interest bearing [Notice](#) account(s)
5. To set up a variable direct debit for PAYE payments to HMRC
6. To set up litter pick payments by monthly standing order
7. To note Hertfordshire Internal Audit Service unavailable for BCPC 2026-27

345.8 Planning

1. To review [planning](#) applications and decisions
2. [Village Hierarchy Study](#), consider; updating [Chipping](#) information; adding Buckland

345.9 Council Documents

To consider and adopt if agreed, the draft [IT and Email Policy](#)

345.10 Reports from Working Parties and Committees, Parish Matters

1. To confirm arrangements for September 'Browse and Collect' Event
2. To consider container purchase and permissions for churchyard installation
3. To agree date for a walking assessment of highways and parish assets
4. Assign councillor roles and responsibilities: Newsletter, Defibrillators, Highways, Litter and bins, Footpaths, Staff, CCT/St Andrew's Church liaison, Risk Assessments
5. To consider arrangements for Autumn fireworks Event
6. To consider requirements for setting up a [Community DriveSafe](#) group
7. To receive an update on the request for Highway safety improvements
8. To review clerk and councillor training and consider [training](#) opportunities
9. July-August Newsletter:
 1. to discuss content
 2. to agree an editor
 3. to agree delivery date

345.11 To note items for future agendas: and to receive any other items for information only

345.12 Dates of next meetings

Date proposed	Meeting	Venue
Monday 7 September 2026	Parish Council Meeting 7.30pm	St Andrew's Church, Buckland
Monday 2 November 2026	Parish Council Meeting 7.30pm	Manor House, Buntingford
Tuesday 12 or Monday 18 January 2027	Parish Council Meeting 7.30pm	Manor House, Buntingford
Monday 1 March 2027	Parish Council Meeting 7.30pm	St Andrew's Church, Buckland
Monday 10 May 2027	Annual Parish (Community) Meeting 7pm followed by Annual Parish Council Meeting 7.30pm	St Andrew's Church, Buckland