

BUCKDEN PARISH COUNCIL

Parish Clerk: Ramune Mimiene, Buckden Village Hall Burberry Road Buckden PE19 5UY. Tel; 01480 819407

Notice of meeting: Parish Council Meeting
Time: 7.30pm
Date: Tuesday 10 December 2019
Venue: Buckden Village Hall – Millard Suite

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. The meeting is open to the public (including press).

Ramune Mimiene
Clerk
Buckden Parish Council
5 December 2019

AGENDA

(2019-20) 407	Apologies for absence To receive and accept apologies for absence.
(2019-20) 408	Open Forum – a maximum of 15 minutes is permitted for members of the public to address the Council. Members of the public may have up to three minutes each. Items to be addressed should be notified to the Clerk three working days in advance of the meeting.
(2019-20) 409	Declarations of Interest To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda.
(2019-20) 410	To consider co-option to fill 1 Vacancy
(2019-20) 411	Minutes 411.1 To agree and sign the minutes of the Annual Parish Council meeting held on 12 November 2019. 411.2 To resolve any actions arising from the minutes of the Parish Council meeting.
(2019-20) 412	Chairman's update Verbal update. 412.1 Verbal update on A1 Safety Advisory Group. Proposal to co-opt Cllr M Hassall to the A1 Safety AG. 412.2 Verbal update on Neighbourhood Plan.
(2019-20) 413	County and District Councillor Reports. 413.1 To receive report from County Councillor. 413.2 To receive report from District Councillor.
(2019-20) 414	Finance To note that Precept request for £139,055.00 for 2020.21 submitted HDC on 18 Nov 2019. 414.1 Finance Report. Cashbook, Bank Reconciliation to 30 Nov 2019. 414.2 To Approve December Payments for Sanction.

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(2019-20) 415	To Consider Planning Committee Report, Cllr S Ashwell Verbal update.
(2019-20) 416	To Consider Update from Large Planning Committee, Cllr M Hassall Verbal update.
(2019-20) 417	Compliance Advisory Group, Cllr C Underwood Report attached. 417.1 Proposal: To include the Casual Vacancy Advice note as an Addendum to the Standing Orders. 417.2 Proposal: To agree revised Safeguarding Policy.
(2019-20) 418	General Purposes and Cemetery Advisory Group, Cllr B Millard Verbal update.
(2019-20) 419	Climate Change Mitigation Advisory Group, Cllr A Jones Report attached. Update on the event 'What on Earth Can Buckden Do?' to be held 11 Jan 2020.
(2019-20) 420	Highways and Road Safety Advisory Group, Cllr E Scott Report attached.
(2019-20) 421	Rights of Way and Trees Advisory Group, Cllr C Underwood Report attached. Great Ouse Valley Way Trust (GOVT) feedback after the meeting on 30 Nov 2019. Summary circulated previously.
(2019-20) 422	Allotments Advisory Group, Cllr S Studd Verbal update.
(2019-20) 423	The Buckden Cycle Route Advisory Group, Cllr A Burbidge Verbal update.
(2019-20) 424	Meeting with Village Hall Trust, Cllr C Underwood Quiz night – the event cancelled.
(2019-20) 425	Digital Communications Advisory Group, Cllr M Hassall Verbal update.
(2019-20) 426	Correspondence received
(2019-20) 427	Communication, Cllr A Howell-Jones Office hours over Christmas time.
(2019-20) 428	Date of the next meeting Tue 14 January 2020 at 7.30pm at the Village Hall.

5 December 2019

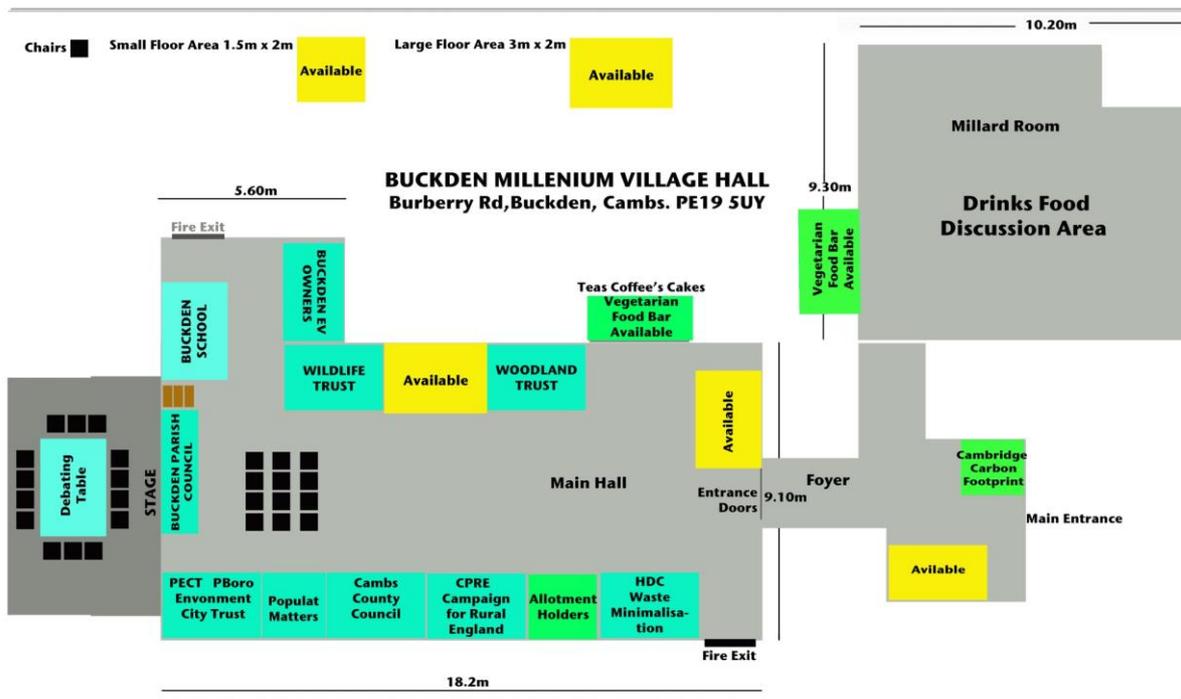
Climate Change Mitigation Advisory Group Report

Meetings are being held on a weekly basis to structure the 'What on Earth Can Buckden Do?' Event.

The 'What on Earth Can Buckden Do?' Event is moving on fast, layout below not final with Anglia Water, Orangehouse Renewables, Antarctic Survey and many others in the acceptance stage.

After careful consideration the Advisory Group has assessed that the event will break even and most possibly make a healthy profit that can go into an environmental fund for the council. There may be some advanced costs that will be recouped at either the end of the event or two to three months after.

Allan Jones



HIGHWAYS AND ROAD SAFETY ADVISORY GROUP

Wednesday 16th October 2019

<p>PC Elaine Scott (Chair) Amy Burbidge Stan Studd Clive Gillam</p> <p>Co-Opted Members Rick Screaton Emma Drage</p>
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	Key Issue	Updates 24/06/2019	Actions
1	Perry Road	<p>Work is being planned and will be complete in new year but before end of financial year</p> <p>Suggestion of using MVAS units not supported due to the need for BPC to maintain them. This may result in an increase in the amount of funding required to install permanent speed signs</p>	<ul style="list-style-type: none"> • RS – to confirm that BPC not agreed to support MVAS units • RS – confirm to CCC that we want permanent speed signs • RS – confirm the extra cost to instal permanent signs
2	Speedwatch	<p>All contacts and current member details shared with new co-ordinators</p> <p>Training dates not yet updated for August</p>	<ul style="list-style-type: none"> • ED – to chase training dates and confirm with interested parties • ED – regroup with trained speedwatch volunteers to decide on next speedwatch events
3	Road Survey	<p>Partial road survey completed by Clive and Vikki Brooks</p>	<ul style="list-style-type: none"> • ES – collate all feedback and share with CCC
4	Mill Road	<p>LHI bid submitted to CCC. No confirmation of whether bid successful available as yet</p>	
5	LCWIP	<p>As a result of AB meeting with CCC, advised to do an audit of where best to place dropped kerbs and double-yellow lines.</p> <p>School parking raised in LCWIP and again by parishoners and an increasing problem</p>	<ul style="list-style-type: none"> • ES – chase Richard Lewis for info on where LCWIP identifies places • CG – suggest dates for a walking audit • ES – Ask Ed Isaac and Molly Smith for their input • ES – Add PC funding to budgets for 2020 • ES – speak to Danika Stevenson about completing One Stop application for school signs

**Information from Compliance Advisory Group
December 2019**

No meetings have taken place.

Terms of Reference

The Chair has been working with the Clerk on ensuring consistency in the Terms of Reference for each Advisory Group and Committee, these will be circulated shortly.

Parish Council Vacancies

Please note the attached Advice Note in relation to Casual Vacancies. We should in future follow the guidance in this.

APPENDIX 1

Safeguarding Policy

We are required to have a safeguarding policy, one was put in place in 2018. We said that it would be updated in January 2019. This did not happen, Cambridgeshire Community Fund has asked that the policy includes reference to Adults at risk rather than Vulnerable adults. I have made the relevant changes and attach for your reference.

APPENDIX 2

Proposal:

To include the Casual Vacancy Advice note as an Addendum to the Standing Orders

Proposal:

To agree revised Safeguarding Policy

APPENDIX 1



CASUAL VACANCIES

Cambridgeshire & Peterborough Association of Local Councils

At some stage all councils will inevitably be faced with a casual vacancy. This advice note addresses the cause of these, the legislation governing the issue and perhaps most importantly, how to deal with them when they arise.

A casual vacancy in the office of councillor can arise through a number of causes: where a councillor ceases to be qualified or becomes disqualified from holding office or where the office is terminated through failure to attend meetings, death whilst in office or resignation. Qualification and disqualification issues can be complicated, and councils are encouraged to contact CAPALC if such circumstances arise. It should be noted that a councillor's resignation is not effective until received in writing by the chairman of the council (Local Government Act 1972, Section 84).

Claiming a Poll

The casual vacancy must be declared as soon as possible after its notification to the chairman and a notice should be displayed in a conspicuous place in the parish, giving the opportunity for ten electors to claim a poll. There is no need for a clerk to wait for a meeting before displaying a notice of vacancy.

The notice must be displayed for a period of 14 days following notification but calculation of the 14 day period cannot include Saturdays, Sundays, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a bank holiday and any day of public thanksgiving or mourning. Template notices are available from CAPALC. A copy of the notice should be sent to the Returning Officer at the principal authority. It is essential to contact the electoral officer of the principal authority to advise him/her of the casual vacancy. (It is possible that they will also assist with calculating the 14 day period, and the required notice).

The Claimed Poll

If 10 electors do claim a poll, it is the duty of the returning officer to deal with the consequent action, and there is no requirement for the parish council to become involved. It should be noted, however, that the local council will have to pay for the cost of the ensuing election. It is also worth mentioning that a poll cannot be claimed if there is less than six months of the term of office left to run (i.e. before the next ordinary elections).

What if the Poll is not claimed?

If the poll is not claimed it is normal for the principal authority to advise the local council accordingly, and the council may then co-opt a new councillor to fill the vacancy. There is no legislative guidance to address how to attract candidates but CAPALC suggest that the council should be open about the vacancy and extend an invitation to all electors, to be considered for co-option.

This can be done by displaying notices which advise of the vacancy and inviting potential candidates to submit their interest in writing to the clerk. It is wise for a council to set its own policy on the acceptance of written and verbal applications and the information desired for consideration.

You are recommended to keep the process simple, there is no need or requirement to produce an application form, for example. The council should check that anyone being considered for co-option meets one or more of the qualification criteria. CAPALC can provide a pro forma that lists the

relevant qualifications and which can be completed and signed by the candidate(s). The clerk will give a closing date for 'applications' and ensure that the item is specified on the agenda of the next suitable meeting.

Councils should consider the adoption of a policy which sets out the procedure that it will use to co-opt councillors and CAPALC can provide this.

Selecting a Candidate

Having heard the details of potential new members, the existing council may decide, by a majority decision, which person will fill the vacancy. The following points should be noted:

- There is no requirement to consider candidates who were unsuccessful at a previous election. They have no priority or preference over any other candidate.
- Candidates must be nominated, i.e. proposed, and if required by standing order, also seconded. Only at this stage can a vote be taken.
- If there is a single candidate for a single seat the council does not have to opt for that candidate.
- If there are, for example, two seats and two candidates the vacancies can be filled by one (composite) vote.
- A successful candidate must receive an absolute majority vote of those present and voting. Basically the successful candidate must have more votes than the others jointly.
- If there are more than two candidates for a seat then there will need to be more than one round of voting with the candidate with the least number of votes eliminated each time until one candidate receives a majority of the votes cast.

Following Selection

The co-option is part of the election process and cannot be carried out otherwise. The person that the council resolves to co-opt is a councillor and there is no difference between them and any other councillor. As with all other councillors, the new councillor must sign a declaration of acceptance of office including an acceptance of the council's code of conduct before being able to act as councillor. Once the declaration has been signed the person can begin to act as a councillor and may take part in the remainder of the meeting. Within 28 days of election a councillor must also complete a Register of Interests. A copy of the register is retained by the clerk with a copy being sent to the Monitoring Officer of the principal authority. Where the council has a website the councillors Registers of Interests must be displayed on the site although it is permissible to remove the councillors' signatures for this purpose.

Cambridgeshire and Peterborough Association Local Councils PO Box 181, St Ives.
Cambridgeshire PE27 3DR Advice Note 10

APPENDIX 2

BUCKDEN PARISH COUNCIL

SAFEGUARDING POLICY

Section heading	Section content
1. Introduction	<p>Buckden Parish Council makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Buckden Parish Council comes into contact with children and / or Adults at risk through the following activities: Provision of recreation facilities Provision of children's' play areas</p> <p>The types of contact with children and / or Adults at risk will be controlled and limited to occasional contact by grounds staff; councillors and administrators.</p> <p>This policy seeks to ensure that Buckden Parish Council undertakes its responsibilities with regard to protection of children and / or Adults at risk and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
2. Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Buckden Parish Council.</p> <p>Please complete the details below and return this completed form to the Clerk to the Council.</p> <p>Employee Name :</p> <p>Employee Signature:</p> <p>Date:</p>
3. Legislation	<p>The principal pieces of legislation and guidance governing this policy are:</p> <ul style="list-style-type: none">○ The Children Act 1989○ Public Interest Disclosure Act 1998○ The Children Act 2004○ Mental Capacity Act 2005○ Mental Capacity Act Code of Practice 2007○ The Care Act 2014○ Care and Support Statutory Guidance (updated Feb 2018)○ Working together to Safeguard Children 2015○ The Prevent Duty 2015○ Working together to safeguard Children: A guide to interagency working to safeguard and promote the welfare of children (July 2018)

<p>4. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or Adults at Risk wherever possible. Child and adult protection is about responding swiftly to concerns as they are identified and take the correct action to report and record. Abusive acts are acts of oppression and injustice, exploitation and manipulation of power. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse • Radicalisation <p>Definition of a child A child is under the age of 18 (as defined by the 1989 Children's Act).</p> <p>Definition of Adult at risk An Adult at risk is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless • May or may not lack mental capacity.
<p>5. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>The Designated Senior Manager/ and safeguarding lead officer is the Clerk to the Council. This person's responsibilities are to monitor, report actual or alleged incidents of abuse to the Local Authority or police, and to raise any concerns with the Chairman of the Council and support the reporters.</p>

<p>6. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, is to be understood together with a range of policies and procedures within the organisation. These include: Whistle Blowing; Grievance and Disciplinary; Health and Safety; Equal Opportunities and Data Protection.</p> <p>Safe recruitment Buckden Parish Council ensures safe recruitment through the following process: Ensuring that all job descriptions contain reference to the safeguarding of children and Adults at risk and to this Policy.</p> <p>Disclosure and Barring Service (DBS) The organisation commits resources to providing DBS checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the organisation will undertake a rolling review of DBS checks every 3 years where staff regularly come into contact with children or vulnerable adults. In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place with 3 year reviews.</p>
<p>7. Communications training and support for staff</p>	<p>Buckden Parish Council commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include discussion of the Policy and confirmation of understanding, together with discussion of other policies and ensuring familiarity with reporting systems.</p> <p>Training All staff who, through their role, are in contact with children and /or Adults at Risk will have access to safeguarding training at an appropriate level. Sources and types of training will include safer recruitment and understanding child protection and the protection of vulnerable adults.</p> <p>Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice and where required participation in multi-agency safeguarding issues and meetings.</p> <p>Support We recognise that involvement in situations where there is risk of or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: debriefing support and follow-up support as necessary.</p>
<p>8. Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Buckden Parish Council regards its staff as being in a 'position of trust' in respect of children and vulnerable adults.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>

<p>9. Reporting</p>	<p>The process outlined below details the process to be followed in raising and reporting safeguarding concerns.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Communicate your concerns with your immediate manager</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the vulnerable person if needed and where immediate risk of harm exists contact the police.</p> <p style="text-align: center;">↓</p> <p>Alert the Clerk and record the concerns on the Parish Council forms.</p> <p style="text-align: center;">↓</p> <p>The Clerk will make the necessary report to the Statutory Authority within 24 hours.</p> <p style="text-align: center;">↓</p> <p>The Clerk will ensure that feedback from the Local Authority is received and their response recorded. The Local Authority has a process for reporting and this must be adopted. Organisations will be expected to complete the local authorities initial contact form of a concern about a child. The use of this form and compliance with the policy is mandatory. Information on reporting concerns will be found at www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection</p> <p>If the immediate manager is implicated, then refer to their line manager in the first instance and do not discuss with any other person.</p> </div>
<p>10. Allegations Management</p>	<p><i>Buckden Parish Council recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</i></p> <p><i>The process for raising and dealing with allegations is as follows</i></p> <ol style="list-style-type: none"> 1. Any member of staff (paid or unpaid) from (insert name of organisation) is required to report any concerns in the first instance to their line manager/ safeguarding lead officer 2. Contact the appropriate local authority for guidance 3 Follow the advice provided <p><i>Buckden Parish Council recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Local Authority and/or police if necessary.</i></p>
<p>11. Monitoring</p>	<p>The organisation will monitor the following Safeguarding Standards to the DBS.</p> <ul style="list-style-type: none"> • Safe recruitment practices

	<ul style="list-style-type: none"> • DBS checks undertaken • References applied for new staff (2) • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
12. Managing information	<p>Information will be gathered, recorded and stored in accordance with the following policy:</p> <p>Data Protection Policy. All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and Adults at risk may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Officer.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
13. Conflict resolution and complaints	Conflicts in respect of safety of Adults at risk will be taken forward by the Clerk to the Council via the CCC Community and Adult Care Directorate
14. Communicating and reviewing the policy	<p>Buckden Parish Council will make clients aware of the Safeguarding Policy through the following means : The Council's website</p> <p>This policy will be reviewed by the Clerk to the Council every 3 years and when there are changes in legislation.</p>

Date: 12/02/2018

Review date: 12/02/2019 December 2019

PUBLIC RIGHTS OF WAY AND TREE ADVISORY GROUP MEETING RECORD 25 NOVEMBER 2019

Attendees

Caroline Underwood CU , Chair	Sue Ashwell SA
Melanie Storey MS , Secretary	

Apologies: Amy Burbidge **AB**, Pauline Steel **PS**

Item 1 Record of the Last Meeting

- The minutes of the last meeting were approved
- Action review:

No	Action Description	Status/Update
16.5	MS to create a QR code to allow for easy connection to the Round About Buckden webpage; to await the outcome of the Parish Council's review of website provision	Outstanding, outcome of review will be known by the end of February
16.16	MS to contact the District Council in respect of obtaining definitive location information on the tree preservation orders in operation	Email sent, awaiting reply
17.8	SA to conduct the annual check on footpaths B9, B13, B12, B14 and D2 by 31 October	Outstanding
17.9	AB to conduct the annual check on footpaths D1, D5, D6, D18 and D11 by 31 October	Completed
17.10	PS to conduct the annual check on footpaths B3, B1, B2 and B4 by 31 October	Completed
17.12	CU to conduct the annual check on footpaths B15, D12, B6, B7, B8 and B11 by 31 October	Will be completed by 29 November
18.2	MS to draft introductory words for the leaflets that will be added to the Round About Buckden page on the Parish Council website	Completed
18.3	CU to approach the Village Hall Trust to ascertain whether it is content for a project to go forward to create an accessible path for wheelchair users around the lake on its land	Completed, agreed
18.4	AB to source the details of potential surfaces for an accessible path for wheelchair users around the lake on the Village Hall Trust land	Outstanding
18.5	MS to proceed with the designing and printing of the historic walking leaflet, asking the Parish Clerk to charge the amount against the A14 Legacy Fund grant reference number A470729	Completed, awaiting delivery of final design (see Action 19.1)
18.6	MS to include the outcome of the annual check of footpaths on the agenda for the next meeting	Completed, see item 3
18.7	MS to use the Land Registry's service to determine the ownership of the land crossed by footpath B7	Closed, superseded by Action 19.2
18.8	AB to approach the Local Cycling and Walking Investment Plan contractor to see if they are able to	Completed

	assist with mapping land ownership across the Parish	
18.9	CU to send a piece to the Roundabout seeking the views of residents on trying to establish additional footpaths	Closed, superseded by Action 19.9
18.10	MS to include the response to the Parish Council's letter concerning the Ouse Valley Way as an item on the agenda for the next meeting	Completed, see item 3
18.11	CU to place a reminder in the Roundabout on volunteering to keep footpaths clear	Completed, published in November PC section of Roundabout
18.12	MS to seek additional quotes for the tree work identified through the annual tree condition check	Completed, see item 4
18.13	CU to ask SA (Parish Council Finance) if any financial reserve has been earmarked for tree maintenance	Completed, there was £1000 in reserves
18.14	MS to include the location of potential sites for tree planting as an agenda item for the next meeting	Completed, see item 4
	Actions to be Monitored	
6.5	CU to monitor the condition of footpath B14 in respect of any flooding that occurs	On-going
9.6	MS to contact the Rights of Way Officer from CCC to ascertain what progress has been made against her report of her 10 October 2017 visit	Request sent, chased again on 5 Jul 18, information sent to County Councillor
10.1	MS to ask the Rights of Way Officer from CCC to source an A1 version of the definitive map on the Group's behalf	Request sent 5 Jul 18, response received CU requested pdf version, info sent to County Councillor
16.2	MS to distribute Round About Buckden leaflets and to record their take-up	66 leaflets taken by the public so far; need to include geocache website activity
18.1	AB to submit a FOI request to Highways England concerning its decision to change the plan for Mere Lane that will result in a loss of pedestrian access	Completed, approved by PC 12 Nov 19 action to be monitored for response

Action 19.1 CU to source a new set of photographs for inclusion in the historic walking leaflet

Action 19.2 CU to continue to liaise with Local Cycling and Walking Investment Plan contractor regarding the mapping of land ownership in the Village

Item 2 Current and Future Projects

- Consideration of the following future projects was deferred to the next meeting
 - Accessible route supported by a bid to the Cambridge Foundation Community Fund
 - Repair of the Ouse Valley Way supported by the Anglian Water Fund

Item 3 Footpaths

- The annual footpath check report was reviewed
 - It was agreed that the issues with footpath B1 should be rechecked after 3 months
 - It was agreed that it should be determined to whom the vegetation causing an obstruction on footpath B4 belonged
 - It was agreed the issues with the surfaces of footpaths B4 and B8 should be reported through the Cambs CC website

- It was agreed that a post and sign should be installed on footpath B6 to clarify the route of the path when approaching from Grafham; this will be a task for a working party to be organised in the New Year
- It was agreed that a post and sign should be installed on footpath B7 to clarify the route of the path where it divides; this will be a task for a working party to be organised in the New Year
- It was noted that there is an issue with footpath B7 where it connects to the Brampton Road; this is in the Parish of Grafham
- It was noted that the new footpath B15 does not feature on the footpath map; it was agreed an addendum would be placed on the website but that changing the map would wait for the outcome of any additional paths across the current gravel pits
- It was agreed to wait for the outcome of Action 19.2 ie the mapping of land ownership, before deciding on any action in respect of any issues with footpath B7
- It was agreed a note should be placed in the Roundabout seeking the views of residents on trying to establish additional footpaths and that any respondents would receive a form to capture the details
- It was noted that the Parish Council has not received a response to its letter to Cambs CC concerning the Ouse Valley Way; CU will raise this issue at the meeting of the Ouse Valley Way Trust she is attending on 30 November
- CU reported that at the meeting of the Quarry Liaison Group, Bardon Aggregates and Paxton Pits Nature Reserve confirmed that they intend to undertake shortly ditch clearance and drainage improvement works alongside footpath B14

Action 19.3 PS to recheck the issues with footpath B1 within 3 months

Action 19.4 PS to determine to whom the vegetation causing an obstruction on footpath B4 belongs

Action 19.5 MS to report the issues with the surfaces of footpaths B4 and B8 to Cambs CC

Action 19.6 MS to include organising a footpath working party on the agenda for the next meeting

Action 19.7 CU to write to Grafham Parish Council in respect of the connecting PROW between footpath B7 and Brampton Road

Action 19.8 CU to place an addendum to the footpath map on the website in recognition of the creation of the footpath B15

Action 19.9 MS to include the final review of the annual footpath check report on the agenda for the next meeting

Action 19.10 CU to place an item in the Roundabout seeking the views of residents on trying to establish additional footpaths and to arrange for any respondents to receive a form to capture the details

Item 4 Trees

- Commissioning of the tree work arising from the annual tree check continues
 - It was noted that the urgent work on tree 073 has been completed
 - It was noted that Charlie Vince and GTS have submitted quotes and receipt of a third quote is awaited
 - It was agreed that Martin Childs of MJC would be invited to tender for any future tree work, given the good reviews he has received
- The replacement tree tags have been sourced and will be fixed to the trees shortly
- It was noted that residents in Buckden have offered to donate trees for planting around the village
 - The details of the trees are : 2 x holly (height 3 feet), 2 x yew (height 18 inches), 2 x hazel (height 2 feet), 1 evergreen (height 3 feet)
 - It was agreed that identifying the planting location/s and who would undertake the planting would be discussed at the next meeting

Action 19.11 CU to hasten receipt of a third quote for the work arising from the annual tree check so a contractor can be selected

Action 19.12 MS to include the planting location/s and who would undertake the planting of trees donated by local residents, as an agenda item for the next meeting

Item 5 Budget

- It was noted that the Group has been allocated a budget of £2,650 for the financial year 20/21: £700 for footpaths, £700 for trees, £500 for tree planting and an emergency fund of £750

Item 6 AOB

- The next meeting will be held from 1915 hours on Monday 10 February at 55 High Street