

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 14 January 2020
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
9 January 2020

AGENDA

(2019-20) 429	Apologies for absence To receive and accept apologies for absence.
(2019-20) 430	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) 431	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) 432	To consider applications for Vacant Parish Council Position
(2019-20) 433	Minutes 433.1 To agree and sign the minutes of the Parish Council meeting held on 10 December 2019. 433.2 To resolve any actions arising from the minutes of the Parish Council meeting.
(2019-20) 434	Chairman's update Verbal update. 434.1 Verbal update on A1 Safety Advisory Group. 434.2 Verbal update on Neighbourhood Plan.
(2019-20) 435	County and District Councillor Reports. 435.1 To receive report from County Councillor. 435.2 To receive report from District Councillor.
(2019-20) 436	Finance Verbal update, Cllr S Ashwell. 436.1 Finance Risk Management Policy. 436.2 Cashbook, Bank Reconciliation to 31 December 2019. 436.3 To Approve January Payments for Sanction.

BUCKDEN PARISH COUNCIL

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

(2019-20) 437	To Consider Planning Committee Report, Cllr S Ashwell Verbal update. <i>NB: Minutes of the Planning Committee meetings are available on the website.</i>
(2019-20) 438	To Consider Update from Large Planning Committee, Cllr M Hassall Verbal update. <i>NB: Minutes of the Large Scale Planning Committee meetings are available on the website.</i>
(2019-20) 439	Compliance Advisory Group, Cllr C Underwood Report attached. 439.1 Safeguarding Policy: Training dates to be agreed. 439.2 Annual Plan Update: Revised Plan attached. 439.3 Proposal: To organise the Annual Strategy Workshop in February
(2019-20) 440	General Purposes and Cemetery Advisory Group, Cllr B Millard Verbal update. Discussion re: Handyman Hut.
(2019-20) 441	Climate Change Mitigation Advisory Group, Cllr A Jones Verbal update on the event 'What on Earth Can Buckden Do?' held 11 Jan 2020.
(2019-20) 442	Highways and Road Safety Advisory Group, Cllr E Scott Report attached.
(2019-20) 443	Rights of Way and Trees Advisory Group, Cllr C Underwood Report attached.
(2019-20) 444	Allotments Advisory Group, Cllr S Studd Verbal update.
(2019-20) 445	Meeting with Village Hall Trust, Cllr C Underwood No update. Next meeting date is 3pm Friday 24 January 2020.
(2019-20) 446	Digital Communications Advisory Group, Cllr M Hassall Report attached. 446.1 The Parish Council is asked to grant the Advisory Group the power to decide to either continue with the existing web site provider or find an alternative web site provider for the Parish Council web site without further referral to the main Parish Council. If a new provider is selected it will fall within the agreed budget for 2020 already set by the Parish Council.
(2019-20) 447	Correspondence received All correspondence received is Neighbourhood Plan related and being dealt with by the NP Advisory Group.
(2019-20) 448	Communication, Cllr A Howell-Jones Verbal update. 448.1 Annual Parish Meeting/ Annual assembly preparation 448.2 Proposal to change the date from 28 to 21 April 2020

BUCKDEN PARISH COUNCIL

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

	<u>EXCLUSION OF THE PUBLIC AND PRESS</u> That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.
(2019-20) 449	Staffing update
(2019-20) 450	Date of the next meeting Tue 11 February 2020 at 7.30pm at the Village Hall.

9 January 2020



BUCKDEN PARISH COUNCIL ANNUAL PLAN

Month	Action	Responsible individual or group	Comment
April	Annual Parish meeting/Assembly Grant applications (approved in Nov previous Financial year) to be paid early in April Renewal of PC website	Chair and Clerk PC Clerk and if required Digital Advisory group	
May	Review Financial Management Polices: 1) Debit Credit Fuel Cards 2) Online banking 3) Strategic Financial Risk Report Annual Return - to approve PC Accounts and Annual Governance and Accountability Return (AGAR) Meeting dates for the year Annual Parish Council meeting - Election of chair/ Vice chair and appoint Cllr roles and responsibilities (AG and Committees) Renew PC Insurance by 31 May 19	RFO and Chair of Finance Group RFO Clerk and Chair Clerk and Chair RFO	
June	Appoint Internal Auditor for the following year All meetings of Advisory groups to have been completed Confirmation of Chairs and	Full PC All Councillors Chairs of Advisory groups	

	revised T of R submitted to Clerk and Chair of Compliance AG Advisory groups set annual targets	All advisory group members	
July	Annual Rights of Way Survey Annual Tree check	RoW and Tree group	
August	No Council meetings in Aug Start Consultation and Strategy development	Chair Vice Chair and all councillors	
September	Strategy development and consultation Receive Grant Applications Winter Management Plan Review Allotment Rent	Chair and Vice Chair and all councillors RFO and Chair of Finance group Road Safety group Allotments group	
October	Budget planning meeting Financial Regs and Standing Orders to be reviewed Allotment Invoices to go out Christmas lights arrangements	Finance AG Compliance & Finance AGs Clerk GP and cemetery AG & Clerk	
November	Present draft budget and precept to Council Review and agree recommendations for grant applications for money from BPC	Chair of Advisory group PC and Finance AG	
December	Submission of the Precept to HDC Review safeguarding Policy every 3 years	RFO Review 2022	

	Submit CIL report for the previous financial year	Clerk/RFO	
January	Arrange for Christmas Lights to be taken down	Clerk	
	Appraisals All	Staffing AG	
February	Annual Road Pavement Survey	Highways and Sustainable transport group	
March	Prepare for Annual Parish meeting / Assembly	Chair and Clerk	
	Submission of Annual Risk Assessment and Management to PC	Chair of Compliance AG and Clerk	
	Annual Play Area Risk Assessment by 31 Mar 19	Clerk, GP and Cemetery AG	
	Annual Salary review	Chair, Chair of Staffing AG Chair of Finance AG	
	Review of Pension contribution	Chair of Finance AG	
	Annual Policy Check	Clerk and Chair of Compliance AG	
	To Review: 1) Financial Risk Policy 2) Reserve's Policy	RFO and Chair of Finance Advisory group	
	Checks required but not an annual basis: Memorials Risk Assessment (Churchyard & Cemetery) Tree Survey Quarterly allotment checks Weekly Defibrillator checks by groundstaff Weekly Play Area equipment checks by groundstaff		

Cambs County Councillor report to Buckden Parish Council, Tuesday, January 14th, 2020

The County Council now resumes its major task of preparing the budget for the coming financial year, including

- a. The level of service available to residents
- b. the setting of the council tax.

Pressure on services for Adults arises from the fact that we are an ageing society. Adult social care is a social, organisational and financial challenge for the foreseeable future.

At the same time, the proportion of young people needing extra help rises and the costs of making appropriate provision increase.

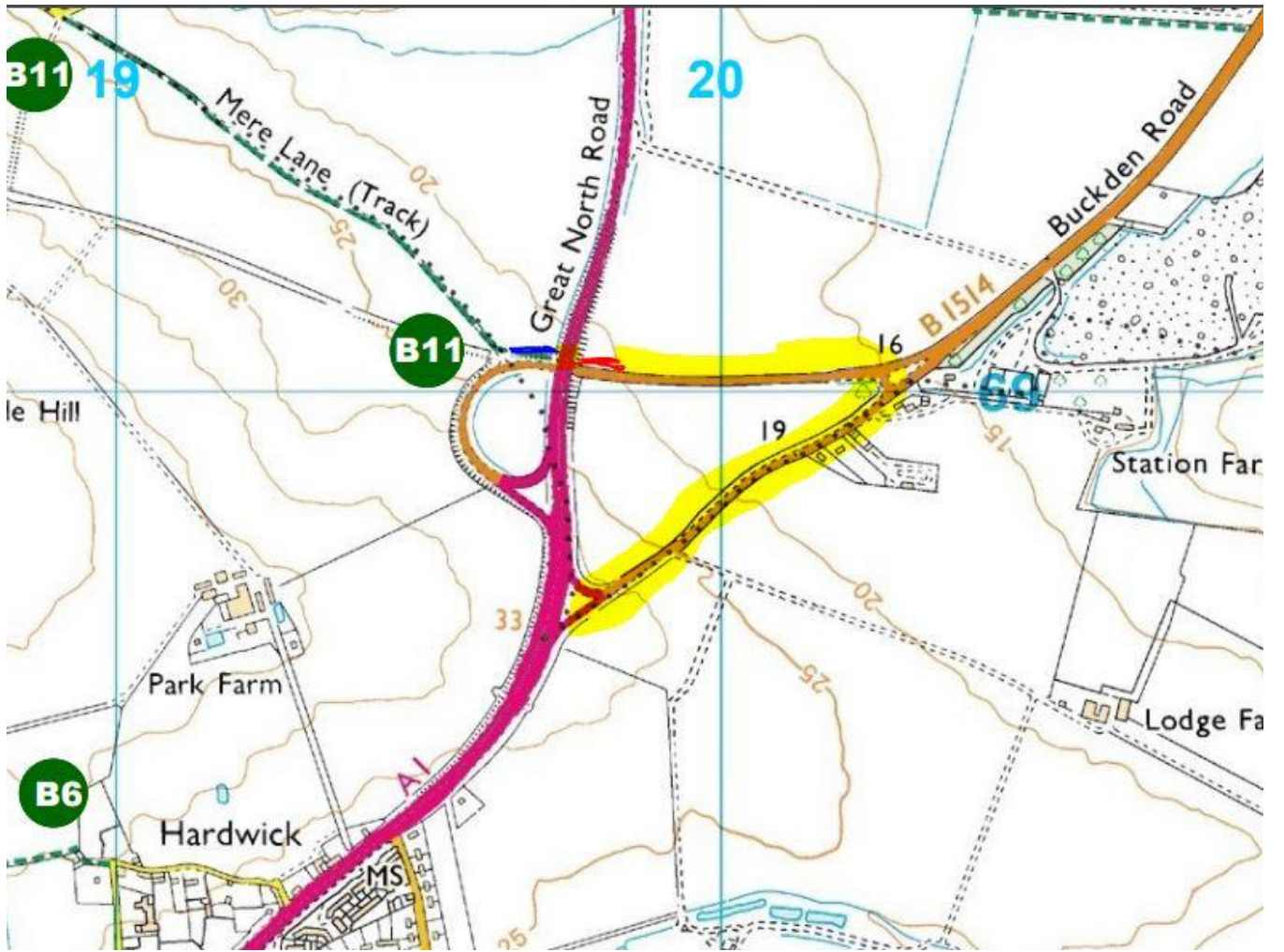
The most recent meeting of Full Council was on December 19th where the County Council Climate Change and Environment Strategy was launched. Environmental issues are rightly a high priority. The difficulty, as always, is developing actions which will get us, the public, to change our life style and travel patterns. I am sure some of you will already have responded to the consultation.

A stretch of the new A14 was opened just before Christmas and the journey time into Cambridge from Huntingdon has been reduced. I am not yet aware of any change in the pressure on the Buckden roundabout. This will come up at the A1 Road Safety group which I hope to attend on Wednesday January 8th, subject to difficult family circumstances at the moment.

Peter Downes, January 5th 2020

HIGHWAYS AND ROAD SAFETY ADVISORY GROUP UPDATE JANUARY 2020

	Key Issue	
1	Perry Road	<p>CCC are now only permitting one MVAS unit for Perry Road. We can purchase an extra battery unit to ensure it is always fully charged and reduce the burden on the PC. It is now their policy to install one unit with two posts so that they can be rotated on a regular basis. Rick has been pushing back on this due to the fact that the PC will be responsible for charging and moving the unit. Also, this is not what residents want (plus is less than was previously there?) but to no avail.</p> <p>Rick has suggested we raise with our County Councillor to lobby for a change in this policy.</p>
2	Speedwatch	Emma will be checking the Speedwatch website to see if any new dates added for training as promised by Cambridgeshire Constabulary
3	Road Survey	<p>Elaine still to raise issues of paths on the HDC issue logging website.</p> <p>HDC did attempt to repaint double yellows on High Street before Christmas but parked cars prevented them from doing so. They will be making another attempt soon.</p>
4	Mill Road	Petition raised by Vikki Brooks. Only 101 signatures so far. Have requested on FB that residents sign the petition to help with the LHI application to CCC
5	LCWIP	<p>HE have now responded to AB as a result of the FOI request. They have agreed to extend the cycle path that stops before the old railway bridge under the A1. It will now link up to the footpath under the bridge. This is a start but we will need to keep lobbying to connect up to the Mere Way byway on the other side.</p> <p>See attached map (yellow = existing, red = new path agreed with HE, blue = section still missing)</p>



Report from Digital Communication Advisory Group 18th September 2019

The following was agreed at the meeting:

- The current Parish Council web site is not fit for purpose and will need to be replaced in 2020 to meet new accessibility standards.
- Our current web site providers would be given the opportunity to present their solution to the above requirement.
- Alternatives were presented to the Working Group by Dave Duncan and Martin Hassall - it was agreed that the members of the group would review these alternatives and the updated version from the current provider and provide feedback to the Advisory Group.
- To understand the advantages of owning a .gov.uk domain

The Parish Council is asked to grant the Advisory Group the power to decide to either continue with the existing web site provider or find an alternative web site provider for the Parish Council web site without further referral to the main Parish Council. If a new provider is selected it will fall within the agreed budget for 2020 already set by the Parish Council.

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 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