

# 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 13 November 2018  
**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  
8 November 2018

## AGENDA

<b>(2018-19)</b> <b>114</b>	<b>Apologies</b> To receive and accept apologies for absence.
<b>(2018-19)</b> <b>115</b>	<b>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.</b>
<b>(2018-19)</b> <b>116</b>	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda.
<b>(2018-19)</b> <b>117</b>	<b>Minutes</b> 117.1 To agree and sign the minutes of the Parish Council meeting held on 9 <sup>th</sup> October 2018. 117.2 To resolve any actions arising from the minutes of the Parish Council meeting held on 9 <sup>th</sup> October 2018.
<b>(2018-19)</b> <b>118</b>	<b>County and District Councillor Reports.</b> 118.1 To receive report from County Councillor. 118.2 To receive report from District Councillor.
<b>(2018-19)</b> <b>119</b>	<b>Chairman's report</b> 119.1 To receive Chairman Terry Hayward's report - attached
<b>(2018-19)</b> <b>120</b>	<b>Finance.</b> 120.1 To receive update as at 31 October 2018 and report on the current financial situation. 120.2 Chairman Terry Hayward proposes that the Chairman of the Finance Advisory Group and the Clerk be given the approval to review the number of a/cs held by PC and recommend how they should be refined and changed. 120.3 To approve bank mandates: 1) NatWest: to remove the previous Clerk's name and the retired Councillors x 2. 2) Unity Trust: Mandate to sign re: the Debit Card to reduce the use of petty cash. 120.4 To agree payments for sanction as at 13 Nov 18. 120.5 To approve Budget and Precept proposals for 2019/20. Proposal by Cllr Sue Ashwell. 120.6 Proposal by Cllr Sue Ashwell for items to be included as earmarked reserves within the parish council reserves.

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	<p>120.7 To approve Financial Risk Management Policy          120.8 To approve Petty Cash policy          120.9 Cllr Fiona Shirley proposes that we gravel the cremated remains area and install a chain link fence at the overall cost of £685, excluding VAT.</p>
(2018-19) 121	<p><b>To Consider Planning Committee Report</b>  <b>Chairman of the Planning Committee to report on the previous meetings of the last Planning meeting minutes</b></p> <ol style="list-style-type: none"> <li>1. Opportunity to discuss and the need for a special meeting with Pegasus: Conditional Information for 16/00576/OUT: Condition 27 - Design Code (Amended code received 30 October 2018). Site Address: Land Off Lucks Lane And West And South Of The Osiers And Springfield Close Buckden Reference: 18/80203/COND</li> </ol>
(2018-19) 122	<p><b>Compliance Advisory Group</b>  <b>122.1 Proposals for Council</b></p> <ul style="list-style-type: none"> <li>• That Buckden Parish Council delegates the responsibility for incorporating updates and amendments to the Compliance Advisory Group in consultation with the Clerk. If there are any changes of substance these will be brought to the full Council</li> <li>• That Buckden Parish Council adopts the Privacy Policy to support GDPR compliance as circulated with the Agenda</li> </ul>
(2018-19) 123	<p><b>General Purposes Advisory Group</b>          Christmas lights verbal report from the chairman.          Report from the Chairman of the Advisory Group Betty Millard attached.</p>
(2018-19) 124	<p><b>Cemetery Advisory Group</b>          Report attached          Approval requested as already included under Finance Agenda item</p>
(2018-19) 125	<p><b>Highways and Road Safety Advisory Group</b></p> <p>125.1 Application for LHI for Perry Road to be considered by CCC Highways on 10 Dec 18 Cllr T Hayward to represent Council's views at the meeting with CCC on 10 Dec 18.</p> <p>125.2 Mill Road Zebra Crossing – Please note the proposed drawings from Cambs Council. Can the PC agree the drawings, subject to any further amendments to be discussed at the meeting. Cllr John Moore.</p> <p>125.3 Local Winter management Plan: To review and approve the plan.</p> <p>125.4 Chairman reported that The Council has received a complaint from a resident about the condition of the pavements in Buckden High Street. This is, of course, the responsibility of the CCC but the Chairman proposes that it would be useful for the Advisory Group to consider the complaint and carry out a survey of the pavements and report to the January Council meeting.</p>
(2018-19) 126	<p><b>Rights of Way and Trees Advisory Group</b></p> <p>126.1 Written report from Cllr Caroline Underwood</p> <p><b>PROPOSALS FOR PARISH COUNCIL</b></p> <ol style="list-style-type: none"> <li>1) The Tree survey was reported on at the previous meeting; the survey recommends the felling of trees T142, T143 and T145 within the next six months, these are trees lining footpath B4; the footpath adjacent to Morris Close. Cllr Masson has also been contacted by some residents of Morris Close in relation to this area. Assuming the trees are the Parish Council's responsibility the Rights of Way and Tree Advisory group recommend</li> </ol>

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	<p>obtaining quotations and commissioning the work as there is funding for this in the current budget.</p> <p>2) The work on the zebra crossing requires that tree T072 is included in the work recommended by the tree survey as it needs to be pruned to a suitable height to allow for the sight of the Belisha Beacons this will be approx. 6m clear. The Rights of Way and Tree group ask that this work is included in the item above.</p> <p>126.2 There were 2 tree applications: 18/02297/TREE application 18/02264/TREE application</p>
<b>(2018-19) 127</b>	<p><b>Allotments Advisory Group</b> <b>127.1 Proposals for Parish Council. Cllr Underwood proposes that:</b></p> <p>1) The Parish Council to fund up to £100 (£84.98 inc VAT for bricks) for transport of matting and cost of bricks to cover unoccupied allotments and agree to the Handymen clearing plots and laying matting. <i>Rationale</i> The PC has responsibility for the allotments and it is important that they are cleared and maintained when not being used so that prospective allotment holders are able to take them on in good condition. There are a number of plots coming vacant and there will be an opportunity for the handymen to clear and cover them over the winter period when there is less demand on their time. The work on clearing allotments had not been necessary in the past as much of the clearing was carried out by former Cllr Fred Day.</p> <p>2) The Parish Council to approve the raising of the allotment rent to £20 per annum. <i>Rationale</i> There have been no rent increases for approximately 6 years. The money will help defray future costs for items such as matting as well as covering costs of the water supply. Unfortunately this will not be able to be implemented this year as PC rules say that 3 months' notice must be given.</p> <p>3) The Parish Council to approve the offer of allotments to Southoe residents, at a rent of £25, current rents for Buckden residents £15, the decision to be reviewed on an annual basis. <i>Rationale</i> There are a number of vacant allotments and there have been enquires from Southoe residents.</p> <p>4) The Parish Council to fund the cost £20 of a promotional poster (attached) for the allotments and approve the use of the notice boards to display the posters</p>
<b>(2018-19) 128</b>	<p><b>The Buckden Cycle Route Advisory Group</b> 128.1 See attached Report. Cllr Elaine Scott to report.</p>
<b>(2018-19) 129</b>	<p><b>Neighbourhood Plan Advisory Group</b> 129.1 Neighbourhood Plan - verbal update by Cllr Anne Howell-Jones</p>
<b>(2018-19) 130</b>	<p><b>Transport Advisory Group</b> 130.1 PC Chairman proposes that he write to MP on behalf of PC requesting an update on how his discussions with fellow MPs representing constituencies along the</p>
<b>(2018-19)</b>	<p><b>Staffing Advisory Group</b></p>

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<b>131</b>	No update.
<b>(2018-19) 132</b>	<b>Website</b> <b>The Parish Council Webpage</b> It has become increasing apparent that our present webpage leaves something to be desired. The Chairman proposes that a small WG be set up to thoroughly examine the current site and to <b>recommend</b> to the Council whether it should renew its agreement or to replace it with an alternative. If the latter to recommend a preferred site. He further proposes that the members of this WG should be Cllrs Hassall, Cllr Ashwell, the Clerk and Des Foster and that it be chaired by Cllr Hassall. He proposes that the WG be given the authority to co-opt other members if they feel additional expertise is required. The WG's report should be considered at the full Council meeting in March.
<b>(2018-19) 133</b>	<b>Councillor Training</b> 132.1 The Chairman would like a general discussion on the adequacy or otherwise of the training given to Councillors and to seek the Council's view on how this might be improved.
<b>(2018-19) 134</b>	<b>Future aims of the Council</b> 133.1 The Chairman proposes that the Council arranges an informal 'away day' in the new year in order to discuss and agree the future policies and aims of the Council. This would probably take the form of an afternoon session, with tea, probably in Village Hall.
<b>(2018-19) 135</b>	<b>ALMS HOUSES OF JAMES SOUTH AND WILLIAM BURBERRY</b> Alec MacAndrew's time as a Parish Council nominated trustee to the Charity has elapsed and the Council therefore has the opportunity to nominate a successor or to re-appoint him. He is at present the Chairman of the Charity and the nominated trustee does not have to be a member of the Council. The Chairman proposes that Alec MacAndrew to be the Council's nominated trustee. This is seconded by Cllr Mrs Millard.
<b>(2018-19) 136</b>	<b>Co-Option of new Councillor</b> Following the resignation of Cllr P Emeleus there is 1 vacancy of the parish council. If within 14 days of the notice dated 31 Oct 18, 10 residents request an formal election then an election will be called. If there is no request then the Council can co-opt a new member after 14 <sup>th</sup> November.
<b>(2018-19) 137</b>	<b>Suggestion to postpone the January PC meeting until 15th.</b> Recommendation from Clerk.