

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 8 October 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
3 October 2019

AGENDA

(2019-20) 358	Apologies for absence To receive and accept apologies for absence.
(2019-20) 359	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) 360	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) 361	Minutes 361.1 To agree and sign the minutes of the Annual Parish Council meeting held on 10 September 2019. 361.2 To resolve any actions arising from the minutes of the Parish Council meeting.
(2019-20) 362	Chairman's update Report attached.
(2019-20) 363	County and District Councillor Reports. 363.1 To receive report from County Councillor. 363.2 To receive report from District Councillor.
(2019-20) 364	Finance Report attached, Cllr S Ashwell 364.1 Proposal that Council approve that the first call on CIL money in 2020/21 should be to build the Councils' earmarked reserves 364.2 Proposal to approve approach to unplanned / unbudgeted activities 2020/21 <i>Reminder: The template for submitting budget proposals for 2020/21 BPC budget will be circulated to Group/Committee Chairmen and will be discussed at the Finance Advisory Group meeting on Tuesday 29 Oct.</i> 364.3 Proposal for an in-year donation to CPRE for their campaign to protect Greenfield sites from development, Cllr S Ashwell

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	<p>Council to consider other grants and donations requests received</p> <p>364.4 Finance Report: Cashbook and Bank Reconciliation to 30 Sep 19. Income and Expenditure report for the period from 1 Apr to 30 Sep 19.</p> <p>364.5 Notice of Completion of the External Audit now received and published on the website and main Notice Board by the Village Hall.</p> <p>364.6 To Approve Payments for Sanction.</p>
(2019-20) 365	<p>To Consider Planning Committee Report, Cllr S Ashwell Verbal update from the meeting.</p>
(2019-20) 366	<p>To Consider Update from Large Planning Committee, Cllr Martin Hassall Verbal update. 366.1 Update re: meeting with Lucks Lane site manage, Cllr S Studd.</p>
(2019-20) 367	<p>Compliance Advisory Group, Cllr Underwood No update.</p>
(2019-20) 368	<p>General Purposes and Cemetery Advisory Group, Cllr B Millard Verbal report.</p>
(2019-20) 369	<p>Highways and Road Safety Advisory Group, Cllr E Scott Report attached. 369.1 Update on Pavements Survey, Cllr O James.</p>
(2019-20) 370	<p>Rights of Way and Trees Advisory Group, Cllr C Underwood No update. 370.1 Friends of Buckden Footpaths: update on Volunteers.</p>
(2019-20) 371	<p>Allotments Advisory Group, Cllr S Studd Verbal update.</p>
(2019-20) 372	<p>The Buckden Cycle Route Advisory Group, Cllr A Burbidge Report attached.</p>
(2019-20) 373	<p>Update on Neighbourhood Plan, Cllr A Howell-Jones Report attached</p>
(2019-20) 374	<p>Meeting with Village Hall Trust, Cllr C Underwood No update.</p>
(2019-20) 375	<p>Digital Communications Advisory Group, Cllr M Hassall Report attached. 375.1 Proposal for a £175 spend for a, grant funded, Neighbourhood Plan Page on the website for budgetary purposes.</p>
(2019-20) 376	<p>Climate Change Mitigation Advisory Group 376.1 Electric Vehicle Charge points, Cllr A Jones. 376.2 Proposal: To co-opt Natasha Marsh to the Advisory Group.</p>

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(2019-20) 377	To further consider Councillor Training, Clerk, update Update.
(2019-20) 378	Correspondence received 378.1 Update on Cambs and Peterborough Transport: PC response submitted, report by Cllr M Hassall. 378.2 Southern Bypass Communication Events A14: Date arranged 11 Nov 19.
(2019-20) 379	Christmas lights Verbal update
<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) 380	380.1 Planning: Green Space
(2019-20) 381	Date of the next meeting Tue 12 Nov 19 at 7.30pm at the Village Hall.

BPC Meeting 8th October 2019

Chairman's Update

Hamish and I met with Ryan Fuller and Charlotte Fox on 19th September.

Ryan is a District Councillor for St Ives, Chairs the HDC Planning Committee and is a personal advisor to Jonathon Djanogly. Charlotte is Gavin Sylvester's boss.

I updated about Lucks Lane and Silver Street. We discussed the roundabout proposals and the A1 bypass. It was clear that they view these issues as Highways England's problem. Charlotte commented that Highways should have identified the potential traffic issues with the Silver Street development prior to it being included in the Local Plan, and it was therefore up to them to resolve.

Ryan commented that Alistair Burt, MP for Sandy was not supporting an A1 bypass. (This is not accurate he is highly supportive, and it is worrying if this is the sort of message Jonathon is getting.)

I provided an update re the NP and explained the type of housing we were looking for and the difficulty in getting developers to comply.

We discussed the LCWIP. They were genuinely impressed by the strategic nature of the proposals and in principle supportive. However, they need more detail and projects which are 'ready to go' before they can be considered for CIL. There is a budget of £15m which is not yet allocated. Competition is stiff, including schools in Cambridge.

Overall a useful meeting in repositioning Buckden.

The meeting with Jonathon Djanogly re the A1 has been delayed until 25th October.

Report from Finance Advisory Group Chairman

PREPARATION FOR BUDGET PLANNING FOR 2020-21

Further to the Finance briefing at the September Council this paper sets out some key issues to help ensure an appropriate budget and Precept can be set for 2020-21.

ACTION REQUIRED BY ALL COUNCILLORS AND THE CLERK

All Councillors are asked to consider and share the projects, developments, programmes etc which they wish to see pursued by Buckden Parish Council in 2020-21. To enable the Council to set a suitable budget (including provision for the required reserves) all Councillors are requested to discuss ASAP with their Advisory Group/Committee Chairman and consider whether the funding for their priority activities are for maintenance of existing services or new/different areas of expenditure. Budget proposals must include details of any match-funding from the Council for any external grants that have been/are to be applied for.

The template for submitting budget proposals for the April 2020 to March 2021 BPC budget will be circulated soon to Group/Committee chairmen and will be discussed at the Finance Advisory Group meeting on 29th October 2019. The Council is required to set its budget before agreeing the Precept to be raised from Council Tax payers.

Councillors are asked to contribute to these actions in a timely manner.

APPROACH TO UNPLANNED/UNBUDGETED ACTIVITIES 2020-21

Projects, developments and programmes not included in the 2020-21 budget plan will normally have to suspend their projects unless/until they can find a way to provide 100% of the funding in-year.

The full Council agreed this principle for the 2019-20 budget.

Exceptions can be made in-year if the impact of new priorities are assessed by the accountable budget-holder against previously planned activities/projects. If the costs of the new priorities would mean that the total for a group/committee or the Clerk would lead to their agreed annual budget being exceeded then the proposal, options and the opportunity costs would need to be brought to the full Council.

Councillors are asked to approve this approach for the coming financial year.

PROPOSED APPROACH TO BUILDING THE PARISH COUNCIL'S RESERVES

National requirements for the level of Earmarked Reserves which all Parish Councils are expected to hold. These standards are set by the Joint Panel on Accountability and Governance (JPAG) and are used by Auditors as part of their assessment of the Council's management of its resources.

The recommended level for Earmarked Reserves for a Council of our size is 100% of the Precept. This sum should be identified in addition to General Reserves held by the Council. Details about current and proposed reserves will be provided to Finance group members and to the full Council with the draft budget at the November Council meeting.

Earmarked Reserves should usually only be used for the specified purpose and Designated Reserves (a form of Earmarked Reserves) are further restricted e.g. when the Council receives a grant from another organisation which has to be accounted for in full. Increasing the Reserves is essential if we are to have sufficient resources to deal with increasing future demands for services in the village and for residents e.g. when they become our responsibility through developments driven by the Localism agenda.

During 2020-21 Buckden Parish Council is expected to receive income in the form of a share of the Community Infrastructure Levy (CIL).

Councillors are asked to approve my recommendation that the first call on the CIL in 2020-21 will be to increase the Council's Earmarked Reserves to the recommended level of 100% of the Precept.

HIGHWAYS AND ROAD SAFETY ADVISORY GROUP REPORT - October 2019

- There was no Highways and Road Safety AG meeting in September. Next meeting scheduled for Wednesday 16 October at 7.30
- Form completed and sent to CCC to register us for the Volunteer Scheme allowing us to carry out volunteer works and be covered by their insurance. Each time a volunteer group meets, a form needs to be completed with all attendees and the purpose and filed with the Clerk in case it is required in any future insurance claim
- Ramune has also purchased ten Hi-Vis vests for this purpose
- There is a volunteer afternoon to work on the overgrown vegetation on Silver Street / A1 junction on Sunday 13th October from 2pm. Information shared on Facebook residents page. We have a number of volunteers but if any parish councillors can attend that will be great
- No response as yet on the LHI Grant submitted for Mill Road traffic calming measures
- There are a number of areas of improvement to pathways around the village highlighted in the LCWIP which have been shared with Orrin so that a full list can be shared with CCC
- Emma and Vikki made contact with Cambridgeshire Constabulary and are awaiting the next Speedwatch training dates

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Neighbourhood Plan Update

A further version of the plan has been sent to HDC for review. It is not finished but getting close.

We plan to meet with HDC to receive feedback in w/c 7th October.

Report from Digital Communication Advisory Group 18th September 2019

The following was agreed at the meeting:

- David Duncan is now a Parish Councillor and will become the webmaster of the PC Web Site
- It was agreed that a Neighbourhood Plan Page would be set up on the Parish Council web site – cost circa £35
- In the interim a link to the Consulting You <https://consultingyou.co.uk/buckden-neighbourhood-plan> from the Parish Council Web Site has been put in place. Visitors will be able to find all the information and download documents via this link.

The Parish Council is asked to approve the following spend on the Parish Council web site to incorporate the Neighbourhood Plan and associated documents into the site. There are two options provided by the web masters:

Option1

We can't add "Neighbourhood Planning" to the main menu because there is insufficient space, unless we move "Gallery" and Maps" into the "About" menu and possibly move the "Sitemap" to the "Home Menu". This would allow us to create a new menu item and a new page for "Neighbourhood Planning" to display all your informational text and various documents that will arise as you progress through the process. The cost of this would be £55.00 + VAT. There will be a requirement to update the "Neighbourhood Planning" page quite regularly so we would cover this by upgrading your Annual Service Plan from "L" to "M" and this allows you to update any page on the website that is not covered by the base updating agreement. The cost of this will be £60.00 + VAT per year.

We would suggest that the Agenda and Minutes for your Neighbourhood Planning Meetings are incorporated within the Meetings Page the cost of which would be £60.00 per year based on having a meeting every month.

Option 2

This is slightly cheaper in that we would link the "Neighbourhood Planning" page from the existing "Planning" page thus removing any requirement to change the menu. The cost would be £35.00 + VAT for the page together we £60.00 + VAT per year to manage all the changes and £60.00 + VAT per year to handle the additional agenda and minutes.

Option 1 is recommended as moving the gallery and maps to the about menu and possibly move the "Sitemap" to the "Home Menu" seems the most sensible option. The ability to update any page on the site is a good side benefit. Note that this upgrade would be covered by the Neighbourhood Plan grant for this year.