

BUCKDEN PARISH COUNCIL

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

Minutes of the Annual Buckden Parish Council Meeting held on 14 May 2019 at the Buckden Village Hall at 7.30pm

Present:

Councillor: Cllr A Howell-Jones (Chairman)

Councillors: Cllrs M Hassall, Mrs B Millard, Ms K Render, Ms C Underwood, Mrs P Steel, E Scott, A Burbidge, J Thelwall and O James

Clerk: Ms R Mimiene

HDC Cllr H Masson

CC Cllr P Downes

2 members of the public

(2019-20) 254	<p>Election of Chairman Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that AHJ is elected a Chairman. Carried. Chairman's Declaration of Acceptance of Office received.</p>	
(2019-20) 255	<p>Apologies for absence To receive and accept apologies for absence Cllrs M Williams and S Ashwell sent apologies for absence.</p>	
(2019-20) 256	<p>Election of Vice-Chairman Proposal: Proposed by BM, seconded by KR, all in favour and it was RESOLVED that CU is elected a Vice-Chairman. Carried.</p>	
(2019-20) 257	<p>Meetings 2019-2020 Proposal to agree dates for the Parish Council meetings and the Annual Assembly Proposal: Proposed by CU, seconded by MH, all in favour and it was RESOLVED that the proposed dates are approved. Carried. <i>Cllr AB joined the meeting</i></p>	
(2019-20) 258	<p>Applications to join Council – co-option as required Proposal: To co-opt a new Councillor 1 application received Proposal: Proposed by MH, seconded by CU, all in favour and it was RESOLVED that Stan Studd is co-opted to PC. Carried. Cllr SS signed the Register of Members' Interests (DPI) form and acceptance of office form. <i>Note since meeting: DPI form submitted HDC on 15 May 19.</i></p>	
(2019-20) 259	<p>Parish Council Committee and Advisory Working Groups 259.1 Discussion of Proposed Groups, Committee and Outside Bodies. Discussed. 259.2 Proposal: To elect members to Committees and Advisory Working Groups for 2019-2020 and to elect chairmen for each. Proposal: Proposed by AHJ, seconded by OJ, all in favour and it was RESOLVED that the Committee and Advisory Groups are agreed. Carried. Groups will need to formally elect a chair and review Terms of References at the first meeting. Details of groups will be circulated and it is recommended that dates are agreed for the first meeting as soon as possible. 259.3 Proposal: To agree delegation of powers to Planning Committee Proposal: Proposed by CU, seconded by KR, all in favour and it was RESOLVED that Planning Committee has delegated powers to respond to planning applications. Carried.</p>	<p>Clerk CU ALL</p>

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	<p>259.4 Proposal: To delegate authority to Large Planning group to respond to issues relating to Silver St and Mill Road in a timely fashion, where timing is considered to be key, without reference to the full Council meeting</p> <p>It was agreed to add Lucks Lane to the proposal and amendment of minimum of 24 hrs notice to full PC before any submission of PC comments required. It was noted that this committee is set for the emergency issues only which have strict deadlines and fall between PC meetings.</p> <p>It was agreed to co-opt 2 residents to this group, Allan Jones and Mark Ward.</p> <p>Proposal: Proposed by BM, seconded by PS, all in favour and it was RESOLVED that Large Planning Committee has delegated powers to respond to planning applications which have strict deadlines and fall in between PC meetings, PC will need to be informed. Carried.</p> <p>It was noted that agendas and minutes would need to be produced if the group meets.</p>	
(2019-20) 260	<p>To Review and Approve Code of Conduct, Cllr C Underwood</p> <p>Proposal to accept the revised Code of Conduct</p> <p>Proposal: Proposed by AHJ, seconded by JT, all in favour and it was RESOLVED that PC Code of Conduct is approved. Carried.</p>	
(2019-20) 261	<p>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.</p> <p>No issues raised.</p>	
(2019-20) 262	<p>Declarations of Interest</p> <p>To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda.</p> <p>None received.</p>	
(2019-20) 263	<p>Minutes</p> <p>263.1 To agree and sign the minutes of the Parish Council meeting held on 9 Apr 2019.</p> <p>Proposal: Proposed by BM, seconded by PS, all in favour and it was RESOLVED that Minutes of 9 Apr 2019 are approved. Carried.</p> <p>263.2 To resolve any actions arising from the minutes of the Parish Council meeting held on 9 Apr 2019:</p> <p>232.2 HDC Cllr HM will provide a written response to the PC clarifying his report in Apr magazine that refers to the council tax charge and particularly the phrase ‘the remainder being clawed back by the government’.</p> <p>All other outstanding matters were reviewed and noted.</p>	HM
(2019-20) 264	<p>County and District Councillor Reports.</p> <p>264.1 To receive report from County Councillor. Report attached. There was a verbal update re: The CC intends to monitor air pollution round certain schools in Cambridge and a plan to reduce the impact of pollution from cars is being introduced. Councillors expressed an interest in Buckden being pilot for the project outside the city</p> <p>Round– about-Buckden Walk is on Sun 9 Jun 19 at 2pm at the VH. The number of significant issues with the accessibility of the part of the walk were identified and thanks to Cllr CU and CC Cllr PD are now in process of being resolved.</p> <p><i>CC Cllr PD left the meeting</i></p>	

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	<p>264.2 To receive report from District Councillor HM. Report attached. <i>HDC Cllr HM left the meeting</i></p>	
<p>(2019-20) 265</p>	<p>Councillor Email addresses 265.1 To further consider Email addresses Cllrs were asked to report any issues they are facing while setting up PC email addresses to AHJ.</p>	<p>ALL</p>
<p>(2019-20) 266</p>	<p>Finance. To Approve Year End Accounts and Annual Governance Accountability Return (AGAR) 2018/19 part 3: This is a yearly procedure except that this year PC was selected for the 5% Intermediate Audit. PC Internal Auditor visit set for Wed 22 and Fri 24 May 19. Approved and signed documents with the additional paperwork required for 5% intermediate audit will be sent out to the External Auditors following approval to meet audit requirements. 266.1 To Approve Section 1 of AGAR – Annual Governance Statement 2018/19 Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Section 1 of AGAR Annual Government Statement 2018/19 is approved. Carried.</p> <p>266.2 To Approve Section 2 of AGAR – Accounting Statements 2018/19 Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Section 2 of AGAR – Accounting Statements 2018/19 is approved. Carried.</p> <p>266.3 To Approve Year End Bank Reconciliation, Income and Expenditure report for the Year Ended 31 Mar 19 Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Year End Bank Reconciliation, Income and Expenditure report for the Year Ended 31 Mar 19 are approved. Carried.</p> <p>266.4 To Approve Assets Register The query was raised by a Cllr re: Assets Register and depreciation. Clerk informed that PC Assets do not depreciate. It was agreed to look for the legislation confirming that. Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Assets Register is approved. Carried. <i>Note since meeting: Cllr SS found the related legislation confirming the approach taken which was forwarded to full PC.</i></p> <p>266.5 To Approve Explanation of Variances form Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Explanation of variances form is approved. Carried.</p> <p>266.6 To Approve Explanation of PC Reserves Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Explanation of PC reserves is approved. Carried.</p> <p>266.7 To Note Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return for the Year Ended 31 Mar 19: commencing 17 Jun 19 and ending 26 Jul 19 – Noted.</p> <p>266.8 To receive Finance Advisory Group Report and proposals: <u>FINANCE MOTION 1:</u></p>	<p>Clerk PC</p>

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	<p>The Council is asked to approve the decision taken to appoint a grass cutting contractor to undertake the necessary work until the end of the season. Proposal: Proposed by CU, seconded by AB, all in favour and it was RESOLVED that Motion 1 is approved. Carried.</p> <p><u>FINANCE MOTION 2:</u> The Council is asked to approve the formalisation of the BVH room booking process as described here, to assist both Parish Council and BVH to better manage use of the rooms that we pay for and the Village Hall Trust maintain. Proposal: Proposed by CU, seconded by MH, all in favour and it was RESOLVED that Motion 2 is approved. Carried.</p> <p><u>FINANCE MOTION 3:</u> The Council is asked to approve on-going access to the Unity Trust current account for Mrs Fiona Shirley for as long as she is managing The Roundabout advertising income. If circumstances change this arrangement will be brought back for review by Council. If accessing through her PC her PC needs to be audited Proposal: Proposed by CU, seconded by ES, all in favour and it was RESOLVED that Motion 3 is approved. Carried.</p> <p><u>FINANCE MOTION 4:</u> The Council is asked to approve the change to an Income and Expenditure accounting arrangement for 2019/20 and future years. Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED that Motion 4 is approved. Carried.</p> <p><u>FINANCE MOTION 5:</u> Councillors are requested to contact the Clerk to learn what is required of bank account signatories and, if at all possible, to volunteer to become an authorised signatory and contribute in this way to the smooth and safe running of the Councils financial affairs. It was agreed that Cllrs AHJ and JT will be added to Unity Trust to become signatories. Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Motion 5 is approved. Carried.</p> <p>266.9 To Approve Payments for Sanction. Proposal: Proposed by BM, seconded by PS, all in favour and it was RESOLVED that May's payments are approved. Carried.</p> <p>It was agreed to discuss the photo competition prizes: £10 prize for each class in the photo competition, £90 in total required. Proposal: Proposed by CU, seconded by OJ, all in favour and it was RESOLVED that £90.00 in total spending for the photo competition is approved. Carried.</p>	
(2019-20) 267	<p>Report on meeting with Village Hall Trust, report attached, Cllr C Underwood This minute is duplicated, full report and Recommendations to PC are under Agenda item No. (2019-20) 278.</p>	
(2019-20) 268	<p>To Consider Planning Committee Report Cllr BM presented the report from tonight's planning meeting. 268.1 Outline planning permission for residential development (Use Class C3) of up to 340 homes, highway works including access off Silver Street, landscaping, ground works, and other ancillary works. All matters are reserved apart from access. Site</p>	

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	<p>Address: Land East of Silver Street Buckden Reference: 18/02753/OUT – <i>PC raised objections. Comments submitted 7 May 19.</i></p> <p>268.2 Amendment of S106 agreement for application 16/00576/OUT to amend mortgagee in possession clause for affordable units. Site Address: Land Off Lucks Lane And West And South of The Osiers And Springfield Close Buckden Reference: 19/00767/S106 – <i>Buckden PC notified HDC that this makes no difference to PC, response sent 24 Apr 19. Clerk to check what was submitted HDC in response to the above and inform Cllr JT.</i> <i>Note since meeting: Clerk forwarded PC comments to Cllr JT on 17 May 19.</i></p> <p>268.3 Approval of Reserved Matters (including full details of the appearance, layout, scale and landscaping) in relation to the construction of 180 dwellings, demolition of the garage belonging to 24 Mayfield, highways, open space, play space, structural landscaping and all other associated infrastructure. Site Address: Land Off Lucks Lane And West And South of The Osiers And Springfield Close Buckden. Reference: 18/02485/REM– <i>Objection raised, comments submitted 7 May 19</i></p> <p>268.4 TTRO for Proposed Closure of Lucks Lane, Buckden 15/07/19 - 29/11/2019 – PC sought HDC and CCC Cllrs support in objecting to the proposal – <i>PC objection submitted. Site visit is now set. PC thanked HDC and CC Cllrs.</i></p> <p>268.5 Cambridgeshire and Peterborough Minerals and Waste Local Plan Further Draft Local Plan Consultation March 2019 – <i>debate and retrospective ratification at the meeting, Cllr M Hassall. PC comments submitted.</i></p> <p>268.6 <i>To Note that Buckden PC Formal Complaint Response to the Highways England re: BUCKDEN A1/STIRTLOE LANE JUNCTION - Parliamentary and Health Service Ombudsman (PHSO) Ref: C2079785 submitted to Highways England on 3 May 2019</i></p>	Clerk
<p>(2019-20) 269</p>	<p>Compliance Advisory Group, report attached, Cllr Underwood Proposals for Parish Council</p> <p>269.1 Approval of 2019-20 Risk Review. It is acknowledged that these are being presented two months late. Proposal: Proposed by CU, seconded by PS, all in favour and it was RESOLVED that Risk Review is approved with the acknowledgement that it is being presented two months late. Carried.</p> <p>269.2 To link the Finance and Compliance meetings to ensure all Chairs of Advisory Groups are part of the Compliance Group. Proposal: Proposed by CU, seconded by ES, all in favour and it was RESOLVED that Finance and Compliance meetings are linked to ensure all Chairs of Advisory Groups are part of the Compliance Group. Carried.</p>	
<p>(2019-20) 270</p>	<p>General Purposes Advisory Group, Cllr B Millard to report</p> <p>270.1 Play Area repairs after Annual inspection had been carried out – due to a safety matter the PC contractor was instructed to attend the damaged piece of play equipment. PC were informed on 10 Apr 19 that the expected repairs cannot be carried out and a replacement is needed. Awaiting the quotes.</p> <p>270.2 Christmas lights</p>	

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	<p>Proposal: Following careful analysis of the two quotes from Christmas Decorators and Fenland Electricals it is proposed the PC accept the quotation of Christmas Decorators of Option A1 of £4,997 to include install and take down for the first year. This will include the purchase of 2000 lights for the tree on the Green and replacement lights in the High Street.</p> <p>Thank you expressed to Cllrs BM and SA in her absence.</p> <p>Proposal: Proposed by BM, seconded by CU, all in favour and it was RESOLVED that the quotation of Christmas Decorators of Option A1 of £4,997 to include install and take down for the first year is approved. Carried.</p> <p>PC thanked R Sreaton for arranging the additional pole to plug the lights into.</p>	
(2019-20) 271	Cemetery Advisory Group, no report	
(2019-20) 272	<p>Highways and Road Safety Advisory Group</p> <p>Receive a verbal report from Chair Rick Sreaton on highways issues in particular the zebra crossing and Perry Road.</p> <p>R Sreaton reported that speeding in Mill Road is a concern. A resident is gathering data on speeds and this will enable decisions to be made about the need for further action. . Speedwatch training is available. It was agreed a volunteer for coordinating speedwatch should be sought. This will be advertised in the Roundabout and Cllr MH will put a notice on Buckden Residents Facebook page.</p> <p>Perry Rd – successful bid. RS is happy to be a contact person for this scheme. CCC project team will deal with it.</p> <p>At the moment the beacons are not flashing by the school as there were UK power network issues. PC were informed that the beacons will be turned on and flashing on Fri 17 May 19.</p> <p>Plan re: power for lights on the green presented. The pole is located behind the bus shelter. Quote received from BB £1,668.81. It was agreed by PC that bus shelter remains in the current position. PC are happy with the proposal. It was confirmed that there were funds in the budget for the project.</p> <p>Proposal: Proposed by CU, seconded by ES, all in favour and it was RESOLVED that the proposal is accepted. Carried.</p> <p>Need a path over the Green. Agenda item for GP.</p> <p>PC officially noted their thanks to R Sreaton for the lead he has taken improving road safety in the village.</p> <p><i>R Sreaton left the meeting</i></p>	<p>MH</p> <p>GP a/g</p>
(2019-20) 273	<p>Rights of Way and Trees Advisory Group, Cllr C Underwood</p> <p>Report attached.</p> <p>It was agreed that all councillors would try to attend the launch of Round about Buckden Walk. ES suggested that name badges are made for Councillors. CU would action this. AHJ suggested putting up a display about the Neighbourhood Plan, this was agreed.</p>	<p>ALL CU AHJ</p>
(2019-20) 274	<p>Allotments Advisory Group, Cllr C Underwood</p> <p>Report attached. All allotments are allocated and the waiting list started.</p> <p>PC thanked P Emeleus.</p>	
(2019-20) 275	<p>The Buckden Cycle Route Advisory Group</p> <p>Verbal Report. Cllr ES will send the written report to the Clerk.</p> <p>Local Walking and Cycling Infrastructure Plan (LWCIP) workshop on Tue 21 May 19 from 10.30am to 7.00pm.</p>	<p>ES</p>

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	Clerk will put the advert on PC NBs and upload onto the website.	Clerk
(2019-20) 276	Transport Advisory Group No Report.	
(2019-20) 277	Update on Neighbourhood Plan, report attached, Cllr A Howell-Jones 277.1 Report presented, Cllr AHJ 277.2 Housing needs assessment. Summary paper attached. Verbal report by Cllr JT. Meetings set next week with HDC, CCC and Highways England.	
(2019-20) 278	Meeting with Village Hall Trust, receive report, Cllr C Underwood Proposals for Parish Council: 278.1 To agree that the nominated Councillors continue to meet the VHT on a regular basis and report back to full Parish Council as required. Proposal: Proposed by CU, seconded by MH, all in favour and it was RESOLVED that the proposal is approved. Carried. 278.2 To allow nominated Councillors to develop a Heads of Agreement Document to be agreed by both organisations Proposal: Proposed by CU, seconded by ES, all in favour and it was RESOLVED that the proposal is approved. Carried. 248.3 To agree to the formation of a Joint Standing Committee to review any decisions which are referred to it. Proposal: Proposed by CU, seconded by ES, all in favour and it was RESOLVED that the proposal is approved. Carried.	
(2019-20) 279	1 more Resignation Received. Resignation from Terry Hayward received. PC were informed that the statutory period for electors to request an election to fill the vacancy on Buckden Parish Council, due to the resignation of Cllr Terry Hayward, has now passed without such a request having been made. Therefore, PC can now make the necessary arrangements to co-opt to fill the vacancy. Notices adverting vacancy are on the website and PC NBs.	
(2019-20) 280	Digital Communications Advisory Group, Cllr M Hassall Report attached. 1) It was agreed that Des Foster (a member of the group) would become the temporary Webmaster for the Parish Council Web Site. 2) It was agreed that the Parish Council Facebook Page would be closed. The view of the meeting was that it was better to have no Facebook Page than the current situation where it was not being managed. Noting that this had been effective when publicising the Neighbourhood Plan to the village, it was agreed that, if Facebook capability is needed, the Buckden Residents Facebook Page would be used to publicise Parish Council issues going forward. Proposal: Proposed by MH, seconded by AB, all in favour and it was RESOLVED that the proposal is approved. Carried. It was agreed that a Twitter Page may be a better way of publicising items with immediacy because the management overhead is likely to be lower. In addition, it is believed that the PC web site can offer an automated Twitter feed for the Council, which would give presence without significant effort. No decision made. It was agreed to check the Roundabout Twitter page first.	

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	<p>An Audit of Councillors personal computers needs to be carried out. The document for Councillors to complete (assistance will be provided) following the agreement to review the Parish Council's Cyber Security has been circulated. Noting that security is only as good as the weakest link, which requires:</p> <ul style="list-style-type: none"> Audit of Councillor's Personal Computers (PCs) and devices, Parish Clerks PC and data e.g. Review Windows OS, virus protection, usage e.g. banking etc. and anyone else accessing PC accounts. <p>Proposal to accept the Equipment and data Questionnaire – Noted. 1 filled in questionnaire received.</p> <p><i>Member of the public left the meeting</i></p>	
<p>2019-20) 281</p>	<p>Correspondence received Dealt with.</p>	
	<p><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.</p>	
<p>(2019-20) 282</p>	<p>Staffing Advisory Group Confidential Update and Proposal. Proposal: Proposed by CU, seconded by OJ, all in favour and it was RESOLVED that the proposal of providing the authority to Staffing Advisory Group take the course of actions discussed is approved. Carried.</p>	
<p>(2019-20) 283</p>	<p>Date of the next meeting Tue 11 Jun 19 at 7.30pm at the Village Hall</p>	

Meeting finished at 9.41pm

Signed.....

Date: