

# BUCKDEN PARISH COUNCIL

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

## Minutes of the Buckden Parish Council Meeting held on 9 April 2019 at the Buckden Village Hall at 7.30pm

Present:

Councillor: Cllr Hayward (Chairman)

Councillors: Cllrs M Hassall, Mrs F Shirley, Mrs B Millard, Ms K Render, Ms C Underwood, Mrs P Steel, Mrs S Ashwell, Mrs A Howell-Jones, Mr M Williams, J Thelwall and O James

Clerk: Ms R Mimiene

CC Cllr P Downes, HDC Cllr H Masson

2 members of the public

(2019-20) 228	<p><b>Apologies</b> To receive and accept apologies for absence. It was reported that Cllrs Mrs A Burbidge, J Moore and Mrs E Scott sent apologies for absence.</p>	
(2019-20) 229	<p><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> There were no members who registered to speak.</p>	
(2019-20) 230	<p><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. Chairman TH declared an interest in Payments for Sanction Agenda item 235.5. Cllr AHJ declared an interest in Payments for Sanction Agenda item 235.5.</p>	
(2019-20) 231	<p><b>Minutes</b> 231.1 To agree and sign the minutes of the Parish Council meeting held on 12 March 2019. It was agreed to add Cllr J Thelwall to the attendee list. <b>Proposal: Proposed by TH, seconded by, all in favour and it was RESOLVED that the Minutes be accepted and signed as a true record of the meeting with the above amendment. Carried.</b>  231.2 To resolve any actions arising from the minutes of the Parish Council meeting held on 12 February 2019. Noted.</p>	
(2019-20) 232	<p><b>County and District Councillor Reports.</b> 232.1 To receive report from County Councillor. Report attached to the Agenda. 232.2 To receive report from District Councillor. Report attached to the Agenda. HDC Cllr HM will clarify one paragraph from his report (Apr magazine) that refers to the council tax charge and particularly the phrase ‘the remainder being clawed back by the government’.</p>	HM
	<p><i>CC Cllr PD left the meeting</i></p>	
(2019-20) 233	<p><b>Chairman’s report</b> 233.1 To receive Chairman’s report</p>	

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	Chairman TH thanked to all current and recently resigned Councillors and the Clerk for the support during what has been a very difficult year and noted that this is his last Chairman's report. Full report attached to the Agenda.	
(2019-20) 234	<p><b>Councillor Email addresses and Committees &amp; Advisory groups</b></p> <p>234.1 To further consider Email addresses and Advisory groups</p> <p>Only one Cllr left to set the BPC email address.</p>	MW
(2019-20) 235	<p><b>Finance.</b></p> <p><b>235.1 To receive Finance Advisory Group Report and note Bank Balances:</b></p> <p>Bank Reconciliation carried to 31 Mar 2019. Clerk and Cllr SA provided a verbal update. The meeting of the Finance Advisory Group is set for Tue 30 Apr. It was noted that the bank transfer of £15,000.00 from NatWest to current bank a/c at Unity Trust needs to be actioned to make sure there are sufficient funds to run Council until the 1<sup>st</sup> payment of Precept money is received at the end of April. Approval for the Clerk to transfer funds provided at the previous meeting.</p> <p><b>235.2 Motion 1 RE LAPTOP:</b> The Council is asked to approve a budget of up to £900 ex VAT for the purchase of a new windows laptop which can cope effectively with on-line planning documentation and with the speed and RAM needed to enable effective access to the on-line Finance system and facilitate efficient use of the time of the Clerk. An allowance for this essential expenditure has been included in the budget plan for 2019/20.</p> <p>Once approval for purchase has been given by the Council, advice will be taken to ensure that we secure, at a fair price, a new laptop which has sufficient speed and capacity to enable a number of years' use for all foreseeable tasks including, where necessary and appropriate flexible working by our Clerk.</p> <p><b>Proposal: Proposed by SA, seconded by OJ, all in favour and it was RESOLVED that the Motion 1 is approved. Carried.</b></p> <p><b>235.3 Motion 2 RE EPITAPH:</b> The Council is asked to approve engaging through EDGE IT Systems Ltd a specialist on burial records their computer-based module known as "Epitaph". The specialist is a retired cemetery clerk with over 20 years of experience. He has worked with the Epitaph system for many years.</p> <p>The Council is asked to approve a budget of up to £900 ex VAT for consultancy to bring our burial records system up to standard. Of this cost at least £480 ex VAT would be incurred if we used their on-line consultancy, with additional work required on site by our Clerk. The full cost includes travel and subsistence necessarily incurred by the specialist (who is based in Exeter). The price also covers the necessary 2hours of hands-on training that is needed for optimal use of the system.</p> <p>This is a significantly more efficient use now, and in the future, of our Clerk's time as it has been estimated that undertaking the work without this specialist help would be expected to consume.</p> <p><b>Proposal: Proposed by SA, seconded by AHJ, all in favour and it was RESOLVED that the Motion 2 is approved. Carried.</b></p> <p><b>235.4 To Review PC Assets Register</b></p> <p>It was agreed to incorporate the Play Area (PA) into PC Assets Register. It was noted that BPC have insurance cover for the PA and carry weekly PA inspections. An annual inspection is carried out by the contractors responsible for the maintenance of the site.</p>	

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	<p>Noted and agreed by PC.</p> <p><b>235.5 To Approve Payments for Sanction.</b> Payments list provided to PC. <b>Proposal: Proposed by SA, seconded by CU, abstention from the Chairman TH and Cllr AHJ, all others in favour and it was RESOLVED that the payments are approved. Carried.</b></p> <p>235.6 BPC had been selected for intermediate review to be carried by the External Auditors PKF Littlejohn LLP for the 2018/19 reporting year. As part of the audit BPC is required to submit relevant minutes and other supporting paperwork. One of the requirements is to report on the completion of the external audit for 2017/18. Therefore, the Clerk proposes that the following paragraph is included into 9 Apr 2019 PC Meeting Minutes to meet the Audit requirements: <i>The external audit for 2017/18 was carried. The notification of the completion of the audit received on 25 Sep 18. There were no matters of concern raised. The External auditor report was received when there was no Clerk in position. The Notice was put on the Notice Boards but not minuted at a time.</i> <b>Proposal: Proposed by TH, seconded by SA, all in favour and it was RESOLVED that this addition is inserted in the minutes. Carried.</b></p>	
<p>(2019-20) 236</p>	<p><b>To Consider Planning Committee Report</b> Verbal report presented by Cllr FS.</p> <ol style="list-style-type: none"> <li>1) 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 Cllrs to feedback to the Chairman TH who will put the response together . Extension for Pc comments gained by Thu 11 Apr 19.</li> <li>2) Cllr AHJ noted that the Design Code has been received. It was requested that Councillors provide their comments to Cllr FS before 16 Apr 19. Cllr AHJ will re-circulate the document.</li> <li>3) Cllr AHJ noted that she is still waiting for the Housing needs assessment which is expected to be received early May.</li> </ol>	<p>TH</p> <p>PC FS AHJ</p>
<p>(2019-20) 237</p>	<p><b>Compliance Advisory Group, report attached, Cllr Underwood Proposals for Parish Council</b></p> <ol style="list-style-type: none"> <li>1. That the Parish Council approves the formal summary of the Risk Management arrangements for the year 2018-19 <b>Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that The Council formally acknowledges that the Risk Report is late. This is due to the Parish Clerk being absent through ill health and then the need to recruit a new Clerk. The Risk Management for the year 2018/19 is now approved Carried.</b></li> <li>2. That the Parish Council approves the plan for the Compliance Advisory group to draft Risk Management Plan for 2019-20 to present for approval at the meeting in May 2019 and thereafter the annual risk management arrangements will be presented to council annually in March of each year.</li> </ol>	

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	<b>Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the Risk assessment for the current year will be presented at the BPC meeting in May. Carried.</b>	
<b>(2019-20) 238</b>	<b>Update on Council Strategy, report attached</b> Cllr C Underwood answer questions. Following the successful Council strategy development evening held in February there have been discussions about how to take this forward. Much of what was discussed will form part of the Neighbourhood Plan. There will be two additional sections appended to the plan: A Community Action Plan and a Quality Council plan. An outline of what is covered by each of the plans and which Advisory Groups may take responsibility for taking the actions forward is listed in the report circulated with the Agenda. Councillors views on the next steps welcome. It was noted that a Parish Plan is in place and a copy will be provided to Cllr MW.	<b>AHJ FS Clerk</b>
<b>(2019-20) 239</b>	<b>General Purposes Advisory Group</b> Written Report from the Chairman of the Advisory Group Betty Millard. <b>Proposal for Parish Council:</b> The Advisory Group would recommend the PC accept the Quotation of 18 <sup>th</sup> March 2019 for the erection/taking down of lights for 2019 of £3,050. It was felt at the meeting that BPC did not have enough information to make a decision. Cllr BM agreed to re-issue a note that clarifies the points raised. This will be emailed to full PC for further consideration. To be agreed at the next meeting in May.	<b>BM Clerk PC</b>
<b><u>EXCLUSION OF THE PUBLIC AND PRESS</u></b>		
<b>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.</b>		
<i>2 members of the public left the meeting</i>		
<b>(2019-20) 240</b>	<b>Staffing Advisory Group</b> Consider the staffing matter. It was suggested by the group to co-opt Cllr SA to the Staffing Advisory group. <b>Proposal: Proposed by AHJ, seconded by FS, all in favour and it was RESOLVED that Cllr SA is co-opted to the Staffing Advisory Group. Carried.</b> 2 issues raised were discussed, addressed and the actions agreed.	<b>Staffing Group AHJ PC Clerk</b>
<i>2 members of the public re-joined the meeting</i>		
<b>(2019-20) 241</b>	<b>Cemetery Advisory Group, verbal report from Cllr Shirley</b> Verbal report. Cllr FS noted that a letter needs to be written to Scouts re: the use of the area by the Scout Hut. BPC are seeking additional advice from other PCs' re: burial fees. Clerk to obtain the fees list. Clerk noted she has already obtained 2 examples from other PCs.	<b>FS  Clerk</b>
<b>(2019-20) 242</b>	<b>Highways and Road Safety Advisory Group</b> Nothing to report.	
<b>(2019-20) 243</b>	<b>Rights of Way and Trees Advisory Group, Cllr C Underwood</b> Report circulated.	

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	<i>1 member of the public joined the meeting</i>	
(2019-20) 244	<b>Allotments Advisory Group, Cllr C Underwood</b> Verbal update by Cllr C Underwood. She requested approval from the Parish Council to waive the £20 rental where the allotment holder was taking over a neglected plot. This was agreed.	
(2019-20) 245	<b>The Buckden Cycle Route Advisory Group</b> Verbal update: the consultants supporting the development of the Local Cycling and Walking Plan have held their first meeting the next meeting involving residents will be held on 21 <sup>st</sup> May times to be confirmed.	
(2019-20) 246	<b>Transport Advisory Group</b> Included in Chairman's Report. BPC submitted a formal complaint to Highways England (HE) re: Buckden A1/Stirtloe Lane junction on 25 Mar 19. Response was received on 3 Apr 19 which was not satisfactory. 3 options provided to PC. Standing orders were suspended to seek HDC Cllr HM advice. PC agreed to seek local MP support in formal complaint to Ombudsman. Cllrs MW and MH will draft a proposal to be progressed. <b>Proposal: Proposed by TH, seconded by SA, all in favour and it was RESOLVED that PC seeks local MP support in the formal complaint to Ombudsman. Carried.</b>	PC  MW MH
(2019-20) 247	<b>Update on Neighbourhood Plan, report attached, Cllr A Howell-Jones</b> A written report attached. First draft of plan completed. It will be circulated for BPC review shortly. Once finalised it will be available to residents for consultation. Draft of 23 <sup>rd</sup> April presentation complete, again to be circulated in next few days. Grant funding period complete. Repaid circa £400 of £4900 grant due to underspend. Second grant applied for to cover printing and consultation costs.	AHJ
(2019-20) 248	<b>RELATIONSHIP WITH VILLAGE HALL TRUST</b> Following the recent criticisms about the Council made by the Chairman of the VHT. The Chairman proposes that a meeting be arranged between representatives of the Council and the Trust in order to ensure an amicable future relationship between the two bodies. He further proposes that this meeting be held as soon as possible. It was agreed to have a meeting as soon as possible. Cllr CU to arrange. Cllrs AHJ, SA and PS will attend as well. <b>Proposal: Proposed by TH, seconded by AHJ, all in favour and it was RESOLVED that the meeting with VHT is arranged as soon as possible. Carried.</b>	CU SA PS AHJ
(2019-20) 249	<b>REQUEST FROM ROYAL ORDINANCE CORPS ASSOCIATION (ROCA)HERITAGE TEAM</b> The Chairman proposes that the Council supports the ROCA Heritage team's application to Heritage England for the ex Royal Observer Corps (Orlit) Post located in Lodge Farm field be listed as an historic building. This is a rare piece of Cold War heritage and the only well preserved one in the East of England. This would endorse a previous letter of support from the Council in 2015. <b>Proposal: Proposed by TH, seconded by SA, all in favour and it was RESOLVED that the BPC permission is provided. Carried</b> Chairman will inform Royal Ordnance CORPS Association.	TH
(2019-20)	<b>2 Resignations Received</b> HDC informed. Notices are already on the PC NBs including Diddington.	

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250	PC expressed a thank you to F Shirley and J Moore for serving the community of Buckden.	
(2019-20) 251	<p><b>Buckden Parochial Charities</b> – To confirm Cllr B Millard as a nominated Trustee by the Parish Council to serve on the Charity Trust Board for another 4 years period.</p> <p><b>Proposal: Proposed by FS, seconded by AHJ, all in favour and it was RESOLVED that Cllr BM is nominated as a Charity Trustee for Buckden Parochial Charities for a further 4 years period. Carried.</b></p> <p>Clerk to inform Buckden Parochial Charities.</p> <p><i>Note since meeting: Buckden Parochial Charities notified.</i></p>	Clerk
2019-20 252	<p><b>Correspondence received</b></p> <p>CCC informed PC re: New Street Lighting Attachments policy from 1 April 2019. As of 1 April, if you would like to attach any item to a County Council street light (such as a hanging basket, festive lighting, advertising banners, CCTV cameras or public transport information, etc), you will need to apply for an attachment license online. Application form can be found on the following link:  <a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/streetlighting/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/streetlighting/</a></p> <p>Noted by BPC.</p>	
(2019-20) 253	<p><b>Dates of the next meetings</b></p> <ul style="list-style-type: none"> <li>• Buckden Parish Assembly is on Tuesday 23 Apr 2019 at 7pm at the Village Hall</li> <li>• Annual Parish Council Meeting is on Tuesday 14 May 2019 at 7.30pm at the Village Hall</li> </ul>	

Meeting finished at 9.31pm

Signed.....

Date: .....