

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 14 January 2020 at the Buckden Village Hall at 7.30pm

Present:

Councillor: Anne Howell-Jones, Chair

Councillors: Cllrs Caroline Underwood, Sue Ashwell, Betty Millard, Allan Jones, Elaine Scott, Kathy Render, Amy Burbidge, John Thelwall, Dave Duncan, Clive Gillam, Martin Hassall and Stan Studd.

Clerk: Ms R Mimiene

CC Cllr P Downes

No members of the public.

MINUTES

(2019-20) 429	<p>Apologies for absence To receive and accept apologies for absence. Cllr ES sent apologies for late arrival</p>	
(2019-20) 430	<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. None received.</p>	
(2019-20) 431	<p>Declarations of Interest To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda. None.</p>	
(2019-20) 432	<p>To consider applications for Vacant Parish Council Position Application from John Mulcrone received. Proposal: Proposed by AHJ, seconded by SS, all in favour and it was RESOLVED that John Mulcrone is co-opted to the Parish Council. Carried. It was agreed that the Mentor for Cllr JM will be Cllr SA. New Cllr to choose the Advisory Groups/Committees.</p>	SA
(2019-20) 433	<p>Minutes 433.1 To agree and sign the minutes of the Parish Council meeting held on 10 December 2019. Proposal: Proposed by AHJ, seconded by AM, all in favour and it was RESOLVED that the Minutes are approved. Carried. 433.2 To resolve any actions arising from the minutes of the Parish Council meeting. Buckden Marina are happy to accept the defibrillator offered by Bloor Homes on the development completion when they vacate the site.</p>	
(2019-20) 434	<p>Chairman's update Verbal update. 434.1 Verbal update on A1 Safety Advisory Group.</p>	

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	<p>The meeting took place, not all Highways England (HE) representatives attended. It was confirmed that there is no strategic solution to the A1 problem yet. (Subsequent to that meeting HE met with local MP Jonathan Djanogly. He will talk to new MPs and ministers about this.) Data gathering by Church Commissioners on traffic is complete. New data set prepared. Revised model is likely to be ready in the next month. There is a further hold on both developments until the end of February. Other issues raised with HE include: Large potholes on A1 between Buckden and St Neots. A14 implementation. HE admitted that signage and traffic lights on Brampton Hut Roundabout could have been better. 40ph speed limit between Buckden and Stirtloe Lane is not in place a further example of poor enforcement. 434.2 Verbal update on Neighbourhood Plan. Consultation is now complete. BPC received a large amount of feedback and the NP group are working through it; a number of technical matters were raised. The next step is to revise the plan and submit for inspection.. £2,000 was allocated in the budget for NP, this will be used if necessary to commission technical advice on some feedback. It was noted that £9,000 was received towards the NP in grants from outside bodies. It was noted that following communication from Tarmac the County Wildlife site should specifically be referenced in NP.</p>	NP AG
<p>(2019-20) 435</p>	<p>County and District Councillor Reports. 435.1 To receive report from County Councillor. CC Cllr PD has been campaigning for another exit from Hinchbrooke estate to the old A14 which has been rejected by HE. Now looking at Kingfisher Way by the Marriott which is a private road and has a barrier. If the road could be adopted another exit from the estate could be created there. A meeting about this has been set for next week. CC Cllr PD enjoyed the event on Sat 11 Jan 20 and was impressed by the number of people who attended. Local Transport plan is now the responsibility of the Joint Authority Mayor. County Council will be moving to Alconbury Weald in two years.</p> <p>435.2 To receive report from District Councillor. Apologies from HDC Cllr HM a written report received 14.01.20 and circulated to PC.</p>	
<p>(2019-20) 436</p>	<p>Finance Verbal update, Cllr S Ashwell. Anticipated Year-end financial position.</p> <ul style="list-style-type: none"> • The Cashbook Financial Summary circulated with the Agenda shows a total PC bank balance, including earmarked reserves, of £145,088 • There are however significant additional costs which will affect this, these are: <ul style="list-style-type: none"> ○ Local Highways Initiatives (Zebra crossing and Perry Road) awaiting invoices from CCC expected to be about £23,000. ○ outstanding invoices and expected drawings from earmarked reserves of about £4,000; ○ charge for higher than expected use of VHT facilities for meetings - final value TBC; impact of vandalism and theft on PC assets - final cost TBC after insurance claim paid. 	

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- The currently-expected end of year balance shows a fall in BPC reserves by about £10,000 compared to 31 March 2019. This fall is the amount by which expenditure is expected to exceed income (including Precept) and reflects the very large amount of extra work undertaken by Parish Councillors and the careful use of Earmarked Reserves to protect and maintain parish areas and facilities.
- Chairman of the Finance AG answered questions about the position on expenditure against the PC staffing budget, as the largest single cost area for BPC. It was noted that expenditure is closely managed to balance need for services against budget; this involves the Clerk (re handymen's time and work schedule) and the Staffing AG (three Councillors). There are no issues of concern with this budget.

1. Advisory Group Budgets

1. Year to date statements were due shortly.
2. These will be sent to group/committee chairmen for their review and any comments on anticipated spend due before 31 March 2020 and any anticipated carried forward amounts for 2020/21 financial year (committed expenditure, grants or net income secured through group activity).

2. Village Hall room booking costs - year to date and planned

1. These will be analysed in January by the Finance chairman and Clerk, as our block booking/payment for 100hours of room use has already been exceeded and any extra used in 2019/20 will be charged by Village Hall Trust at a discounted, previously-agreed PC rate of £7.43 per hour
2. The analysis of use (year to date) will be shared with group/committee chairmen to assist in identifying recurrent and non-recurrent room use, to assist forward planning.

3. Unity Trust reconciled statements - CONFIDENTIAL

1. These statements are currently circulated to all councillors each month.
2. They contain 'personal information' covered by Data Protection legislation and must always be treated as confidential material, and disposed of (from computers and any printed materials) in line with that legislation and regulations.
3. Finance Chairman proposed working with the staffing group (which is led by the PC chairman) and with the lead of the Compliance AG to manage these differently in future, whilst also providing appropriate councillors' oversight of the work of the RFO on payments and banking.
4. A Finance proposal on a way forward will be brought to full council for consideration and comment

436.1 Finance Risk Management Policy.

Due to be reviewed and moved into annual plan. No later than Mar meeting.

436.2 Cashbook, Bank Reconciliation to 31 December 2019:

- Unity Trust Cashbook and Bank balance £44,801.49
- Bank of Scotland balance £17,767.31
- NatWest a/c £82,519.19

CC Cllr PD left the meeting

SA

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	<p>436.3 To Approve January Payments for Sanction. Proposal: Proposed by SA, seconded by BM, all in favour and it was RESOLVED that January payments are approved. Carried.</p>	
<p>(2019-20) 437</p>	<p>To Consider Planning Committee Report, Cllr S Ashwell Verbal update. The committee is now down to three members and, as getting significantly more planning applications, is looking for members to join the committee for more support. It was suggested that the new Councillor might be asked to join the group. <i>NB: Minutes of the Planning Committee meetings are available on the website.</i></p>	<p>Clerk/SA</p>
<p>(2019-20) 438</p>	<p>To Consider Update from Large Planning Committee, Cllr M Hassall Verbal update. Concern about the enforcement issues which were sent to HDC before Christmas. Drainage tests have to be signed off before the build starts; this did not happen. Bloor Homes advertisements were put up on roundabout and removal of hedge without permission. There is also concern about the bricks used for the new wall. Cllr Hassall raised the possibility of making a joint protest with other local councils about enforcement. The issue of future management of the play area on the developer's site was raised. It was agreed to raise it with Bloor Homes at monthly meeting. Cllr KR and AB to be involved. There was discussion about information received from the school and the surgery in relation to capacity issues when the new builds are complete. <i>Cllr ES joined the meeting</i> <i>NB: Minutes of the Large Scale Planning Committee meetings are available on the website.</i></p>	<p>MH</p>
<p>(2019-20) 439</p>	<p>Compliance Advisory Group, Cllr C Underwood Report attached. 439.1 Safeguarding Policy: Training dates to be agreed – designated lead is the Clerk. Training will be provided. Cllrs AHJ and CU will also attend the training on 24 Feb 20. Certificate will be provided. 439.2 Annual Plan Update: Revised Plan attached – Cllrs AHJ, CU and the Clerk met and revised the plan. 439.3 Proposal: To organise Annual Strategy Workshop in February Most of the items raised at the previous strategy event have gone into NP or the CAP. Many items have already been completed. The event to be organised during one evening towards the end of Feb. Cllr CU will circulate some dates. The next meeting of Compliance AG is on Tue 21 Jan 20 at 7pm - all chairs are invited.</p>	<p>CU All chairs</p>
<p>(2019-20) 440</p>	<p>General Purposes and Cemetery Advisory Group, Cllr B Millard Verbal update. Cllr BM met with the Christmas Lights contractor. Failure of the lights at the switch on was because the timer clock had stopped working. When contractor came on the Monday it was easy for him to start it again. The suggestion is that the contractor takes photos of the timer itself and writes out instructions. In addition it was suggested that when the lights go up next year a member of the PC will be asked to do a run through with the contractor just in case the same thing should happen again. The contractor did not suggest BPC replaced the timer.</p>	

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	<p>It was requested that the back of the Merry Christmas sign should be illuminated. The contractor suggested a plain lightweight board be attached to the sign and on the reverse would be lights. He will send details of this, an alternative is to move the sign to the end nearest the roundabout. Contractor also suggested the bulbs on the 4 Christmas trees be replaced with LED ones as this will give a better light. Apparently LED bulbs fade over the years.</p> <p>CLr BM confirmed that as declared in the Acceptance of Proposal by the PC dated 16th March 2019 that he would be appointed for a further year in accordance with the terms stated.</p> <p>Cemetery fence –The fence is erected but has a gap which needs to be completed. BPC will only pay on the completion of the works.</p> <p>Churchyard clearance – Ongoing but a good job is being done.</p> <p>Discussion re: Handymen Hut.</p> <p>The hut was broken into and a lot of equipment stolen. Bar lock now purchased to make is secure again. PC are claiming from PC Insurance. PC to talk to VHT re storage in the future.</p>	Liaison group
(2019-20) 441	<p>Climate Change Mitigation Advisory Group, Cllr A Jones</p> <p>Verbal update on the event ‘What on Earth Can Buckden Do?’ held 11 Jan 2020. Thank you to everybody contributing in lots of different ways. The event was a great success. Lots of complimenting received. A report attached. Fantastic job done.</p> <p>PC thanked Cllr AJ.</p>	
(2019-20) 442	<p>Highways and Road Safety Advisory Group, Cllr E Scott</p> <p>Report attached.</p> <p>Perry Rd – still trying to agree with CCC re the unit numbers. Next step is to speak to CC Cllr PD.</p> <p>Speed watch - no progress as training dates not yet been established by the Constabulary since summer. Cllr AHJ will write in the Roundabout explaining the disappointment re: the delay.</p> <p>Road survey – number of issues logged on CC website.</p> <p>Double yellow lines – CC came to reinstate lines before Christmas but cars were parked over the area so they could not do it. Cllr AB will chase CC.</p> <p>Mill road – representation of the scheme is on Mon 3rd Feb 10am. Cllr ES will attend. Cllr AHJ is happy to join to support. Petition on Facebook could be useful to take but only 110 people signed it so far. Cllr ES will provide the details how to sign the petition. Cllr AHJ will add this to report in the Roundabout.</p> <p>LCWIP – Cllr AB sent the FOI, following this HE and CC have agreed to extend cycle path under the bridge.</p> <p>Route to Hinchingbrooke school to be worked on now. Need the agreed drawings from CCC.</p>	AHJ AB ES AHJ AB
(2019-20) 443	<p>Rights of Way and Trees Advisory Group, Cllr C Underwood</p> <p>Report attached.</p>	
(2019-20) 444	<p>Allotments Advisory Group, Cllr S Studd</p> <p>Verbal update.</p> <p>Event on Sat generated some interest. Only a couple of plots are now vacant.</p>	
(2019-20) 445	<p>Meeting with Village Hall Trust, Cllr C Underwood</p> <p>No update.</p> <p>Next meeting date is 3pm Friday 24 January 2020.</p>	

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(2019-20) 446	<p>Digital Communications Advisory Group, Cllr M Hassall Report attached.</p> <p>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.</p> <p>Proposal: Proposed by AHJ, seconded by AJ, all in favour and it was RESOLVED that January payments are approved. Carried.</p> <p>Plan is to have a meeting next week.</p>	D&C AG
(2019-20) 447	<p>Correspondence received All correspondence received is Neighbourhood Plan related and being dealt with by the NP Advisory Group.</p>	NP AG
(2019-20) 448	<p>Communication, Cllr A Howell-Jones Verbal update.</p> <p>448.1 Annual Parish Meeting/ Annual assembly preparation</p> <p>448.2 Proposal to change the date from 28 to 21 April 2020 – Millard Suite is not available on either date, a new date needs to be agreed. One suggestion was to meet at Diddington Village Hall.</p>	AHJ
	<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>	
(2019-20) 449	<p>Staffing update Dealt with.</p>	
(2019-20) 450	<p>Date of the next meeting Tue 11 February 2020 at 7.30pm at the Village Hall.</p>	

Meeting finished 9.19pm

Signature

Date.....