

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 11 June 2019 at the Buckden Village Hall at 7.30pm

Present:

Councillor: Cllr A Howell-Jones (Chairman)

Councillors: Cllrs M Hassall, S Ashwell, B Millard, C Underwood, P Steel, E Scott, A Burbidge, J Thelwall, O James, S Studd, A Jones and C Gillam

Clerk: Ms R Mimiene

HDC Cllr H Masson

2 members of the public

MINUTES

(2019-20) 284	Apologies for absence Cllrs Ms K Render and M Williams sent apologies for absence.	
(2019-20) 285	Applications to join Council – co-option as required Proposal: To co-opt 2 new Councillors. 2 applications received by Allan Jones and Clive Gillam. Proposal: Proposed by MH, seconded by SS, all in favour and it was RESOLVED that Allan Jones is co-opted to the Council. Carried. Proposal: Proposed by AHJ, seconded by PS, all in favour and it was RESOLVED that Clive Gillam is co-opted to the Council. Carried. Mentors will be allocated to both new Cllrs. Clerk to check with CAPALC if any Cllr training could be provided for Buckden Councillors.	AHJ Clerk
(2019-20) 286	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. No requests to speak received.	
(2019-20) 287	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.	
(2019-20) 288	Minutes 288.1 To agree and sign the minutes of the Annual Parish Council meeting held on 14 May 2019. It was noted that minutes are correct but there will be an addition to the Minute No 259.4 re: ToR for Large Scale Planning Group which will override the existing Minute. Proposal: Proposed by CU, seconded by AB, all in favour and it was RESOLVED that the Minutes are approved. Carried. 288.2 To resolve any actions arising from the minutes of the Parish Council meeting All actions reviewed. It was confirmed that there is no depreciation on Council Assets.	
(2019-20)	County and District Councillor Reports. 289.1 To receive report from County Councillor. Reports attached.	

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<p>289</p>	<p>The issues for Buckden, covered in one of the reports, were discussed. Cllr CU will approach CC Cllr PD re: the need to have an agreed strategy for the maintenance of the Buckden stretch of the Ouse Valley Way path. Clerk to find out what was meant by the 2nd point in the report.</p> <p>289.2 To receive report from District Councillor. A written report was circulated to PC on the day of the meeting. BPC offered any support required to HDC Cllr HM to increase police presence in the village.</p>	<p>CU Clerk</p>
<p>(2019-20) 290</p>	<p>Councillor Email addresses</p> <p>290.1 To further consider Email addresses Cllr OJ will help to set up the PC email address up. Cllrs were asked to log issues with Clerk. Disclaimer paragraph needs to be added to all Cllr emails. Equipment questionnaire to be completed by all Cllrs. Cllr MH is happy to help out to the ones who have troubles doing it online.</p>	<p>ALL</p>
<p>(2019-20) 291</p>	<p>Finance.</p> <p>291.1 To receive Finance Advisory Group Report and proposals:</p> <p>1) Proposal 1: MANAGEMENT OF ADVISORY GROUP BUDGETS IN 2019-20</p> <p>The Council is asked to approve that the responsibility for managing Advisory Group expenditure within agreed budgets is delegated on a day to day basis to group Chairmen provided only that the Chairmen so authorised are Parish Councillors. That delegated power to agree expenditure within their budget will be undertaken in discussion with their groups and with the guidance of the Clerk (as our Responsible Financial Officer), based on known and projected Advisory Group expenditure. This change will align with the responsibility of Advisory Groups to seek grants or other income for developments not included in the Parish Precept agreement.</p> <p>The Chairman of the Finance Advisory Group will remain available as support, if necessary, but should not need to be involved in day to day management of agreed Advisory Group budgets.</p> <p>The Council committees, which have delegated authority to act autonomously, currently relate only to Planning matters where expenditure is generally small. If for Planning it became necessary to employ specialist advisory at short notice, that could be done if necessary, using the designated Earmarked Reserves by agreement with the Clerk, Council Chairman and Finance Advisory Group Chairman. Grants linked to planning e.g. for Neighbourhood Plan would be managed as now.</p> <p>Accountability for oversight and control of the Parish Council budget will remain with the full Council through the Payments for Sanction process and monitoring by them of the Financial Reports of the Clerk. A review of these arrangements will be undertaken not less than three times a year, in September, January and May.</p> <p>Proposal: Proposed by CU, seconded by OJ, all in favour and it was RESOLVED that the Proposal 1 is approved. Carried.</p> <p>2) Proposal 2: DONATIONS AND GRANTS POLICY AND PROCEDURES</p> <p>The Council is asked to approve the Policy for Buckden Parish Council for donations and grants. This document has been developed to increase transparency and promote equity between applicants for Parish Council support through Donations or Grants.</p> <p>Within the draft document there are statements on potential limits to be implemented normally on amounts or circumstances where grants or donations may be made. Sections in red text need specific agreement of Council please.</p>	

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	<p>The governance arrangements included in this document are in line with national guidance and are consistent with the many available Donations and Grants policies both national and local, and with guidance from Local Councils' advisory bodies.</p> <p>Any further comments to be submitted to Cllr SA. Carry this item forward to the next meeting.</p> <p>291.2 To Approve an Internal Auditor for 2019/20 Financial year Proposal: Proposed by SA, seconded by OJ, all in favour and it was RESOLVED that J Wilson is the approved Internal Auditor for 2019/20. with the provision that the fee is capped at a figure to be agreed by Chair of Finance and Chair of Compliance. Carried.</p> <p>291.3 To Approve Payments for Sanction. Proposal: Proposed by AHJ, seconded by SU, all in favour and it was RESOLVED that Jun payments for sanction are approved. Carried.</p> <p>Cashbook and Bank Reconciliation for Apr 19 carried for all PC a/cs. Noted by PC.</p>	ALL
(2019-20) 292	<p>Report on meeting with Village Hall Trust, report attached, Cllr C Underwood A report circulated after the Agenda was issued. Verbal update provided by Cllr CU on the night. It was agreed Heads of agreement would be brought to full Council for approval.</p>	CU
(2019-20) 293	<p>To Consider Planning Committee Report Update from 28 May 19 and 11 Jun 19 meetings provided by Cllr SA. Approved by PC.</p> <p>To Note: Adoption of HLP2036 will be available for you to view between the following dates: Start date: 17/05/19 16:35 End date: 31/12/19 16:00 http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/adoption/adoption_of_hlp2036 - noted.</p>	
(2019-20) 294	<p>To Consider Update from Large Planning Committee, Cllr M Hassall Cllr MH produced ToR for Large Planning Committee and updated PC on the outcome after the meeting yesterday.</p> <ol style="list-style-type: none"> 1) Lucks Lane: <ol style="list-style-type: none"> a. TTRO (Temporary Traffic Restriction Order) b. Raised level of land – no explanation so far why c. MSA land and Buckden Geology d. Stirloe Lane Saftey Audit e. Flags and Signs – <p><i>Note since meeting: Proposed Objection submitted HDC on 14 Jun 19.</i></p> <ol style="list-style-type: none"> 2) Silver Street: Highways and CCC meeting 3) Update re: CIL for Lucks Lane – Update by Cllr AHJ. Info on CIL spending will be provided by HDC in writing. 	
(2019-20) 295	<p>Compliance Advisory Group, Cllr Underwood Update on Proposed Groups, Committee and Outside Bodies re: Election of Chairmen and Completion of first meeting. New Cllr CG agreed to join Highways group. Cllr EC joined the Highways group too. Next meeting is set on 24 Jun. A Climate Change Advisory Group was proposed by –Cllr AJ. Cllr AJ was advised to circulate the proposal to PC for feedback. PC were asked to clarify Chairs and ToR for the next meeting.</p>	AJ All

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(2019-20) 296	General Purposes Advisory Group, Cllr B Millard to report Report attached.	
(2019-20) 297	Cemetery Advisory Group Verbal update – Cemetery AG from now on will be joint with GP.	
(2019-20) 298	Highways and Road Safety Advisory Group Verbal update. There will be a meeting of the Highways and Road Safety Advisory Group (HWY&RS AG) at 07:30pm Mon 24 Jun in the Millard Suite BVH. Rick Screaton invited all those on the AG attend along with any other councillors who have the capacity to be part of this key working group. RS is also looking for someone to take over as chair of this group. LHI bids now open – application to be submitted by 4 Aug 19.	
(2019-20) 299	Rights of Way and Trees Advisory Group, Cllr C Underwood Report attached. PC thanked Cllr CU and all helpers for the successful event on Sunday. Thanks expressed to Anglian Water for their help in accessing the site for the information board.	
(2019-20) 300	Allotments Advisory Group, Cllr C Underwood No report. Allotments were open during the Open Gardens on Saturday. Chairman of the group noted that 50 people attended. Allotments are fully occupied now.	
(2019-20) 301	The Buckden Cycle Route Advisory Group Report attached. A very successful workshop was held. 60 members of the public attended, including pupils from the Primary school and representatives from the surrounding villages. This gave the opportunity to discuss joint problems and consider the options of working together for the best of the communities in the area. The Advisory Group have submitted Grant request to HDC to improve the routes.	
(2019-20) 302	Transport Advisory Group No Report. This group is no longer in place. To be removed from future Agenda.	
(2019-20) 303	Update on Neighbourhood Plan, Cllr A Howell-Jones Verbal update. Housing Needs Assessment received today. Neighbourhood Plan is going to be submitted HDC for their comments next week. Cllrs were invited to read the document and send over any final comments/feedback over the next couple of days. Time scales for Referendum discussed.	ALL
(2019-20) 304	Meeting with Village hall Trust, receive report, Cllr C Underwood Proposals for Parish Council. This Agenda item appeared on the Agenda twice and was already discussed under (2019-20) 292 Agenda item.	
(2019-20) 305	Digital Communications Advisory Group, Cllr M Hassall A reminder to those Cllrs who have not yet completed the Equipment and Data Questionnaire.	ALL MH

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	There are issues with the pdf uploads onto the PC website, Digital group to meet and discuss.	
2019-20) 306	Correspondence received Letter received from resident – The matter had been reported to CCC Highways by the Clerk in Feb 2019. PC agreed to ask the resident to complain directly to CCC/report online.	
<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) 307	Staffing Advisory Group Confidential Update provided. Agreed by PC.	
(2019-20) 308	Date of the next meeting Tue 9 July 19 at 7.30pm at the Village Hall	

Meeting finished at 9.28pm

Signed.....

Date: