

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 12 March 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 Burbidge, Mrs A Howell-Jones, Mr M Williams and O James. *It was agreed at the meeting on 9 Apr 19 to add Cllr J Thelwall to the attendee list.*

Clerk: Ms R Mimiene

CC Cllr P Downes, HDC Cllr H Masson

3 members of the public

(2018-19) 205	<p>Apologies To receive and accept apologies for absence. Apologies for absence received from Cllrs E Scott and J Moore.</p>	
(2018-19) 206	<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. No requests to speak received.</p>	
(2018-19) 207	<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. Cllr JT declared interest in Agenda item 212.5: Grant to VHT. Cllr CU declared interest in Finance Agenda item 212.7: Payments for Sanction.</p>	
(2018-19) 208	<p>Minutes 208.1 To agree and sign the minutes of the Parish Council meeting held on 12 February 2019. Proposal: Proposed by BM, seconded by AB, all in favour and it was RESOLVED that the Minutes be accepted and signed as a true record of the meeting. Carried. 208.2 To resolve any actions arising from the minutes of the Parish Council meeting held on 12 February 2019. Damaged chicane/bollard when exiting the village east has been reported, no action has yet occurred. Cllr PD will follow this up. Cllr MH suggested staying with the current website maintenance company, this would be one of a number of recommendations when a full report is presented. Brief history of the VHT was written and circulated by the Chairman.</p>	PD
(2018-19) 209	<p>County and District Councillor Reports. 209.1 To receive report from County Councillor. Written report attached. CC Cllr PD reported that Perry Rd LHI scheme bid was successful and that the council would receive official notification in due course. CC Cllr PD warned that there was likely to be a significant a delay in the commencement of the works. Cllr PD expressed concerns re: Communities and Partnerships Committee document as it does not involve Parish Councils. CC Cllr PD felt that PCs must be involved and must be consulted.</p>	

BUCKDEN PARISH COUNCIL

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

	<p>CC Cllr PD also reported that Buckden Primary School can take 3 forms of entry and are happy to expand.</p> <p>209.2 To receive report from District Councillor. A written report attached. <i>PD left the meeting</i></p>	
(2018-19) 210	<p>Chairman's report</p> <p>210.1 To receive Chairman's report – report attached.</p>	
(2018-19) 211	<p>Councillor Email addresses and Committees & Advisory groups</p> <p>211.1 To further consider Email addresses and Advisory groups</p> <p>Only 2 Cllr email addresses left to be set. Work in progress.</p>	<p>KR MW</p>
(2018-19) 212	<p>Finance.</p> <p>212.1 To receive Finance Advisory Group Report and note Bank Balances:</p> <ul style="list-style-type: none"> • Bank Reconciliation to 31 Jan 19 carried and presented to PC immediately after the February PC meeting. Petty cash reconciled. (Please see Motion 4 for details) • Bank Reconciliation to 28 February 19 carried <p>Balances sheet to be issued when petty cash is finalised.</p> <p>212.2 Reporting on councillors' expenses and Chairman's expenses plus allowance:</p> <p>All councillors to report in writing to the Clerk any outstanding expenses for 2018/19.</p> <p><u>212.3 FINANCE MOTION 1:</u></p> <p>The Council is asked to approve the decision taken to re-invest the £17,638.06 plus interest from the Bank of Scotland (BoS) term account maturing on 28th February 2019 into a 99-day term deposit with BoS, as part of the Buckden Parish Council Reserve.</p> <p>Proposal: Proposed by SA, seconded by AHJ, all in favour and it was RESOLVED that the Motion is approved. Carried.</p> <p><u>212.4 FINANCE MOTION 2:</u></p> <p>The Council is asked to approve delegation, to the Responsible Finance Officer (Clerk) in consultation with the Chairman of the Finance Advisory Group, of decisions on where Council Funds are held and when they are moved, subject only to the following conditions:</p> <ol style="list-style-type: none"> 1. Parish Council deposits to be held in banks covered by the Financial Services Compensation Scheme and sums to remain within the variable limits of that scheme. 2. Full Council to receive at each of its meetings the value of all account balances, and 3. Funds to be available whenever required to make all payments sanctioned by the Council, including but not limited to recurring expenditure, projects and grants. Such requirements to be based on information held by the RFO and the Chairmen of Council Advisory Groups/Committees acting as members of the Finance Advisory Group. <p>Proposal: Proposed by SA, seconded by MW, all in favour and it was RESOLVED that the Motion is approved. Carried.</p> <p><u>212.5 FINANCE MOTION 3:</u></p> <p>The Council is asked to approve a sum to be donated to the BVHT for the purpose of contributing to the expected cost of their external contractors responsible for work on the village playing fields. Suggested donation of £5,000 using S137 donations.</p>	

BUCKDEN PARISH COUNCIL

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

	<p>Proposal: Proposed by SA, seconded by FS, 1 abstention, all other Cllrs in favour and it was RESOLVED that the Motion is approved. Carried.</p> <p><u>212.6 FINANCE MOTION 4:</u></p> <p>(A) The Council is asked to approve the steps taken to reconcile the Petty Cash account.</p> <p>(B) Council members are further requested to approve writing off at year-end the amount of Petty Cash that it has proven <u>not</u> feasible to reconcile, using the wording below.</p> <p>These arrangements and a statement approved by the Council to cover writing off this sum will be brought to the attention of the Auditor dealing with 2018/19.</p> <p>The proposed wording to formally record writing off the receipt between the Petty Cash opening balance (01 April 2018) and the year-end balance is set out on page 4.</p> <p><i>“At the start of the financial year 2018/19 £350 Petty Cash was held for use where payment of invoices through BACS processes were not accepted, feasible or proportionate.</i></p> <p><i>At the end of this same financial year £334.30 of the Petty Cash float can be accounted for by the current RFO.</i></p> <ul style="list-style-type: none"> • <i>The reconciliation process and outcome have been reviewed with the RFO of a second Parish Council and with the Chairman of the Finance Advisory Group.</i> • <i>It is acknowledged that the process of reconciliation was complicated due to an unplanned absence of the previous RFO and the need for interim cover of key parts of that role by Councillors.</i> • <i>The balance of £16.70 of the Petty Cash is therefore being written off so that there can be a clean start for the accounts in 2019/20.</i> • <i>This clean start is supported by a new policy for Petty Cash adopted by the Council after the new RFO joined the Council, and new systems for dealing with small and urgent purchases have been put in place for 2019/20 with the opening of debit card accounts.</i> <p><i>The effectiveness of these new measures will be reviewed by the Finance Advisory Group no later than October 2019.”</i></p> <p>Proposal: Proposed by SA, seconded by FS, all in favour and it was RESOLVED that the Motion is approved. Carried.</p> <p>212.7 Finance system training was run by EDGE IT, the company that provides PC Finance package, in addition to Epitaph and Allotments modules, to facilitate day to day management of PC and PC compliance with statutory requirements. Cllr SA and the Clerk attended training on 11 Mar 19 and a written report was submitted to the PC.</p> <p>PC thanked Cllr SA and the Clerk.</p> <p>212.7 To Approve Payments for Sanction.</p> <p>Proposal: Proposed by BM, seconded by MH, all in favour and it was RESOLVED that the March 19 Payments are approved. Carried.</p>	
<p>(2018-19) 213</p>	<p>To Consider Planning Committee Report</p> <p>Verbal report presented by the Chairman.</p> <p>Planning committee met tonight 12 Feb 19 and will meet on 26 Mar 19.</p> <p>Information presented by the Chairman on Stirtloe Lane junction outcome after Friday’s meeting with Highways. Unacceptable and potentially dangerous situation.</p>	

BUCKDEN PARISH COUNCIL

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

	<p><i>Standing Orders were suspended for HDC Cllr HM to speak.</i> HDC Cllr HM spoke as PC asked him to comment. He reported that CC Cllr PD had met with the regional director of the HE and the chairman of CC.</p> <p>The PC discussed the draft letter prepared by Cllr MW, the view was that with minor amendments it outlined the concerns accurately.</p> <p>4 actions were agreed: Cllr MW will revise the letter for the Chairman to send to HE. Chairman will write raising the PCs concerns to the leaders of HDC, CC and Local MP. A formal complaint will be raised against HE through the official channels. Cllr MH will arrange a press release.</p>	<p>MW TH MH</p>
(2018-19) 214	<p>Compliance Advisory Group, report attached, Cllr Underwood 214.1 Proposals for the Parish Council: That the Parish Council purchase a Fire Proof Cabinet for council minutes, up to the value of £1000. PC discussed and agreed not to purchase the storage. It was agreed that the group should carry out a risk assessment which would outline the actions the PC takes to mitigate the risks of losing the minutes in a fire.</p> <p>214.2 Action Plan for a year – This item was on the Agenda but was not discussed.</p>	
(2018-19) 215	<p>General Purposes Advisory Group Verbal Report from the Chairman of the Advisory Group Betty Millard. PC thanked to Cllr BM for the completion of the Churchyard path project.</p>	
(2018-19) 216	<p>Cemetery Advisory Group, verbal report from Cllr Shirley Verbal report.</p>	
(2018-19) 217	<p>Highways and Road Safety Advisory Group 217.1 Application for LHI for Perry Road to be considered by CCC Highways, outcome – Bid was successful. 217.2 Mill Road Zebra Crossing – Now completed. PC will put money to Reserves if the Invoice is not received during this Financial year.</p>	
(2018-19) 218	<p>Rights of Way and Trees Advisory Group, Cllr C Underwood Report attached.</p> <p>Proposal for Parish Council Subject to it being convenient for the Village Hall the suggested date for launch of Roundabout Buckden Circular Route is 9th June. Proposal: Proposed by CU, seconded by TH, all in favour and it was RESOLVED that the Motion is approved. Carried.</p>	
(2018-19) 219	<p>Allotments Advisory Group, Cllr C Underwood Proposals for Buckden Parish Council:</p> <ul style="list-style-type: none"> Co-opt Stan Studd allotment holder on to Allotments Advisory group Proposal: Proposed by CU, seconded by TH, all in favour and it was RESOLVED that the Motion is approved. Carried. To extend the opportunity to rent allotments to any non Buckden residents at a fee of £25 per annum. Proposal: Proposed by CU, seconded by MH, all in favour and it was RESOLVED that the Motion is approved. Carried. 	

BUCKDEN PARISH COUNCIL

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

(2018-19) 220	The Buckden Cycle Route Advisory Group Verbal Report. £9,000 grant has now been accepted. The project will be done in less than 6 months. PC thanked Cllr AB.	
(2018-19) 221	Transport Advisory Group Included in Chairman's Report.	
(2018-19) 222	Update on Neighbourhood Plan, report attached, Cllr A Howell-Jones A written report attached.	
(2018-19) 223	A request received from the organisers of Buckden Village Festival – Would PC like to be involved and do PC want to run a Photo Competition. BVF Fete is on Sat 6 Jul 19 It was agreed that the Council would run the photographic competition; the agreed themes were: 'Buckden people, architecture and nature'. Cllr FS will organise it. Information will be put in the Roundabout. It was agreed that the PC should have a stall at the Festival to publicise the NP.	FS
(2018-19) 224	"Invitation from Great Ouse Valley Trust to become Partner Member" Chairman will give verbal brief and Propose that the Parish Council becomes a Partner Member of the Great Ouse Valley Trust and that the clerk is authorised to pay £30.00 joining fee. CC Cllr PD explained the proposal. Proposal: Proposed by TH, seconded by CU, all in favour and it was RESOLVED that the Invitation is accepted and membership fee of £30.00 is approved. Carried <i>4 members of the public left the meeting</i>	
<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.		
(2018-19) 225	Staffing Advisory Group Written report provided to PC members only. Noted by PC.	
(2018-19) 226	This item was added at the request of the chairman and approved by full PC Annual Parish Meeting/Assembly on Tue 23 Apr 19 Proposal to carry on the same format as usual introduced by Cllr FS. Agenda items discussed.	
(2018-19) 227	Date of the next meeting Tuesday 9 April 2019 at 7.30pm at the VH <i>Meeting finished at 9.35pm</i>	

Approved.....

Date: