

# BUCKDEN PARISH COUNCIL

Minutes of the Buckden Parish Council Meeting held on 13<sup>th</sup> November 2018 at the Buckden Village Hall at 7.30pm

Present:

Councillor: Cllr Hayward (Chairman)

Councillors: Cllrs J Moore, M Hassall, Mrs A Howell-Jones, Mrs F Shirley, Mrs B Millard, Ms S Ashwell, Ms K Render, Mrs E Scott, Mrs C Underwood, Mrs P Steel, Mr M Williams

Clerk: Ms R Mimiene

County Councillor Downes, and 1 member of the public

## MINUTES

(2018-19) 114	<p><b>Apologies</b> To receive and accept apologies for absence. Cllrs Mr H Masson and Mrs Burbidge sent apologies for absence.</p>	
(2018-19) 115	<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> No issues raised.</p>	
(2018-19) 116	<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. None raised.</p>	
(2018-19) 117	<p><b>Minutes</b> 117.1 To agree and sign the minutes of the Parish Council meeting held on 9<sup>th</sup> October 2018. Cllr P Steel brought to PC attention that her name was misspelt at the Oct PC Minutes. Cllr C Underwood noted that it was noted at the last meeting that the Tree Survey when finalised will be added to the PC website. Approve Minutes with the above amendments. <b>Proposal: Proposed by Councillor SA, seconded by Councillor BM, all in favour and it was RESOLVED that the Minutes be accepted and signed as a true record of the meeting with the above amendments. Carried.</b>  117.2 To resolve any actions arising from the minutes of the Parish Council meeting held on 9<sup>th</sup> October 2018. The Trustee on the VH committee is expressing their views as a Cllr not full PC views.</p>	
(2018-19) 118	<p><b>County and District Councillor Reports.</b> 118.1 Report from County Councillor P Downes received and a hard copy attached to these Minutes. 118.2 Report from District Councillor H Masson received and attached to these minutes.</p>	
(2018-19) 119	<p><b>Chairman's report</b> 119.1 To receive Chairman Terry Hayward's report – attached.</p>	
(2018-19) 120	<p><b>Finance.</b> 120.1 To receive update as at 31 October 2018 and report on the current financial situation. Due to the transition period accounts are to be finalised this week. Noted. Clerk will report to PC as soon as the reports are ready. <i>Note since meeting: Unity Trust and Bank of Scotland Bank Reconciliations carried to 31 Oct 18 and presented to PC by email on 14 Oct 18. NatWest a/cs x 2 are now left to reconcile for the period of 01/04/2018 to 31/10/2018.</i> 120.2 Chairman Terry Hayward proposed that the Chairman of the Finance Advisory Group and the Clerk be given the approval to review the number of a/cs held by PC and recommend how they should be refined and changed.</p>	

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	<p><b>Proposal: Proposed by Councillor TH, seconded by Councillor AHJ, all in favour and it was RESOLVED that the number of the PC a/cs is to be reviewed. Carried.</b></p> <p>120.3 To approve bank mandates:            1) NatWest: to remove the Clerk's name and 2 Councillors who retired in Apr 2018.            2) Unity Trust: Mandate to sign re: the Debit Card to reduce the use of petty cash.            Work in progress.</p> <p><b>Proposal: Proposed by Councillor SA, seconded by Councillor JM, all in favour and it was RESOLVED that bank mandates are to be approved. Carried.</b></p> <p>120.4 To agree payments for sanction as at 13 Nov 18.            Payments presented to PC. Members checked the payments raised and signed the accounts.</p> <p><b>Proposal: Proposed by Councillor SA, seconded by Councillor BM, all in favour and it was RESOLVED that all the items listed for sanction are to be paid. Carried.</b></p> <p>120.5 To approve Budget and Precept proposals for 2019/20. Proposal by the chairman of Finance Committee Cllr Sue Ashwell. Finance Committee met and agreed to put forward the proposal for PC approval. Additionally it was proposed by Cllr Underwood to increase precept by £0.35 per week instead of £0.30 per week as suggested by Finance Committee.</p> <p><b>Proposal: Proposed by Councillor CU, seconded by Councillor AHJ, all in favour and it was RESOLVED that the increase in Precept by £0.30 per week is to be approved. Carried.</b>            PC voted on the amended proposal.</p> <p><b>Proposal: Proposed by Councillor MH, seconded by Councillor SA, all in favour and it was RESOLVED that Budget of £111,979 and Precept of £97,882 for 2019/20 is to be approved. Carried.</b></p> <p>120.6 Proposal by Cllr Sue Ashwell for items to be included as earmarked reserves within the parish council reserves.            A written document presented to PC.</p> <p><b>Proposal: Proposed by Councillor SA, seconded by Councillor CU, all in favour and it was RESOLVED that the earmarked reserves are to be approved. Carried.</b></p> <p>120.7 To approve Financial Risk Management Policy            Financial Risk Management Policy together with 3 Risk assessments (Strategic Financial Risk, Use of online banking to make electronic payments and Debit &amp; Credit cards and Fuel card).</p> <p><b>Proposal: Proposed by Councillor SA, seconded by Councillor JM, all in favour and it was RESOLVED that the Financial Risk Management Policy together with the 3 Risk Assessments listed above are to be approved. Carried.</b></p> <p>120.8 To approve Petty Cash policy            £350 petty cash float agreed. PC are moving towards the cashless process.</p> <p><b>Proposal: Proposed by Councillor SA, seconded by Councillor TH, all in favour and it was RESOLVED that the Petty Cash Policy is to be approved. Carried.</b></p> <p>120.9 Cllr Fiona Shirley proposes that PC gravel the cremated remains area and install a chain link fence at the overall cost of £685, excluding VAT.</p> <p><b>Proposal: Proposed by Councillor FS, seconded by Councillor SA, all in favour and it was RESOLVED that the works listed above are to be approved and carried. Carried.</b>            Clerk to instruct groundstaff to carry out works.</p>	
<p>(2018-19) 121</p>	<p><b>To Consider Planning Committee Report            Chairman of the Planning Committee to report on the previous meetings of the last Planning meeting minutes</b></p>	

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	<p>1. Opportunity to discuss and the need for a special meeting with Pegasus: Conditional Information for 16/00576/OUT: Condition 27 - Design Code (Amended code received 30 October 2018). Site Address: Land Off Lucks Lane And West And South Of The Osiers And Springfield Close Buckden Reference: 18/80203/COND</p> <p>Planning committee met tonight. Chairman T Hayward presented the written report. The report is to be amended after tonight's meeting.</p> <p><b>Proposal: Proposed by Councillor TH, seconded by Councillor CU, all in favour and it was RESOLVED that the above planning application is to be refused. Carried.</b></p> <p>Meeting with Lucks Lane developers is set for Tue 27 Nov 18 at 7pm.</p>	
(2018-19) 122	<p><b>Compliance Advisory Group</b> <b>122.1 Proposals for Council</b></p> <ul style="list-style-type: none"> <li>That Buckden Parish Council delegates the responsibility for incorporating updates and amendments to the Standing Orders by the Compliance Advisory Group in consultation with the Clerk. If there are any changes of substance these will be brought to the full Council</li> <li>That Buckden Parish Council adopts the Privacy Policy to support GDPR compliance as circulated with the Agenda</li> </ul> <p><b>Proposal: Proposed by Councillor FS, seconded by Councillor AHJ, all in favour and it was RESOLVED that the above proposal is to be approved. Carried.</b></p>	
(2018-19) 123	<p><b>General Purposes Advisory Group</b></p> <p>Christmas lights verbal report from the chairman received. Christmas lights going up on 26 Nov.</p> <p>Report from the Chairman of the Advisory Group Betty Millard attached. Defibrillator lock ordered.</p> <p>GP meeting on 27 Nov 18 at 6.45pm.</p>	
(2018-19) 124	<p><b>Cemetery Advisory Group</b></p> <p>Report attached</p> <p>Approval requested as already included under Finance Agenda item.</p>	
(2018-19) 125	<p><b>Highways and Road Safety Advisory Group</b></p> <p>125.1 Application for LHI for Perry Road to be considered by CCC Highways on 10 Dec 18 Cllr T Hayward to represent Council's views at the meeting with CCC. Agreed.</p> <p>125.2 Mill Road Zebra Crossing – the proposed drawings from Cambs Council received. PC agreed the drawings, subject to any further amendments to be discussed at the meeting. Cllr John Moore. Bus shelter not properly discussed yet. Thoughts for Dec PC.</p> <p>125.3 Local Winter management Plan: To review and approve the plan. Road safety group to re-look the document.</p> <p>125.4 Chairman reported that The Council has received a complaint from a resident about the condition of the pavements in Buckden High Street. This is, of course, the responsibility of the CCC but the Chairman proposes that it would be useful for the Advisory Group to consider the complaint and carry out a survey of the pavements and report to the January Council meeting. Hedge will be cut by PC. Road safety group to review.</p> <p><b>Proposal: Proposed by Councillor TH, seconded by Councillor MW, all in favour and it was RESOLVED that the road safety group are to review and report back to Jan PC. Carried.</b></p>	
(2018-19)	<p><b>Rights of Way and Trees Advisory Group</b></p> <p>126.1 Written report from Cllr Caroline Underwood</p>	

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126	<p><b>PROPOSALS FOR PARISH COUNCIL</b></p> <p>1) The Tree survey was reported on at the previous meeting; the survey recommends the felling of trees T142, T143 and T145 within the next six months, these are trees lining footpath B4; the footpath adjacent to Morris Close. Cllr Masson has also been contacted by some residents of Morris Close in relation to this area. Assuming the trees are the Parish Council's responsibility the Rights of Way and Tree Advisory group recommend obtaining quotations and commissioning the work as there is funding for this in the current budget.</p> <p><b>Proposal: Proposed by Councillor CU, seconded by Councillor KR, all in favour and it was RESOLVED that the report is accepted and works to the trees are to be approved. Carried.</b></p> <p>2) The work on the zebra crossing requires that tree T072 is included in the work recommended by the tree survey as it needs to be pruned to a suitable height to allow for the sight of the Belisha Beacons this will be approx. 6m clear. The Rights of Way and Tree group ask that this work is included in the item above.</p> <p><b>Proposal: Proposed by Councillor CU, seconded by Councillor KR, all in favour and it was RESOLVED that the report is accepted and works to the tree to be approved. Carried.</b></p> <p>126.2 There were 2 tree applications: 18/02297/TREE application 18/02264/TREE application</p>	
(2018-19) 127	<p><b>Allotments Advisory Group</b></p> <p><b>127.1 Proposals for Parish Council. Cllr Underwood proposes that:</b></p> <p>1) The Parish Council to fund up to £100 (£84.98 inc VAT for bricks) for transport of matting and cost of bricks to cover unoccupied allotments and agree to the Handymen clearing plots and laying matting.</p> <p><i>Rationale</i> The PC has responsibility for the allotments and it is important that they are cleared and maintained when not being used so that prospective allotment holders are able to take them on in good condition. There are a number of plots coming vacant and there will be an opportunity for the handymen to clear and cover them over the winter period when there is less demand on their time. The work on clearing allotments had not been necessary in the past as much of the clearing was carried out by former Cllr Fred Day.</p> <p><b>Proposal: Proposed by Councillor CU, seconded by Councillor FS, all in favour and it was RESOLVED that the above works are to be approved. Carried.</b></p> <p>2) The Parish Council to approve the raising of the allotment rent to £20 per annum.</p> <p><i>Rationale</i> There have been no rent increases for approximately 6 years. The money will help defray future costs for items such as matting as well as covering costs of the water supply. Unfortunately, this will not be able to be implemented this year as PC rules say that 3 months' notice must be given.</p> <p><b>Proposal: Proposed by Councillor CU, seconded by Councillor KR, all in favour and it was RESOLVED that the proposal is accepted and to be implement fro 1 Nov 18. Carried.</b></p> <p>3) The Parish Council to approve the offer of allotments to Southoe residents, at a rent of £25, current rents for Buckden residents £15, the decision to be reviewed on an annual basis.</p> <p><i>Rationale</i> There are a number of vacant allotments and there have been enquires from Southoe residents.</p> <p><b>Proposal: Proposed by Councillor CU, seconded by Councillor MH, all in favour and it was RESOLVED that the plots are to be offered to Southoe residents. Carried.</b></p>	

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	4) The Parish Council to fund the cost £20 of a promotional poster (attached) for the allotments and approve the use of the notice boards to display the posters Approved.	
(2018-19) 128	<b>The Buckden Cycle Route Advisory Group</b> 128.1 Cllr Elaine Scott report attached.	
(2018-19) 129	<b>Neighbourhood Plan Advisory Group</b> 129.1 Neighbourhood Plan - verbal update by Cllr Anne Howell-Jones. PC are seeking funding. Employing Cambs ACRE for the consultancy. Cllr CU will approach the school for the feedback from children. Businesses meeting set for 26 Nov 18. Separate meeting (January 2018) will be agreed after the consultation process finished.	
(2018-19) 130	<b>Transport Advisory Group</b> 130.1 PC Chairman proposes that he write to MP on behalf of PC requesting an update on how his discussions with fellow MPs representing constituencies along the A1. <b>Approved.</b>	
(2018-19) 131	<b>Staffing Advisory Group</b> No update.	
(2018-19) 132	<b>Website</b> <b>The Parish Council Webpage</b> It has become increasingly apparent that our present webpage leaves something to be desired. The Chairman proposes that a small WG be set up to thoroughly examine the current site and to <b>recommend</b> to the Council whether it should renew its agreement or to replace it with an alternative. If the latter to recommend a preferred site. He further proposes that the members of this WG should be Cllrs Hassall, Cllr Ashwell, the Clerk and Des Foster and that it be chaired by Cllr Hassall. He proposes that the WG be given the authority to co-opt other members if they feel additional expertise is required. The WG's report should be considered at the full Council meeting in March. <b>Proposal: Proposed by Councillor TH, seconded by Councillor CU, all in favour and it was RESOLVED that the recommendation is to be approved. Carried.</b>	
(2018-19) 133	<b>Councillor Training</b> 132.1 The Chairman would like a general discussion on the adequacy or otherwise of the training given to Councillors and to seek the Council's view on how this might be improved. <b>Carry forward.</b>	
(2018-19) 134	<b>Future aims of the Council</b> 133.1 The Chairman proposes that the Council arranges an informal 'away day' in the new year in order to discuss and agree the future policies and aims of the Council. This would probably take the form of an afternoon session, with tea, probably in Village Hall. <b>To agree at Dec PC. Combine with NP meeting in Jan.</b>	
(2018-19) 135	<b>ALMS HOUSES OF JAMES SOUTH AND WILLIAM BURBERRY</b> Alec MacAndrew's time as a Parish Council nominated trustee to the Charity has elapsed and the Council therefore has the opportunity to nominate a successor or to re-appoint him. He is at present the Chairman of the Charity and the nominated trustee does not have to be a member of the Council. The Chairman proposes that Alec MacAndrew to be the Council's nominated trustee. This is seconded by Cllr Mrs Millard. Nominated trustee appointed. All in favour.	
(2018-19) 136	<b>Co-Option of new Councillor</b> Following the resignation of Cllr P Emeleus there is 1 vacancy of the parish council. If within 14 days of the notice dated 31 Oct 18, 10 residents request a formal election then an election will be called. If there is no request then the Council can co-opt a new member after 14 <sup>th</sup> November.	

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	Welcome to new Cllr P Steel.	
(2018-19) 137	<b>Suggestion to postpone the January PC meeting until 15th.</b> Recommendation from Clerk. Carried.	

The meeting closed at 9:33 p.m.

Signed .....

Date.....