



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 290 29th January 2019, 7.30pm, The Manor House, Buntingford (deferred from 15th Jan)

PRESENT: Cllr Jeff Jones (JJ); Cllr Teresa Harrington (TH); Cllr Jennifer Makewell (JM);
Cllr Jason Noy (JN)

- Public: PCSO Hannah Sabey; 2 members of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The meeting was opened at 7.30pm.

ACTION

290.01 Election of a Chairman for the meeting

In the absence of Chairman Cllr Jeff Kenyon, it was unanimously **RESOLVED to elect Cllr Jeff Jones as Chairman for the meeting.**

290.02 Apologies for absence – which were accepted

1. Councillors: Chairman Cllr Jeff Kenyon (away)
2. Other apologies: None

290.03 Declarations of Interest and dispensations: None

290.04 Minutes of Parish Council Meeting 289 held on 5th November 2018

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 289 held on 5th November 2018 as a true and accurate record.** The Chairman signed the Minutes.

Cllr Jason Noy arrived at 7.36pm

290.05 Police Report

PCSO Hannah Sabey reported on behalf of Sgt Duncan Wallace. There were two reported crimes reported in the parish since November: 1 x theft from a car; 1 x poaching – no evidence was found at the scene.

The sad and untimely death of retired Chief Inspector Gerry McDonald was announced. The Chairman asked that the condolences of the Parish Council be passed on to his colleagues; C.I. McDonald did a lot of good work and was much respected. PCSO Sabey said his funeral would be given with full honours; arrangements would be made known in due course.

There was no report on the vandalised bus shelters; PCSO Sabey said she would ask Sgt Wallace to report back any further information to the Parish Council.

The Chairman thanked PCSO Sabey, who then left the meeting at 7.45pm.

290.06 Chairman's report

The Chairman said that Cllr Harrington was in attending but recovering from an operation. In deference to her, the meeting would therefore be kept as short as possible, although there were important financial matters to be resolved concerning the budget and precept.

290.07 Finance

1. Accounts

Accounts summary 1 October to 31 December

	£
Opening bank balance 1 st October	16,747.82
Income 1 October to 31 December	4,379.22
Expenditure 1 October to 31 December	3,197.71
Minus presented Sept cheque 848	118.80
Available balance (cashbook)	17,810.53
Plus unpresented Dec cheque 865	90.80
Reconciled bank balance 31 December	17,901.33

It was unanimously **RESOLVED to accept and approve the October to December Accounts Statements.**

Clerk

2. Budget vs Actual performance to 31st December

The Clerk's report showed that finances are on course and year-end projections are better than budgeted. The expenditure forecast for the year is anticipated to be approx £11,100 net against a budget of £13,000 net. Income is forecast to be approx £9,600 against 8,500. The forecast bank balance at year end is approx £16,000 against a budget of 13,200, with £200 tax reclaimed that was not included in the budget. It was **RESOLVED to accept the financial forecast.**

Clerk

3. Budget and precept for 2019-2020

The Clerk offered a possible budget outline but said that since preparing it he had received advice from the East Herts Interim Electoral Services Manager, Philip Hardy. This advice was to ensure that adequate funds were included in either the precept or in reserves as a contingency to cover the recharge cost in the event of a contested Parish Council election in May. The recharge cost is difficult to assess, but an example was given of a standalone 2017 parish council by-election where an electorate of 750 generated a recharge cost of £3,500. Since electorate size is one determining factor, it is possible that on that basis Buckland & Chipping could be charged over £1,000, or approximately half that if the poll is combined with a District Council poll. The Clerk said this had to be seriously taken into account because he had not included any election recharge costs in his budget outline. Nevertheless, that outline showed a deficit of £4,200 for 2019-20.

In the ensuing discussion it was agreed that any parish events would have to be self-funding; therefore all events costs and income were excluded and removed from the budget. The 2019-20 projected deficit was thereby reduced to £1,980 which was taken from the reserves within the projected 2018-19 year-end balance. This gave a precept requirement of £5,915 – ie an increase of £1,815 on the previous year. This increase is justified by the fact that for the past several years, the Council's income has been heavily subsidised by the New Homes Bonus and the Solar Farm payments, totalling almost £3,000 last year, and both of which have now ceased. It was also noted that the precept in 2009-10 was £4,132; if a nominal 3% had been added per year in the following 10 years, the precept for 2019-20 would be £5,550. On the expenditure side, the Parish Council has taken on parish maintenance work previously done by volunteers. With no opportunities for increasing the Council's income, cutting services to the parish was considered not to be an option and therefore the precept would have to be increased. Taking all these factors into consideration, it was unanimously **RESOLVED to adopt the revised 2019-2020 budget and to increase the precept by £1,815 to £5,915.** The impact of this increase is about 29 pence a week for a Band D household.

Clerk

The Chairman, Clerk, and two councillors signed the precept levy form.

The following actions were agreed:

- That a proactive explanation should be given to parishioners via the newsletter.
- To speak to the maintenance contractor about what can be done to ensure the grass maintenance costs do not go over budget.
- To review the bus shelter and kiosk cleaning costs for the 2020-21 budget.

It was further noted and agreed that:

- The dog bin emptying and cleaning contract should be retained.
- Litterpicking costs are covered by the annual East Herts litter picking grant.

4. Clerk's hourly pay rate amendment.

It was **RESOLVED to agree to increase the Clerks hourly rate to £12.815 as per the NJC 2018/19 pay award, backdated to April 2018 and in line with the Contract of Employment.**

The Clerk confirmed that his hours have now reverted to 13 per month, as per his Contract. The increased hourly rate, plus an allowance for the 2019/20 NJC agreed pay award, has been included in the 2019-20 budget at the contracted 13 hours per month.

Clerk

5. Approval / ratification and signing of cheques for payment

Date	Payee	Item	£	Chq	Power
13/12	Clerk	Salary Oct/Nov/Dec	363.28	864	LGA 1972 ss112, 151; LA 2011 s41
13/12	HMRC	PAYE 3rd Quarter, Oct-Dec	90.80	865	LGA 1972 ss112, 151; LA 2011 s41
14/1	Clerk reimburse	SLCC subs (1/4th)	57.00	866	LGA 1972 s111
14/1	Clerk reimburse	Ink cartridges	105.74	867	LGA 1972 s111
14/1	M Webb	Bus shelters & kiosks 6/6 Nov/December	80.00	868	LG(MP)A 1953 s4 PCA 1957 s1
14/1	S Hall	Litterpick Dec/Jan	150.00	869	OSA 1906 ss9, 10
14/1	Buntingford TC	Room hire 6/11/18	16.00	870	LGA 1972 s111
14/1	Clerk	Mileage etc Nov/Dec	12.15	871	LGA 1972 s112
14/1	cancelled	cancelled		872	
14/1	cancelled	cancelled		873	
14/1	cancelled	cancelled		874	
14/1	Clerk Petty cash	Petty cash Nov/Dec	22.10	875	LGA 1972 s111
		Recoverable VAT included	32.63		

It was **RESOLVED to approve/ratify the payments as listed.**

Clerk

Cllr Teresa Harrington gave her apologies and left the meeting at 8.30pm.

290.08

PLANNING

1. **New Planning Applications:** NONE

2. **Decision Notices**

3/18/1984/FUL Chipping House. Erection of 2 no. four bed dwellings.

REFUSED

Clerk

3. **Other planning matters**

1. EHC Affordable Housing Consultation. Closing date 13 February: Councillors to send comments to Cllr Jeff Jones for inclusion in the Consultation response.

ALL/JJ

290.09

Correspondence – as per the agenda, for information only

- Rod Taylor: re condition of Chipping Milestone (290.11.1)
- HCC: Invitation to Highways Together project meeting, 4th December (290.11.5)
- Parishioner: AED keypad not working (290.11.6)
- EHC: Affordable Housing Consultation (290.08.3.1)

290.10

Action Plan: Item deferred to the March Meeting

290.11

Parish matters

1. **Chipping Milestone.** Restoration and repositioning possibilities: Cllr Jeff Jones reported that he has spoken to Steve Johnson, HCC Head of Highways Contracts. Chipping MS33 and Buntingford MS32 will be placed on the EHC Heritage at Risk register (there are currently 9 milestones registered in East Herts) and grant funding will be made available. HCC will arrange for the restoration work.

JJ

2. **Vandalism in Buckland.** Bus stop repairs all completed.

3. **Churchyard.** Deferred to the March Meeting

JK

4. **Public Rights of Way in the Parish and definitive map.** Deferred to the March Meeting.

JK

5. **Highways.** Report on Highways Together project meeting, 4th December. Cllr Jones said 12 members from local parishes attended the meeting. The next stage will be a training session with one member from each Parish being put forward. Tasks that can be undertaken include highway sign cleaning, cutting back overgrown vegetation etc. Herts Highways will do the necessary H&S training.

JJ

6. **AED issue.** The problem reported on 28th November has been resolved.

290.12

Urgent matters received too late for the agenda: NONE

It was agreed not to suspend the meeting for public comments

- 290.13 Items for future agendas:**
- Revisions to Governance policy documents
 - Emergency Plan update
 - Pond area working party programme
 - 2019 events
- 290.14**
- 1. Revised Calendar of Meetings for 2019:** Approved as revised
- 2. Date and time of the next meetings**
- Monday 4th March, 7.30pm** at the Manor House, Buntingford
- 3. March Newsletter**
- 1. Editor:** Cllr Jen Makewell.
- 2. Deadlines:** (i) To be agreed
(ii) To be agreed
- Although the January Newsletter had been printed, it had not been possible to deliver it. It was therefore agreed to deliver it with the March edition.
- In view of the Parish Council election in May, it was agreed that the Clerk write an explanatory item for the March Newsletter.
- There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9pm.

TH/Clerk
JK/Clerk
JK
JK/ALL

Clerk

ALL/Clerk

JM
JM/Clerk
Clerk/ALL

ALL

Clerk

Signed.....Dated.....