



Buckland & Chipping Parish Council

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 293

13th May 2019, 7.30pm, St Andrew's Church, Buckland

Cllr Jeff Kenyon (Chair) (JK) *

Cllr Penny Newman (PN)*

Cllr Teresa Harrington (TH) *

Cllr Jason Noy (JN)* (Following co-option)

Cllr Jennifer Makewell (JM)*

* Denotes present

Also present: HCC/EHC Cllr Jeff Jones, EHC Cllr Stan Bull, and 6 other members of the public
Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 7.30pm.

ACTION

293.01 Apologies for absence

1. Councillors: None
2. Other apologies: None

293.02 Declarations of Interest and dispensations: None

293.03 Minutes of Parish Council Meeting 291, 4th March 2019

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 291 held on 4th March 2019 as a true and accurate record.** The Chairman signed the Minutes.

Suspension of Meeting

At 7.27pm, the Chairman suspended the meeting to allow it to be considered that Jason Noy, now present, be co-opted (deferred from the Annual Council Meeting earlier in the evening). It was unanimously **RESOLVED that Jason Noy be co-opted to the Parish Council.** Cllr Noy signed his Declaration of Acceptance of Office.

Clerk

The meeting was resumed at 7.32pm

293.04 Police Report

No report received.

293.05 Chairman's report

The Chairman said he had nothing to add to his report given to the Annual Meeting of the Parish earlier in the evening.

293.06 Finance

1. Accounts

Accounts summary 1 February to 31 March (year-end)	£
Opening bank balance 1st February	17,367.54
Income 1 February to 31 March	0.00
Expenditure 1 February to 31 March	1,150.09
Minus previous months' presented cheques	<u>0.00</u>
Available balance (cashbook) 31st March	16,217.45
Plus unpresented March cheques: none	<u>0.00</u>
Reconciled bank balance 31st March	16,217.45

It was unanimously **RESOLVED to accept and approve the March / year-end Accounts Statement.**

Clerk

2. Cllr Jen Makewell, as a non-signatory member, signed the accounts sheet and bank statement to verify reconciliation.

3. Budget vs Actual performance to 31st March, year-end

The Clerk provided a detailed statement of the budget vs actual financial position at year-end, 31st March 2019. As set out above, the bank balance at year end was £16,217.45 against a budget projection of £13,200. There is a £50 petty cash float. It was unanimously **RESOLVED to accept the financial statement.**

4. Annual Governance and Accountability Return 2018/19 (AGAR)

1. It was proposed, seconded and unanimously **RESOLVED that the Parish Council meets the criteria and wishes to be an exempt authority.**
2. Following the above resolution, the RFO and presiding Chairman signed the **Certificate of Exemption.**
3. It was proposed, seconded and unanimously **RESOLVED to approve and sign Section 1: The Annual Governance Statement.** The Clerk and the presiding Chairman signed Section 1.
4. **Section 2 Accounting Statements:** The Council considered the Accounting Statements as signed and presented by the RFO.
5. It was then proposed seconded and unanimously **RESOLVED to approve Section 2 Accounting Statements.** The presiding Chairman then signed Section 2.
6. It was proposed, seconded and unanimously **RESOLVED to set the dates for the Exercise of Public Rights from 17 June to 12 July 2019**

5. Approval / ratification and signing of cheques for payment

Date	Payee	Item	£	Chq	Power
13/5	HAPTC	Annual subscription	146.74	886	LGA 1972 s111
13/5	HAPTC	Good Councillor Guide x2	9.00	887	LGA 1972 s111
13/5	Accounts Services	Internal audit 2018/19	90.00	888	LGA 1972 s111
13/5	Buntingford TC	Room hire 4 th March	16.00	889	LGA 1972 s111
13/5	E.ON	Kiosk electricity 2018/19	68.69	890	PHA 1936 s234
13/5	Clerk reimburse	Wordpress website	36.00	891	LGA 1972 s111
13/5	M Webb	Bus shelters & kiosks 2 of 6 March/April	80.00	892	LG(MP)A 1953 s4 PCA 1957 s1
13/5	S Hall	Litterpick April/May	150.00	893	OSA 1906 ss9, 10
13/5	Clerk	Mileage etc March/April	8.67	894	LGA 1972 s112
13/5	Clerk petty cash	Petty cash March/April	6.50	895	LGA 1972 s111
13/5	Zurich Municipal	Annual Insurance	430.95	896	LGA 1972 s111
13/5	Hormead PC	LCR subs 1/3rd	6.00	897	LGA 1972 s111
13/5	Acer (S Edwards)	Grass cuts 1-4, Feb-May	800.00	898	OSA 1906 ss9, 10
		Recoverable VAT included	3.27		

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

Clerk

293.07 PLANNING

1. **New Planning Applications:** NONE
2. **Decision Notices**
3/19/0640/HH Green Gates, Whitely Lane: Replace conservatory with new conservatory
DECISION AWAITED
3. **Other planning matters:** NONE

293.08 Correspondence – noted as per the agenda, for information only.

- Parishioner: re grass at Buckland pond and grass cutting Chipping verges (293.10.4)
- Parishioner: Dawes Lane sign broken and Chipping dog poo bin not emptied. (293.10.4)

293.09	Action Plan:	
	<ol style="list-style-type: none"> 1. Water wheel: On going with Land Registry. It was agreed that the Clerk would get LCPAS to see what can be done to push this forward 2. Buckland kiosk refurbishment: On going attempt to find a contractor. Cllr Penny Newman to follow up a suggestion. Advertise for someone in the Newsletter. 	Clerk PN Editor
293.10	Parish matters	
	<ol style="list-style-type: none"> 1. Chipping Milestone. County Cllr Jeff Jones was present and reported that he had spoken to Highways about the very poor condition of the stone. There is a small pot for restoration, but it is uncertain how much of the original stone can be restored or whether an alternative solution is possible. Herts Highways will get back to Cllr Jones – he will chase up. 2. Churchyard. <ol style="list-style-type: none"> 1. Compost heap location: The Chairman will follow up with the PCC. 2. Eco toilet: A number of issues were discussed. The requirement, and therefore the cost, has mushroomed from the Parish Council’s original offer to simply provide an eco-toilet in the churchyard. The considerations now include the agreeing of a suitable location, with planning permission, and the provision of a suitable pathway. The total cost is unknown, but the full financial outlay needs to be determined. It was also agreed that fund raising and grant possibilities should be explored. It was agreed to take this off the agenda until funding is available and it should be discussed again when considering the 2020/21 budget. 3. Public Rights of Way in the Parish and the Definitive Map. The Chairman to discuss with the Public Rights of Way officer when they meet. 4. Grass cutting. The parishioner who has voluntarily maintained the grass by the Chipping phone box (between Brookside and The Square) is not able to continue to do so. There was a discussion as to who might own the land. It was also discussed whether it should go on to the grass cutting schedule. Before a land search is undertaken to determine ownership, Cllr Jen Makewell agreed to see if another parishioner is willing to take on the job. Other matters raised in correspondence: A parishioner has agreed to trim the grass round the seat on Buckland Common by the pond. The broken Dawes Lane sign has been voluntarily repaired and reinstated by a parishioner at no cost to the Council; the Parish Council thanks him very much. The Chipping dog poo bin is fully functioning again and the Parish Council will not be charged for any cleaning and emptying missed from the contractor’s schedule. 	JJ JK Clerk JK JM
293.11	Urgent matters received too late for the agenda: NONE	
	Public Comments	
	<i>The public in attendance had no comments to raise and the meeting was therefore not suspended.</i>	
293.12	Items for future agendas:	
	<ul style="list-style-type: none"> • Revisions to Governance policy documents: The Clerk to determine what needs to be done. • Emergency Plan update: The Clerk and Chairman to look at necessary updates. • Pond area working party programme: to be added to the July agenda. • 2019 events <ol style="list-style-type: none"> (i) Summer event: A Working Group was created with Cllr Jen Makewell, Cllr Teresa Harrington, and Cllr Penny Newman. They will consider dates, times and venue. Saturday September 7th was provisionally decided; possibly a dog show in the afternoon with a barn dance or ceilidh in the evening. (ii) Bonfire & Fireworks night: defer to the July agenda. 	Clerk JK/Clerk Clerk JM/TH/ PN Clerk
293.13	1. Dates for remaining 2019 meetings	
	It was agreed to produce a calendar of meetings for the remainder of the year.	Clerk
	2. Date of next Parish Council meeting	
	Agreed: Monday 8 th July at 7.30pm in St Andrew’s Church, Buckland	Clerk/JK

3. July Newsletter. The following were agreed:

- 1. Editor:** Cllr Teresa Harrington.
- 2. Deadlines:** **(i)** Copy to editor: to be agreed subject to July meeting date confirmation
(ii) Copy for printing: to be agreed subject to July meeting date confirmation

TH
TH/Clerk
Clerk/TH

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.22pm.

Signed.....**Dated**.....