



Buckland & Chipping Parish Council

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MEETING No 336 of BUCKLAND & CHIPPING PARISH COUNCIL

Annual Parish Council Meeting

Monday 12th May 2025, 7.30pm in St Andrew's Church, Buckland

Present: Cllrs Robert Arkle (Chair), Penny Baxter-Newman (Vice), Jeff Kenyon

Attending: Caroline Scott (Clerk), DCllr V Burt, 1 parishioner

336.1 Election of Chairman

To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

Resolved proposed Cllr P Baxter-Newman, seconded Cllr R Arkle, to appoint Cllr J Kenyon as Chairman for the year 2025/26. Unanimously agreed. Cllr J Kenyon signed the declaration of acceptance of office.

336.2 Co-option

To review applications for the vacancy of Buckland and Chipping Parish Councillor
None received

336.3 Election of Vice-Chairman

To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

Resolved proposed Cllr J Kenyon, seconded Cllr R Arkle to appoint Cllr P Baxter-Newman as Vice-Chairman for the year 2025/26. Unanimously agreed. Cllr P Baxter-Newman signed the declaration of acceptance of office.

336.4 Apologies for absence

To receive and accept apologies for absence.

Cllr H Dauris, DCllr S Nicholls

336.5 Declarations of Interest and dispensations

1. To receive declarations of interest from councillors on items on the agenda
2. To receive and consider members' written requests for dispensations for declarable interests; and
3. To grant any requests for dispensation as appropriate

336.6 Minutes

To confirm the minutes of Buckland and Chipping Ordinary Parish Council [Meeting 335, 3rd March 2025](#) as an accurate record of proceedings

Resolved, proposed Cllr R Arkle, seconded Cllr P Baxter-Newman that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

336.7 Appointment of Representatives

To appoint representatives to serve on Committees, outside bodies and working Parties.

Staffing committee – maintain as committee of all councillors

336.8 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies

1. Crime Report Mar 2025
2. Crime Report April 2025
3. DCllr V Burt – swimming pool in Buntingford has raised £200,000 so far of the £450,000 needed, Herts CC is holding up process at the moment due to knowledge of rent for the building.
Buntingford West planning permission for 337 houses master plan is open for comment.
New County Councillor Terry Smith has been voted in.
Another SPF grant will be available in the coming year.

336.9 Public Comments: Limited to 15 minutes

Members of the public and councillors can raise matters of concern.

Parishioner voiced their concern for the development of the Buntingford West development site. The bridleway to the church was discussed and the access to the church, identified that the Parochial Church Council and Diocese are responsible

336.10 Finance

1. To note receipt of income
2. To receive summary report of receipts and payments against budget
3. To receive bank reconciliation & year end bank reconciliation
4. To approve insurance renewal by Zurich Municipal for 2025-26 4yr agreement up for review £556.52
Resolved, proposed Cllr J Kenyon, seconded Cllr P Baxter-Newman that the above be noted or approved. Unanimously agreed.
5. To consider moving to bucklandandchipping-pc.gov.uk website
Resolved, proposed Cllr J Kenyon, seconded Cllr R Arkle, to be researched by Clerk
6. To receive and approve the asset register
Resolved, proposed Cllr J Kenyon, seconded Cllr R Arkle
7. To note that the VAT return for 31st March 2025 has been submitted, **noted**
8. To authorise payments made in accordance with the budget
Resolved, Cllr J Kenyon, seconded Cllr P Baxter-Newman
9. Annual Governance and Accountability Return (AGAR) 2024/25
Audit requirements for the year ending 2024/25
 1. To approve the Annual Accounts 2024/25
 2. To approve the Certificate of Exemption 2024/25
 3. To receive the Annual Internal Auditor Report for the year 2024/25
 4. To approve Section 1, the Annual Governance Statement 2024/25
 5. To approve Section 2, Accounting Statements 2024/25
 6. To agree the dates for the public rights period, 3rd June – 14th July 2024

To return at AGAR meeting June

336.11 Planning

To receive a planning report on applications and decisions

1. 3-25-0613-HH - Hill View Buckland – No objection

DCllr V Burt left the meeting 20:04

336.12 Council Documents

To consider, review and agree council policies and documents

1. To review Code of Conduct
2. To review Complaints Procedure
3. To review Data Protection Policy
4. To review Disciplinary Policy
5. To review Financial Regulations
6. To review Freedom of Information Policy
7. To review Grievance Policy
8. To review Retention of Documents
9. To review Scheme of Delegation and Records Policy
10. To review Standing Orders
11. To review General Reserves Policy

Resolved, proposed Cllr J Kenyon, seconded Cllr R Arkle to approve the above policies and documents. Unanimously agreed

336.13 Reports from Working Parties and Committees, Parish Matters

1. June Newsletter:
 1. to discuss content – Chairman’s annual report, great pictures
 2. to agree an editor – Clerk & Cllr P Newman
 3. to agree delivery date – 6th June 2025
2. Autumn celebrations – September Sunday 21th September 2025 Summer Fete, Bonfire Night Saturday 8th November 2025
3. Action Plan – to work on

336.16 To note items for future agendas: and to receive any other items for future consideration

AGAR, Request permission for storage for PC assets within the Church yard, pedestrian footpath along A10 at Chipping that isn’t cleared the full length

336.17 Date of next Parish Council Meeting: 7.30pm, Monday 2nd June followed by a meeting on 14th July 2025, St Andrew’s Church, Buckland

Meeting closed 20:28