

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 Monday 11 April 2023 at 7.00pm at Village Hall

Present:

Councillor: Caroline Underwood, Chair

Councillors: Anne Howell-Jones, Sue Ashwell, John Thelwall, Gerald Sansom, Madelaine Fraser, Catherine Grigg, Dave Duncan, Aidan Joy, Peter Clark, Gerald Sansom, Allan Jones, and Emily Lankfer.

Clerk: Ramune Mimiene

HDC Cllr Martin Hassall

CC Cllr Ken Billington

3 members of the public

MINUTES

04-227 Apologies for absence.

To receive and accept apologies for absence.

Apologies received from Richard Salmon

04-228 Declarations of Interest

To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda. – None.

To receive written requests for Disclosable Interest dispensations. – None.

4 Cllrs and HDC Cllr MH joined the meeting

04-229 Minutes

03-204/1 To agree and sign the minutes of the Parish Council meeting held on 14 March 2023.

Minute No 03-317 amend meeting date to 7th March.

Proposal: Proposed by Cllr CU, seconded by Cllr AHJ, all in favour and it was RESOLVED that the minutes are approved as the correct record of the meeting with the above amendment. Carried.

03-204/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached.

Planning conditions re hedges at Lucks Lane – letter is being finalised and photos will be attached in the email to Bloor Homes to remind them about their obligations re planning consent. If no answer received, then contact enforcement team.

04-230 County and District Councillor Reports.

04-230/1 To receive a report from County Councillor Ken Billington

Verbal update provided.

Cllr KB left the meeting

04-230/2 To receive a report from District Councillor Martin Hassall

Report circulated and is uploaded to the website.

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04-231 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.

A resident passed family thanks to BPC handymen for restoring and moving the bench in the High Street into a better location. Subways were reported still in poor condition, there is also a leak in the middle of southern one. It was noted that a structural survey has been carried out by National Highways. The resident had attended the Police Commissioner's meeting, report included in Chair's report.

HDC Cllr MH and 3 members of the public left the meeting

04-232 The Council currently has 1 vacancy

The position has still not been filled.

04-233 Chairman's report, report attached

No questions on the report.

04-234 Finance, report attached, Cllr S Ashwell.

No questions on the report.

04-234.1 Part 1: TO NOTE THE SUMMARY OF THE BUDGET 2023-24

Summary will be uploaded onto the website.

04-234.2 Part 2: TO NOTE PREPARATION FOR END OF YEAR FINANCE PROCESSES

Noted.

04-234.3 Part 3: TO NOTE ARRANGEMENTS FOR NEW BPC SMALL MEETING ROOM/SECOND OFFICE

Noted.

04-234.4 Part 4: PROPOSAL TO MAKE MORE WIDELY KNOWN THE AVAILABILITY OF DONATIONS AND GRANTS FROM BPC FOR GROUPS/ORGANISATIONS BENEFITTING OUR RESIDENTS

Proposal: To publicise the BPC arrangements for awarding Donations and Grants.

The Policy and Application form is on the website. It was discussed to make it more obvious and easier to find.

Agreed to publish in the Roundabout at specific times of the year to make people aware that BPC provides the Grants. The Policy is going to be reviewed at Finance AG meeting on 25th April, please email comments prior to the meeting. Cllr AHJ will draft an article.

Communications article to let people know there are grants. Budget available. Redoing the policy.

Proposal: Proposed by Cllr SA, seconded by Cllr CU, all in favour and it was RESOLVED that the suggested approach is approved. Carried.

04-234.5 To note Bank Reconciliations to 31 March 2023

Noted.

04-234.6 Quarterly accounts (quarter 4) - as per Parish Council Financial Regulation 2.2. to be verified on completion

In progress.

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04-234.7 To approve April 2023 Payments for Sanction.

Proposal: Proposed by Cllr SA, seconded by Cllr PC, all in favour and it was RESOLVED that the Payments listed in Appendix 1 are approved. Carried.

04-235 Flood Advisory Group, verbal update, Cllr J Thelwall.

A Flood Advisory Group has been established to continue the work to reduce the risk of flooding in the village. The Council is still looking for people to join the group as Flood Wardens. Please contact the Clerk if you are interested. Meeting is scheduled later this month.

04-236 To Consider Planning Committee Report, Cllr S Ashwell

04-236/1 To note the Minutes of the Meetings on 14 March 2022.

A significant number of outstanding queries on the matters of clarifications and enforcements not getting the answers were raised. Change in leadership at HDC planning department was noted but BPC had not seen any change in service so far.

04-236/2 To note that Planning Meeting was held tonight prior to the PC meeting.

Noted.

04-237 Large Scale Planning Advisory Group, verbal update, Cllr J Thelwall.

HDC are beginning an update of their Local Plan. As part of this process, they have initiated a 'Call for Sites' which asks developers and landowners to propose suitable sites for future development. BPC understand that there is currently no developer identified to take forward the Silver Street site following the withdrawal of the initial interested party. As a result, no work is being undertaken now on the plans for the Buckden Roundabout. This work must be paid for by the developer although it will need to be approved by National Highways.

04-238 Compliance Advisory Group, no report, Cllr C Underwood.

04-239 General Purposes and Cemetery Advisory Group, report attached, Cllr A Howell-Jones.

No questions on the report.

BPC will consider a Notice Board on the ground of Lucks Lane to publish BPC notices, but as noted at the last meeting, BPC have no responsibility for the infrastructure on the Bloor estate on Lucks Lane.

04-240 Climate Change Mitigation Advisory Group, no report, Cllr A Jones.

Verbal update provided.

04-241 Highways and Sustainable Transport Advisory Group, no report, Cllrs G Sansom

A meeting scheduled for the 12 June 2023.

Report from A1 SAG attached, Cllrs A Howell-Jones and C Underwood reported on it.

Cllr GS asked National Highways some questions, when those are answered it will be shared with BPC. There are 3 pollution monitors, which may not be being monitored. Cllr AJ to draft an enquiry to send to HDC.

04-242 Green infrastructure and Biodiversity Advisory Group, no report, Cllr C Underwood

04-243 Village Hall Liaison, no report, Cllr C Underwood.

Meeting scheduled for tomorrow, mainly to discuss the storage issue.

04-244 Allotments Advisory Group, no report, Cllr C Underwood

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04-245 Communications Advisory Group, verbal update, Anne Howell-Jones.

Questions on the report.

Advisory Groups are invited to communicate news to the village. Please email your reports to CU, AHJ and the Clerk before sharing – the decisions will then be made whether it goes to BPC Website, Roundabout or Facebook.

Progress on Facebook has been made due to volunteer actively posting regular updates.

The Council have been successful in acquiring a £5000 grant, the Community Vibrancy Grant, from HDC. This money will be used to support several village events in 2023/4 including:

- The various events over the Coronation Weekend,
- An August event at the Towers and,
- The Christmas Lights switch on.

Various leaflets are being reprinted and distributed around the village.

Buckden has a network of public footpaths and bridleways, which make for interesting ways of exploring the area. There is a footpath map which can be downloaded from BPC website [Walking in Buckden - Buckden Parish Council \(buckdenpc.org.uk\)](http://Walking in Buckden - Buckden Parish Council (buckdenpc.org.uk)) showing all the current paths. The network will be growing soon when Paxton Pits Nature reserve is extended, and new paths are put in place.

We have produced several leaflets which include:

- The Round-about-Buckden walk, an 8-kilometre village walk. There is also a selection of leaflets, one for each season of the year to add to your experience of the walk and a leaflet created by the pupils of Buckden Primary School for children to use on the walk.
- The Historic Buckden Walk. The Parish council has revised and republished the leaflet which provides a guide to the historic buildings and sites around the village.

All the leaflets are available on our website. Hard copies are available from the Village Hall reception area and in several village pubs and shops.

QR codes for Talking Trees and Trees and Bees leaflet are being finalised.

Our MP, Jonathan Djanogly, has issued a crime and anti-social behaviour survey. It is being delivered to residents. It can also be accessed via jonathandjanogly.com/survey.

04-246 Staffing Advisory Group, verbal update, Anne Howell-Jones.

Verbal update provided.

04-247 Correspondence, matters remaining unresolved, Cllr C Underwood.

None.

04-248 To note points of Communication to the Parish, Cllr A Howell-Jones.

Agreed.

Confidential Matters, if required.

04-249 EXCLUSION OF THE PUBLIC AND PRESS

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

None.

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04-250 Date of the next meeting is Annual Parish Council Meeting which will be held on Tuesday 9 May 2023 at 7pm at the Village Hall.

Annual Assembly is on Tuesday 23 May 2023 at 7pm at the Village Hall

Meeting finished at 8.16pm

Signature Date.....

Appendix 1

Buckden Parish Council

Expenditure transactions - payments approval list **start of year** **01/04/22**

No	Payment Reference	Gross	Vat	Net Invoice date	Details	Cheque
1440	BACS2304 11OLP	£144.00	£24.00	£120.00 13/03/23	Fenland Leisure Products Ltd - Playground Inspection	£144.00
1429	BACS2304 11Screw1	£35.98	£6.00	£29.98 14/03/23	Screwfix - Oil for benches	£35.98
1430	BACS2304 11Screw2	£8.39	£1.40	£6.99 14/03/23	Screwfix - Tap for Allotments	£8.39
1431	BACS2304 11Viking	£132.60	£22.10	£110.50 14/03/23	Viking - Paper and cartridge	£132.60
1438	BACS2304 11HireOrBuy	£71.20	£11.87	£59.33 18/03/23	Hire Or Buy - Materials	£71.20
1434	BACS2304 11CAPALC 1	£50.00	£0.00	£50.00 20/03/23	CAPALC - Planning training - Councillor	£50.00
1435	BACS2304 11CAPALC 2	£120.00	£0.00	£120.00 20/03/23	CAPALC - Cemetery training - staff	£120.00
1436	BACS2304 11CAPALC 3	£75.00	£0.00	£75.00 20/03/23	CAPALC - Councillor training x 2 sessions - online	£75.00
1437	BACS2304 11CAPALC 4	£75.00	£0.00	£75.00 20/03/23	CAPALC - Councillor training 25th Feb - Face to Face	£75.00
1439	BACS2304 11EdgeIT	£196.80	£32.80	£164.00 21/03/23	EDGE IT Systems Ltd - Training of Finance	£196.80
1433	BACS2304 11RT	£221.00	£0.00	£221.00 27/03/23	Roy Handy Man (Roy Tucker) - maintenance of MVAS units	£221.00
1426	BACS2304 11Ibbetts1	£321.60	£53.60	£268.00 29/03/23	Ibbetts - Serive Shredder	£321.60
1428	BACS2304 11Toolstati o	£38.42	£6.39	£32.03 29/03/23	Toolstation - Parts for bench repairs	£38.42
1432	BACS2304 11Amey	£147.25	£24.54	£122.71 30/03/23	AmeyCespa (East) Ltd - Mixed general waste 1, 7, 16, 21	£147.25

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1425	BACS2304 11Ibbetts2	£25.45	£4.24	£21.21	31/03/23	Ibbetts - Air filter	£25.45
1427	BACS2304 11ProLawn Car	£660.00	£110.00	£550.00	31/03/23	ProLawnCare - Wild Flower Maintenance	£660.00
Total		£2,322.69	£296.94	£2,025.75			

Signature
Date

Signature

04/04/23 03:02 PM Vs: 8.85.00

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Expenditure transactions - approval list

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
BACS2304 11CLICKIT	£165.00	£0.00	£165.00	1600/5	01/04/23	ClickiTY-CLaCK PaRTiES - Coronation Event Buckden Towers	£165.00
BACS2304 11Ibbetts3	£270.11	£45.02	£225.09	1002/2	03/04/23	Ibbetts - Service Lawn Mower	£270.11
BACS2304 11CAPALC memb	£772.25	£0.00	£772.25		03/04/23	CAPALC - Membership including DPO scheme	£772.25
	£722.25	£0.00	£722.25	1005		CAPALC	
	£50.00	£0.00	£50.00	1005		Data Protection Officer membership	
BACS2304 11TBPC	£748.00	£0.00	£748.00	1004/1	03/04/23	The Business Printing Company - Roundabout Booklets April	£748.00
BACS2304 11Enhance Des	£116.00	£0.00	£116.00	1009/11	03/04/23	Enhance Design - 200 x fold leaflets	£116.00
BACS2304 11SLCC	£235.98	£0.00	£235.98	1005	03/04/23	SLCC - Membership including DPO	£235.98
BACS2304 11Glassbla de	£120.00	£20.00	£100.00	1600/1	03/04/23	Glassblade Ltd - 2 months website maintenance 18 March - 17 May 2023	£120.00
BACS2304 11Savills	£255.00	£0.00	£255.00	1007/1	06/04/23	Savills - Rent in Arrears 11/10/22-05/04/23	£255.00
DD230409 HDCwaste	£34.23	£0.00	£34.23	1020	09/04/23	HDC - Refuse collection	£34.23
BACS2304 11Wicksteed	£176.40	£29.40	£147.00	1002/7	11/04/23	Wicksteed - Annual Inspection of Zip Wire and Bouldering wall	£176.40
Sub Total	£2,892.97	£94.42	£2,798.55				
	£6,188.07	£0.00	£6,188.07		Confidential		
Total	£9,081.04	£94.42	£8,986.62				

Signature

Signature

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Date

04/04/23 02:57 PM Vs: 8.85.00

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