

BUCKDEN PARISH COUNCIL

Parish Clerk: Ramune Mimiene, Buckden Village Hall Burberry Road Buckden PE19 5UY.
Tel; 01480 819407

Notice of meeting: Annual Parish Council Meeting

Time: 7.00pm

Date: Tuesday 14 May 2024

Venue: Village Hall

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. The meeting is open to the public (including press).

If a member of the public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to clerk@buckdenpc.org.uk

If you wish to join Parish Council meeting remotely, please email the clerk for a Zoom invite providing your name and email address.

Ramune Mimiene
Clerk
Buckden Parish Council
8 May 2024

AGENDA

05-001 To receive and accept apologies for absence.

05-002 Elect a chair

05-003 Elect a vice chair

05-004 Declarations of Interest

To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda.

To receive written requests for Disclosable Interest dispensations.

05-005 Minutes

05-005/1 To agree and sign the minutes of the Parish Council meeting held on 9 April 2024.

05-005/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached.

05-006 County and District Councillor Reports.

05-006/1 To receive a report from County Councillor Ken Billington

05-006/2 To receive a report from District Councillor Martin Hassall

05-007 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.

05-008 Vacancy on the Parish Council.

05-008/1 The 1st - Vacancy can be filled in by co-option.

05-008/2 The 2nd - Vacancy can be filled in by co-option.

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05-009 Outgoing Chair's and Vice Chair's report, report attached

Questions on the report.

05-009.1 Including review of Roles and Responsibilities

05-009.2 Confirm Meeting dates for the year

05-010 Finance, report attached, Cllr M Williams

Questions on the report.

05-010.1 Note: Bank Reconciliations to 31 Mar 2024, Summaries of collated end-of-year Income & Expenditure totals against budgets, with information on significant variances.

05-010.2 Proposal: To agree the Earmarked Reserves reviewed by the Finance AG as an appropriate position for the start of the 2024.25 financial year.

05-010.3 Proposal: To add to the budget £2,000 for Allotments and £2,700 for the Climate Mitigation

05-010.4 To report on Q3 and Q4 accounts check as per Finance Regulations

05-010.5 To approve May 2024 Payments for Sanction

05-011 Flood Advisory Group, verbal update, Cllr J Thelwall.

Questions on the report.

05-012 To Consider Planning Committee Report, Cllr P Clark

05-012.1 To approve Planning meeting Minutes of 9 April 2024

05-012.2 To note that Planning meeting was held tonight prior to the PC meeting.

05-013 Large Scale Planning Advisory Group, verbal update, Cllr J Thelwall.

05-014 Compliance Advisory Group, report attached, Cllr C Underwood.

Questions on the report.

05-014.1 Review Standing Orders including Dispensation Form and Code of Conduct – no revisions suggested.

05-014.2 Annual check of Declaration of Interests – All Councillors to confirm to Clerk that this is complete:

[Document Buckden and Diddington PC - Register of Interests - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/Document/Buckden%20and%20Diddington%20PC%20-%20Register%20of%20Interests)

05-014.3 Each Advisory Group and Committee are asked to review their ToR for approval at Jun BPC

05-014.4 To review the following Policies and Procedures:

- Financial Regulations – new model issued by NALC on Friday 3rd May 2024
- Reserve's Policy – nothing to review
- Financial Risk Management policy including 4 Risk Assessments, nothing to review

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05-015 Village Maintenance Advisory Group, meeting held 17th April 2024, Minutes from the meeting and the report attached, the Clerk

Questions on the reports.

05-015.1: TO ASK COUNCILLORS TO REVIEW THEIR DECISION NOT TO PUT A BIN ADJACENT TO THE SOUTHBOUND LAY-BY ON THE A1

05-015.2: PROPOSAL - TO AGREE A CONTRACT WITH WORKNEST FOR SPECIALIST EMPLOYMENT LAW AND HR SUPPORT

05-015.3 Proposal: To approve the reviewed Policies and Procedure:

- Litter picking Risk Assessment
- Daily Risk Assessment
- Risk Assessment Billy Goat
- Risk Assessment Grass cutting
- Risk Assessment Strimmer
- Risk Assessment Shredder
- H&S (also under General Policies)
- Lone working Policy (also under Employment section)

05-016 Highways and Sustainable Transport Advisory Group, Notes from 29th April meeting plus April SAG minutes, Cllr G Sansom and Cllr Underwood

Questions on the reports.

05-017 Green infrastructure and Biodiversity Advisory Group, next meeting is on the 8th May 2024, report to follow, Cllr C Underwood

Questions on the report.

05-018 Climate Change Mitigation Advisory Group, report attached, Cllr M Fraser

Questions on the report.

05-019 Village Hall Liaison, next meeting to be agreed, Cllr C Underwood

05-020 Allotments Advisory Group, report attached, meeting held on 5th May 2024, Cllr C Underwood

Questions on the report.

05-021 Communications Advisory Group, verbal update, Cllr A Howell-Jones.

05-022 Correspondence, matters remaining unresolved, the chair

05-023 To note points of Communication to the Parish

05-024 Confidential Matters

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.

05-025 The next Parish Council Meetings:

- Annual Assembly 28th May 7pm and Parish Council Meeting 11th June 7pm