

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 Tuesday 9 April 2024 at 7.00pm at Village Hall

Present:

Councillor: Anne Howell-Jones, Chair

Councillors: Caroline Underwood (vice), John Thelwall, Peter Clark, Madeline Fraser, Gerald Sansom, Aidan Joy, Abi Bodede, Mark Williams, Dave Duncan, Catherine Grigg, Anita Pancholi.

Clerk: Ramune Mimiene

CC Cllr K Billington

HDC Cllr M Hassall

1 member of the public

Cllr Emily Lankfer on Zoom call (as an observer)

MINUTES

04-237 Apologies for absence.

To receive and accept apologies for absence.

04-238 Declarations of Interest

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

Cllr AHJ in Agenda item 04-244/6 Finance regarding two invoices payable towards the renovation of the Gardener's Shed.

To receive written requests for Disclosable Interest dispensations.

None.

04-239 Minutes

04-239/1 To agree and sign the minutes of the Parish Council meeting held on 12 March 2024.

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

04-239/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached.

Reviewed and noted.

Agenda item March BPC 03-220 - Cllr CU raised, as promised at the Green Infrastructure and the Quarry meetings, the issues of barriers at Paxton Pits stopping people in pushchairs and wheelchairs accessing the area response sent to John Morris.

04-240 County and District Councillor Reports.

04-240/1 To receive a report from County Councillor Ken Billington – verbal update provided on the CCC support in helping to choose the streetlight energy provider and the best deals available for Parish Councils. He also mentioned the complaint received re debris and overgrowth at the top of the cycleway Buckden to Brampton. A document 'INCA Briefing – Local Elections May 2024 – Telegraph Poles' was left with the Clerk; more info can be accessed via www.inca.coop.

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BPC raised the problem of getting a final invoice for the footpath Buckden to Brampton installation. We need to know the final amount as need to prioritise other projects. KB agreed to follow up on this.

CC Cllr KB left the meeting

04-240/2 To receive a report from District Councillor Martin Hassall

Report circulated. It was noted that the responsibility for lockable bollards on the potential cycleway from Brampton to Grafham would sit with County Highways, HDC Cllr MH will try to find out the information about the proposal. BPC have not been informed about this project and have concerns that it would cause increased traffic on Buckden Roundabout.

04-241 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 member of the public raised awareness that S73 application for 7 Marina View was refused by HDC last week - key issue was effect of their external changes in the S73 which increased the risk of flooding of properties on the site. There were 7 floods at Buckden Marina in 2024.

04-242 Vacancy on the Parish Council.

04-242/1 The 1st - Vacancy can be filled in by co-option.

04-242/2 The 2nd - Vacancy can be filled in by co-option.
Noted.

04-243 Chair's and Vice Chair's report, report attached

Youth survey and advert regarding the Youth event arranged by HDC Active Lifestyles for young people aged 11 -18 will be held at the Village Hall. Date yet to be agreed.

Note since meeting: Event is being held on Friday 17th May at the Village Hall. Registration online.

04-244 Finance, Cllr M Williams

04-244/1 Report on Roundabout Finances

The finances for the January, February, and March editions were, circulated to the Council together with the annual income/expenditure spreadsheet. It was agreed to cover the loss as it is believed the Roundabout is an excellent publication and is worth the money. BPC put their monthly updates in it.

04-244/2 To note the Summary of the Budget 2024.25 – Agreed and noted. The summary is on the website.

04-244/3 To note the preparation for the End of Year Finance Processes – In progress, noted.

04-244/4 To note Bank Reconciliations and Financial Reports. Account balances are:

To the end of Feb 2024:

-UT current acc £20,948.52

-UT Instant access acc £182,716.10

- Nationwide £207,602.08

Managed to reconcile to the end of March:

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-Natwest acc - £2,518.05 and

- Cambridge Building Society £11,283.93

Noted.

FAG and CAG are meeting on 30th April.

The new Finance chair reported that EdgeIT is an asset and account bookkeeping database. He is aiming to produce management reports. There is a way to profile the budget and forecast income and expenditure figures, by month and / or quarter over the course of a year. The function to export data as Excel files exists in the system. With some further work over the coming months, a revised Excel spreadsheet can be produced that will show budget and forecast income/ expenditure by budget heading, set against actual income and expenditure as the year progresses, profiled by month across the year. It will also provide early indications of where overspends and underspends might occur to better inform funding decisions. While retaining the existing Excel reporting for now, the new chair hopes to have a working prototype replacement by the end of Q1, test and develop during Q2, and be able to retire the existing reporting from Q3.

04-244/5 Quarterly accounts (quarter 3 and 4) - as per Parish Council Financial Regulation 2.2. to be verified on completion – Cllr GS will inspect the quarter 3 accounts. Date to be agreed.

04-244/6 To approve April 2024 Payments for Sanction, please see Appendix 1

Cllr AHJ is abstaining from discussions.

Proposal: Proposed by Cllr GS, seconded by Cllr MW, all in favour and it was RESOLVED that April PFS are approved. Carried

04-245 Flood Advisory Group, verbal update, Cllr J Thelwall.

No questions on the report.

The group now consists of 9 members.

04-246 To Consider Planning Committee Report, Cllr P Clark

To receive Planning meeting Minutes of 12 March 2024, received and noted.

To note that Planning meeting was held tonight prior to the PC meeting – noted.

The Clerk to chase HDC enforcement team yet again re Pasturelands.

An update on the additions to the Operational Plan – minor changes agreed.

04-247 Large Scale Planning Advisory Group, verbal update, Cllr J Thelwall.

No update on Silver Street development. Marina is still listed as being in progress.

04-248 Compliance Advisory Group, report attached, Cllr C Underwood.

No questions on the report.

04-249 Village Maintenance Advisory Group, meetings held 21st Feb and 20th March, reports attached, the Clerk

It was agreed to amend the VM report and re-upload to the website. Action Assistant Clerk.

04-250 Highways and Sustainable Transport Advisory Group, no report, next meeting 7 May 2024, A1 Safety Advisory Group meeting is on 15 April 2024, Cllr G Sansom and Cllr Underwood

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- 04-251 Green infrastructure and Biodiversity Advisory Group, meeting held 14th March 2024, report attached, Cllr C Underwood**
No questions on the report.

- 04-252 Climate Change Mitigation Advisory Group, verbal update, Cllr M Fraser**
Verbal update and work on Climate Change provided. Strategy to be agreed. HDC are putting together a website with all the useful information, which will be shared when live. The Great Collaboration is being set up (like a climate Hub) – email received asking BPC to take part. Cllr MF signed up to attend further events. Repair café is a potential project for the group.

- 04-253 Village Hall Liaison, meeting held 13th March report attached, Cllr C Underwood**
No questions on the report.

Proposal: BPC to purchase hearing loop for Millard room at a cost of £393.00 excl VAT

After discussion the proposal was revised to:

Proposal: Buckden PC to purchase most suitable hearing loop for Millard Room.

For discussion Councillor representation on VHT Board.

Discussion took place. Agree at May's meeting when AG memberships are going to be reviewed.

- 04-254 Allotments Advisory Group, no report, next meeting on Monday 8th April 2024, Cllr C Underwood**

- 04-255 Communications Advisory Group, meeting held 28 March 2024, report attached, Cllr A Howell-Jones.**
No questions on the report.

Proposal that the Parish Council defers moving to a new .gov.uk domain but purchases the rights to the name.

Proposal: Proposed by Cllr AHJ, seconded by Cllr PC, all in favour and it was RESOLVED to purchase the domain name as listed above. Carried

- 04-256 Correspondence, matters remaining unresolved, Cllr A Howell-Jones**
Asset of Community Value – owners appealed against the listing. BPC are in support of the ACV and have no further comments to make.

- 04-257 To note points of Communication to the Parish, Cllr A Howell-Jones**

A member of the public and HDC Cllr MH left the meeting

- 04-258 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.

Matters discussed and noted.

- 04-259 The next Parish Council Meetings:**

- **Annual Parish Council 14th May 2024 at 7pm and**

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- **Annual Assembly 28th May 7pm**

Meeting finished at 8.46pm

Appendix 1

Pending Expenditure list:

Buckden Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque
1823	BACS2404 09MM1	£16.00	£2.67	£13.33	£16.00	08/03/24		TheWorks.Co.Uk - Making Memories stationery	£16.00
1825	BCS24040 9Viking	£38.69	£6.45	£32.24	£38.69	12/03/24	3923297	Viking - Ink cartridge	£38.69
1826	BACS2404 09Fenlandl ei	£144.00	£24.00	£120.00	£144.00	18/03/24	SIN057571	Fenland Leisure Products Ltd - Annual Play Area Inspection	£144.00
1824	BACS2404 09MM2	£117.60	£0.00	£117.60	£117.60	19/03/24		BVHT - Making Memories room hire 7, 14, 21 and 28 March 24	£117.60
1831	BACS2404 09S7G1	£6,947.28	£1,157.88	£5,789.40	£6,947.28	19/03/24	1920	S&G Shopfitters Ltd - Gardener's shed internal	£6,947.28
1832	BACS2404 09S&G2	£3,809.74	£634.96	£3,174.78	£3,809.74	19/03/24	1919	S&G Shopfitters Ltd - Gardener's shed - roof repairs - emergency leak	£3,809.74
1833	BACS2404 09Glassblade	£120.00	£20.00	£100.00	£120.00	22/03/24	2417120	Glassblade Ltd - 2 months website admin 18 Mar to 17 May 24	£120.00
1830	BACS2404 09TBPC	£760.00	£0.00	£760.00	£760.00	26/03/24	54649	The Business Printing Company - Roundabout booklets	£760.00
1829	BACS2404 09Amey	£108.85	£18.14	£90.71	£108.85	27/03/24	101234811	AmeyCespa (East) Ltd - Mixed General Waste 5, 12, 19, 26 March 24	£108.85
1834	BACS2404 09RT	£115.00	£0.00	£115.00	£115.00	30/03/24	213	Roy Handy Man (Roy Tucker) - MVAS management	£115.00
1835	BACS2404 09MM3	£70.00	£0.00	£70.00	£70.00	31/03/24	069	Jane Bond - Making Memories - Love to Move	£70.00

Signature

Signature

Date

04/04/24 10:38 AM Vs: 8.97.02

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1827	BACS2404 09BVHTGrant	£6,000.00	£0.00	£6,000.00	£6,000.00	03/04/24		BVHT - Grant towards Field maintenance	£6,000.00
Total		£18,247.16	£1,864.10	£16,383.06	£18,247.16				

Future Expenditure list:

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Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
BACS2404 09Blachere	£3,628.26	£604.71	£3,023.55	1002/12	01/04/24	Blachere Illuminations UK Ltd - Hire of Product Year Two of 5	£3,628.26
BACS2404 09SLCC	£237.98	£0.00	£237.98	1005	01/04/24	SLCC - Membership renewal - shared with 3 other PCs	£237.98
BACS2404 09CAPALC	£811.96	£0.00	£811.96	1005	01/04/24	CAPALC - Membership including DPO	£811.96
BACS2404 09HuntsForum	£50.00	£0.00	£50.00	1005	01/04/24	Hunts Forum - Membership renewal	£50.00
BACS2404 09ProLawn	£180.00	£30.00	£150.00	1009/10	02/04/24	ProLawnCare - Gravel path weed treatment between the Vicarage and the Church	£180.00
BACS2404 09npower	£1,545.83	£65.77	£1,480.06	1002/10	04/04/24	Npower Business Solutions - Electricity Diddington - mixed VAT 5% and 20%	£1,545.83
BACS2404 09Savills	£255.00	£0.00	£255.00	1007/1	05/04/24	Savills - Rent for Allotments in Arreas 11/10/23 to 5/4/24	£255.00
DD240407 Shell	£3.60	£0.60	£3.00	1003/1	07/04/24	Shell Buckden - Admin fee	£3.60
Sub Total	£6,712.63	£701.08	£6,011.55				
	£6,315.61	£0.00	£6,315.61	Confidential			
Total	£13,028.24	£701.08	£12,327.16				