

BUCKDEN PARISH COUNCIL

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

Notice of meeting: Parish Council Meeting

Time: 7.30pm

Date: Tuesday 13 April 2021

Venue: On-line meeting only

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 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 at least 24 hours before the meeting.

Ramune Mimiene
Clerk
Buckden Parish Council
7 April 2021

AGENDA

(2020-21) 04-207	Meeting protocol: Introduction to remote meeting process We will continue with the remote meetings this will be reviewed with the easing of lock down.
(2020-21) 04-208	Apologies for absence To receive and accept apologies for absence.
(2020-21) 04-209	County and District Councillor Reports. 04-209/1 To receive report from County Councillor, report received. Questions on the report. 04-209/2 To receive report from District Councillor, verbal update
(2020-21) 04-210	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.
(2020-21) 04-211	Minutes 04-211/1 To agree and sign the minutes of the Parish Council meeting held on 9 March 2021. 04-211/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached
(2020-21) 04-212	Chairman's report, report attached Questions on the report.
(2020-21) 04-213	Finance: Finance report attached, Cllr S Ashwell <u>04-213/1 Part 1: PROPOSAL FOR FINANCIAL ARRANGEMENTS TO COVER THE PERIOD DURING WHICH NEITHER VIRTUAL NOR IN PERSON COUNCIL MEETINGS ARE PERMITTED</u> As advised by the Clerk, no virtual Council meetings are permitted from 7 th May 2021. PROPOSED: That the financial provisions of the March2020 Emergency Arrangements for managing Council business be re-introduced. These will enable the Council to continue to pay suppliers and staff, avoid financial penalties and to manage matters relating to the urgent business of Buckden Parish Council.

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	04-213/2 PART 2: PROPOSAL TO CANCEL THE APRIL 2021 FINANCE ADVISORY GROUP The April Finance AG meeting is usually used to review the expenditure in the previous financial year and confirm the delegated budgets for Council advisory groups and committee in anticipation of the appointment of group/committee chairmen. PROPOSED: That the April 2021 meeting is cancelled and I&E Reconciliation for 2020-21 and the Budgets agreed for 2021-22 be circulated by email to current advisory group/committee chairmen. New chairmen will be briefed on budgets and their delegated authority after the May 2021 Council meeting. 04-213/3 CORPORATE CARD CREDIT LIMIT The Council previously authorised the RFO to make appropriate arrangements for the corporate card, in line with BPC Financial Regulations approved 12 May 2020 (under section 6: BUDGETARY CONTROL AND AUTHORITY TO SPEND) and Petty Cash Policy (Use of cash minimised by replacing by debit & credit card) approved on 10 March 2020 and updated Risk Assessment approved on 10 March 2020. Corporate Credit Card limit was set for £500.00. Due to some payments being made in February the credit card did not clear in time and the Direct Debit for the management of the website was not taken in time which led to the BPC website being down even if the payment was made later on that day. To avoid such a risk in the future, the Proposal is: Proposal: To increase the Clerk's limit on the BPC corporate credit card to £1,000.00 to ensure that BPC funds are sufficient to run parish council on a daily basis. Risk is going to be managed the same way as before: • All receipts are attached to the Corporate Credit Card statement. • All receipts for use of Unity Bank Debit card to be attached to bank statements If this proposal is adopted by Council the Financial Regulations, including 6.19 "Instructions for the making of payments" A 'multi-pay' Credit/Debit Card issued for use by the Clerk and/or the RFO shall be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed. will be amended to show a limit of £1,000 as a single transaction for the RFO acting alone. 04-213/4 To note Cashbook, Bank Balances, Budget reports and Bank Reconciliation as at 31 March 2021 04-213/5 To Approve 13 April 2021 Payments for Sanction.
(2020-21) 04-214	To Consider Planning Committee Report, Cllr S Ashwell 04-214/1 Minutes of the Meetings 9 March and 15 March 2021 04-214/2 Verbal update on the 13 April 2021 Meeting.
(2020-21) 04-215	To Consider Update from Large Planning Committee, minutes attached, Cllr M Hassall 04-215/1 Minutes of the Meeting 12.03.2021
(2020-21) 04-216	Compliance Advisory Group, Risk Management Plan attached Cllr C Underwood 04-216/1 To Approve the Risk Management Plan 2021.22 Compliance and Finance meetings will not be held in April as planned. The meeting of CAG will be held following the governance audit scheduled for 19th May.

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(2020-21) 04-217	General Purposes and Cemetery Advisory Group, report attached, Cllr B Millard 04-217/1 Proposal: A charge of £45 be made for the cost of an additional inscription on the headstone. Questions on the report. 04-217/2 Application to extend the Memorial Garden at St Mary's Buckden, report attached. Proposal: To approve the application to extend the Memorial Garden.
(2020-21) 04-218	Climate Change Mitigation Advisory Group, verbal update, Cllr A Jones
(2020-21) 04-219	Highways and Sustainable Transport, verbal update, Cllr E Scott Update on: • School Streets scheme. • Buckden Brampton cycle way
(2020-21) 04-220	Green infrastructure and Biodiversity Advisory Group - Rights of Way and Trees Advisory Group, report attached, Cllr C Underwood Meeting held on 29.03.21. Questions on report. 04-220/1 Slow Ways proposal, report attached. REQUEST FOR BUCKDEN PARISH COUNCIL TO COMMIT TO THE SLOW WAYS PROJECT Issue The Parish Council is invited to pass a motion endorsing the Slow Ways project and to appoint a champion to support the initiative and promote it to residents. Proposal: It is proposed the Council should: • Appoint a councillor to be a Slow Ways Champion on behalf of Buckden Parish Council • Commit to promote Slow Ways for local residents to walk, review and use routes • Consider where new paths would strengthen the Slow Ways network • Encourage Councillors and Officers to walk and review a Slow Way • Liaise with local groups to promote and support the Slow Ways project
(2020-21) 04-221	Village Hall Liaison, minutes attached, Cllr C Underwood Meeting held 22.03.21
(2020-21) 04-222	Allotments Advisory Group, report attached, Cllr S Studd Questions on the report.
(2020-21) 04-223	Digital Communications Advisory Group, report attached, Cllr A Howell-Jones Questions on the report
(2020-21) 04-224	Neighbourhood Plan, report attached, Cllr A Howell-Jones Questions on the report.
(2020-21) 04-225	Correspondence, matters remaining unresolved
(2020-21) 04-226	Staffing, report attached, Cllr A Howell-Jones Questions on the report.

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(2020-21) 04-227	Points of Communication to the Parish, report attached, Cllr A Howell-Jones Questions on the report.
	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.
	Staffing Matters, Confidential
(2020-21) 04-228	Date of the next meeting on Tue 4 May 2021 at 7.30pm via Zoom Conference call May's meeting – Annual Parish Council Meeting - brought forward – 1 st Tue of the month to meet the requirements and the legislation for Parish Councils – 4 May 2021 Annual Assembly scheduled for Tue 25 th May 21 in the Village Hall, prior booking required Details of the booking process to be published.

Due to the Coronavirus the Government has issued the regulations that gives local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and the Society of Local Council Clerks are strongly advising local councils to continue to meet remotely, without the need for face-to-face contact.