

# 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 8 December 2020 at 7.30pm Online Meeting Only

Present:

Councillor: Caroline Underwood, Acting Chair

Councillors: Anne Howell-Jones, Sue Ashwell, Betty Millard, John Thelwall, Dave Duncan, Stan Studd, Martin Hassall, Amy Burbidge, Allan Jones, Richard Salmon

Clerk: Ramune Mimiene

CC Cllr P Downes

HDC Cllr H Masson

No members of the public

*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.*

### MINUTES

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| (2020-21)<br>12-116 | <b>Meeting protocol: Introduction to remote meeting process</b><br><i>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.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| (2020-21)<br>12-117 | <b>Apologies for absence</b><br>To receive and accept apologies for absence.<br>Cllr C Gillam, K Render and P Steel sent apologies for absence.<br>Cllr E Scott sent apologies for lateness but was unable to attend.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| (2020-21)<br>12-118 | <b>County and District Councillor Reports.</b><br><b>12-118/1 To receive report from County Councillor, report received</b><br>Update received from Cllr Downes on discussions with CCC in relation to Buckden Brampton cycleway.<br><i>Richard Salmon joined the meeting</i><br><br><b>12-118/2 To receive report from District Councillor, report received</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| (2020-21)<br>12-119 | <b>Open Forum – a maximum of 15 minutes is permitted for members of the public to address the Council.</b><br><b>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.</b><br>The issue of the junction between Mayfield and the High Street.<br>We have one registered member of the public wishing to approach Parish Council. The issue which was brought to PC attention was regarding the junction of Mayfield and High Street where the road markings are eroded and the stop sign is not there, as reported by the resident. The matter was reported via <a href="https://highwaysreporting.cambridgeshire.gov.uk/">https://highwaysreporting.cambridgeshire.gov.uk/</a> and is with CC Highways now. A response from CC Highways was received and passed on to the resident. |  |

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**and agreed to enable this payment to be made and received in a manner consistent with BPC budget-setting arrangements.**

**Proposal: Proposed by SA, seconded by MH, all in favour and it was RESOLVED that the above proposal is approved. Carried**

## **12-124/2 TO ADVISE ON CREATION AND USE OF AN ADDITIONAL SAVINGS ACCOUNT**

BPC now have a Business Savings account with Nationwide Building Society, as agreed through the Finance Advisory Group.

Using an account exclusively for CIL funds is recommended by the RFO as it makes it clearer when accounting for and reporting on expenditure of these funds.

It was noted that the 5 year time limit on CIL spend will need to be monitored.

**Proposal: That this account will be used solely to hold and manage funds arising from the BPC share of CIL income linked to the Lucks Lane development until all that money is spent.**

**Proposal: Proposed by SA, seconded by MH, all in favour and it was RESOLVED that the above proposal is approved. Carried**

## **12-124/3 TO REPORT THAT THE REQUEST FOR THE 2021-22 PRECEPT HAS BEEN SUBMITTED**

**Proposal: To thank the Clerk for ensuring, as our RFO, that we have met this key deadline.**

Noted.

12-124/4 To note the addition to PC Assets Register and Insurance cover.

PC Insurers confirmed that they amended the policy with the additions detailed on the Agenda.

## **12-124/5 – External Auditor Report and Certificate 2019/20**

**To Note that External Audit has been completed. The Notice of Conclusion of Audit Year Ended 31 Mar 2020 was issued and uploaded onto the website and notice boards. External auditors report received as stated below:**

*‘Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The AGAR was not accurately completed before submission for review:*

- The prior year accounts were prepared on a receipts and payments basis, but should have been restated on an income and expenditure basis in the prior year column of Section 2 for comparative purposes.’*

Note: This is because of the transition from Receipts and Payments basis to Income and Expenditure.

Noted by PC.

## **12-124/6 To note Cashbook, Bank Balances, Budget reports and Bank Reconciliation as at 30 November 2020**

To note that Insurers looked at the costs for the tools stolen from the Parish Council handyman shed and confirmed the settlement at £2,000. The transfer received on 19 Nov 20.

Noted by PC.

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|                             | <p><b>12-124/7 To Approve 8 December 2020 Payments for Sanction.</b></p> <p>Total expenditure was £20,888.74 of which general payments of £15,801.77 and wages £5,086.97.</p> <p>The general payments list together with the Invoices was circulated to full Council and wages to Staffing Committee for verification as usual.</p> <p><b>Proposal: Proposed by SA, seconded by CU, all in favour and it was RESOLVED that the November Payments for Sanction are approved. Carried.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |
| <p>(2020-21)<br/>12-125</p> | <p><b>To Consider Planning Committee Report, Cllr S Ashwell</b></p> <p>12-125/1 Minutes of the Meeting 10 November 2020 Meeting</p> <p>12-125/2 Verbal update on the meeting 8 December 2020</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
| <p>(2020-21)<br/>12-126</p> | <p><b>To Consider Update from Large Planning Committee, Cllr M Hassall and A Howell-Jones</b></p> <p>12-126/1 A1 Safety Advisory Group.</p> <p>Cllr AB noted that paths north of the Roundabout need attention. Also, there are subway issues. The damaged north subway fencing was reported by the Clerk and an engineer has been to inspect. This not been fixed as yet. Cllr AB will email details of concerns to Cllr AHJ who will raise the issues at the next A1 Safety AG meeting in January. HDC Cllr HM agreed to follow up for the PC.</p> <p>12-126/2 Outline planning permission for a phased residential development (Use Class C3) of up to 290 homes, highway works including access off Silver Street, landscaping, ground works, and other ancillary works. All matters are reserved apart from access. Site Address: Land East of Silver Street Buckden Reference: 18/02753/OUT –</p> <p>Amendments submitted to HDC included:</p> <ul style="list-style-type: none"> <li>• Revised Parameter Plan</li> <li>• Biodiversity Calculations</li> <li>• Transport Technical Note and A1 Roundabout Plans.</li> </ul> <p>Cllr MH presented a verbal report.</p> <p>Large Planning Committee meeting is set for Fri 11 Dec 20 at 11am.</p> <p>It was agreed that there should be a request for an open book appraisal for the site to show how the site will pay for its Roundabout, Section 106 and CIL obligations prior to formal planning submission.</p> <p>There will need to be communication with residents, Cllr MH and Cllr AHJ to consider this</p> | <p>AB<br/>AHJ<br/>HM</p> <p>AHJ&amp;MH</p> |
| <p>(2020-21)<br/>12-127</p> | <p><b>Compliance Advisory Group, report attached, Cllr C Underwood</b></p> <p>12-127/1 To note that Risk Management reviewed by Cllrs CU and SA and the Clerk on 2 Sep 20.</p> <p><b>12-127/2 Develop a prioritisation and communication approach for CIL</b></p> <p>Draft criteria were attached <i>these were revised to reflect the comments made at the last Parish Council meeting.</i></p> <p><b>Proposal to agree the criteria and prioritisation grid for CIL money bids and the communication proposals</b></p> <p><b>Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED that the above approach for CIL criteria is approved. Carried.</b></p> <p><b>12-127/3 Proposal to approve Freedom of Information Policy and Procedure.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |

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|                     | <b>Proposal: Proposed by CU, seconded by AB, all in favour and it was RESOLVED that the Freedom of Information Policy and Procedure are approved. Carried.</b><br>Clerk to update Policy Schedule and website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Clerk |
| (2020-21)<br>12-128 | <b>General Purposes and Cemetery Advisory Group, verbal update, Cllr B Millard</b><br>Cllr BM reported that the Defibrillator at the VH and the Play Area's equipment are being checked weekly by the PC handymen, this is recorded in the Risk Assessment book.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
| (2020-21)<br>12-129 | <b>Climate Change Mitigation Advisory Group, report attached, Cllr A Jones</b><br>12-129/1<br>The thermal imaging camera has been made, and it has been delivered. 3 people have already used the camera. It was noted procedures for use will need to be implemented.<br><br><b>Proposal</b> that the council actively pursues actions to raise objections to the <b>LLA and NATS Airspace Change Proposal</b> with regard to the Luton airport re-routing flight paths and creating a stacking area over this parish and all the other affected parishes. By objecting to HDC by the 15th December deadline with the previously circulated draft email and follow up with a similar response to the LLA who's deadline for objections is 5th February 2021. Could I also suggest cooperation with the Perry group ALAS (Against Luton Airport Stack) and other councils.<br><b>Proposal: Proposed by AJ, seconded by MH, all in favour and it was RESOLVED that the above proposal is approved. Carried.</b><br>The Clerk to submit the PC comments to HDC. | Clerk |
| (2020-21)<br>12-130 | <b>Highways and Road Safety Advisory Group, verbal update, Cllr E Scott</b><br>Cllr AB reported on behalf of Cllr EC that there is no further update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |
| (2020-21)<br>12-131 | <b>Rights of Way and Trees Advisory Group, verbal update, Cllr C Underwood</b><br>Tree work around the village is being carried out. A detailed tree survey will be carried out in the Spring.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |
| (2020-21)<br>12-132 | <b>Village Hall Liaison, verbal update, Cllr C Underwood</b><br>12-132/1 To note that Zoom meeting is scheduled on 11 <sup>th</sup> Dec 2020<br>It was noted that the Treasurer of the VHT won the Silver Volunteer of the Year Award, presented by Hunts Forum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
| (2020-21)<br>12-133 | <b>Allotments Advisory Group, report attached, Cllr S Studd</b><br>12-133/1<br>Most plots are in generally good, or acceptable, condition.<br>All projects continue to be on hold due to lockdown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |
| (2020-21)<br>12-134 | <b>Digital Communications Advisory Group, Cllr A Howell-Jones</b><br>No meeting held. No update.<br>Cllr MH reported that 'The Cemetery tab' is on the main menu of the website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
| (2020-21)<br>12-135 | <b>Correspondence, matters remaining unresolved</b><br>The Chair reported that she has been in communication with CCC about the poor service received from CCC Highways department. No response received. In the light of that, all Councillors are requested to complete the Cambridgeshire County Council stakeholder survey to gain the opinion of resident, in order to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |

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|                             | ensure CCC continue to monitor their performance and where possible improve their future service delivery. The survey is open until Sunday 31st January 2021. The Highways Service survey at <a href="https://www.smartsurvey.co.uk/s/HOHJX0/">https://www.smartsurvey.co.uk/s/HOHJX0/</a><br>It was agreed that the Clerk will circulate this email to full PC and post on the website. | <b>Clerk<br/>All</b> |
| <b>(2020-21)<br/>12-136</b> | <b>Neighbourhood Plan, report attached, Cllr A Howell-Jones</b><br>12-136/1<br>The Plan should be 'made' on 9 Dec 2020.                                                                                                                                                                                                                                                                  |                      |
| <b>(2020-21)<br/>12-137</b> | <b>Staffing, report attached, Cllr A Howell-Jones</b><br>12-137/1<br>Staffing group are reviewing Staffing documentation including Contracts, Appraisal Forms and Polices.<br>The Handymens job description been updated.                                                                                                                                                                |                      |
| <b>(2020-21)<br/>12-138</b> | <b>Points of Communication to the parish, Cllr A Howell-Jones</b><br>Already submitted.                                                                                                                                                                                                                                                                                                  |                      |
| <b>(2020-21)<br/>12-139</b> | <b>Date of the next meeting on Tue 12 January 2021 at 7.30pm via Zoom</b><br><b>Conference call</b>                                                                                                                                                                                                                                                                                      |                      |

*Meeting finished at 8.52pm*

Signature ..... Date.....

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on **4 April**. They apply to local authority meetings that are required to be held, or held, before 7 May 2021.

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).