

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 11 February 2020 at the Buckden Village Hall at 7.30pm

Present:

Councillor: Anne Howell-Jones, Chair

Councillors: Cllrs Caroline Underwood, Betty Millard, Allan Jones, Elaine Scott, Amy Burbidge, John Thelwall, Clive Gillam and John Mulcrone

Clerk: Ms R Mimiene

CC Cllr P Downes

HDC Cllr H Masson

No members of the public

MINUTES

(2019-20) 451	Apologies for absence To receive and accept apologies for absence. Cllrs S Ashwell, S Studd, M Hassall, D Duncan and K Render sent apologies for absence. Cllr E Scott sent apologies for late arrival.	
(2019-20) 452	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. None received.	
(2019-20) 453	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. PC welcomed Cllr J Mulcrone who has had Cllr Induction provided by Cllr SA and also attended Cllr training arranged by CAPALC. Cllr JM has joined the Planning Committee and General Purposes and Cemetery Advisory Group.	
(2019-20) 455	Minutes 455.1 To agree and sign the minutes of the Parish Council meeting held on 14 January 2020. Proposal: Proposed by CU, seconded by BM, all in favour and it was RESOLVED that Minutes are approved as a correct and true record of the meeting. Carried. 455.2 To resolve any actions arising from the minutes of the Parish Council meeting. - Speed watch dates are now issued. - Bloors cancelled the second site meeting with PC. A new date has been agreed for Wed 26 Feb 20. - Double yellow Lines by Anne Furbank have been re-instated by CCC Highways.	

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(2019-20) 456	Chairman's update, Cllr A Howell-Jones Verbal update 456.1 Verbal update on Neighbourhood Plan. The AG is working through the feedback received. HDC have asked for more detail on our plans to use CIL funding. This is despite the lack of clarity about how much we will receive, given uncertainty about Silver Street. Further meetings have taken place with the school and surgery. Both are close to capacity and do not believe they can accommodate the demand from Lucks Lane and Silver Street. HDC were unable to suggest how we might lobby for funds to expand the doctors and school. CCC Cllr PD is willing to help on this. More detailed plans have been received from VHT.	AHJ
(2019-20) 457	County and District Councillor Reports. 457.1 To receive report from County Councillor. Report attached. 457.2 To receive report from District Councillor. Verbal presentation on the report which was received 11.02.20. Cllr HM spoke about the CCC Transformation Plans. Action to set as a small group meeting with HDC Cllr HM, CC Cllr PD with PC and Village Hall Trust representatives to discuss the Transformation proposals and to gauge their impact on future planning for the Parish Council and the Village Hall.	HDC Cllr HM CC Cllr PD PC rep
(2019-20) 458	Finance Report attached, Cllr A Howell-Jones 458.1 Proposal: To approve the following amendments to the procedure for sharing and oversight of documents which may show personal information relating to payments. 1. That all Payments for Sanction lists will be marked and treated as Confidential materials and circulated only to Councillors. Proposal: Proposed by AHJ, seconded by CU, all in favour and it was RESOLVED that the proposal is approved. Carried. Clerk to seek Edge advice on why the Payments Lists are not marked as confidential on the accounting spreadsheet. 2. That the reconciled current account statement is shared by the Clerk only with the members of the Staffing Advisory Group and councillors in the following roles whether or not they are part of the Staffing group: Council Chairman and Vice-Chairman; Finance and General Purposes advisory groups' chairmen. The duty of these Councillors will be to review actual expenditure shown on the reconciled statement against previous payments for sanction and to report any variances to the full Council. Cllr JT queried the difference between Point 1 and Point 2 and why it is proposed that the Reconciliation will be restricted to certain Cllrs when the payments list shows all the confidential information. Clerk to seek further explanation from Finance Chair Cllr SA and represent to next meeting if required. <i>Cllr EC joined the meeting</i> 458.2 Reminder of the arrangements about room bookings at Buckden Village Hall for parish council business, including groups, and committees and projects. - Noted by full PC. 458.3 Arrangements for Parish Council payments for rooms at Buckden Village Hall. – Noted by full PC.	Clerk & SA

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	458.4 Cashbook, Bank Reconciliation to 31 January 2020. Unity Trust balance as at 31 Jan 20: £40,699.70. No other bank statements received. Bank Reconciliation carried for Unity Trust acc to 31 Jan 2020 Chairman of Finance AG matched the January PFS (general and confidential) against the Reconciled UT account. No concerns raised. The discrepancy in the VAT refunded (PC sought £6,207.96 and were refunded £0.70 less. It has now been accounted for and we await an outcome of the query with HMRC. It is important to have this income in the bank, topping up PC general reserves. Noted. 458.5 To Approve February Payments 2020 for Sanction. Proposal: Proposed by AHJ, seconded by BM, all in favour and it was RESOLVED that the February 2020 payments are approved. Carried.	
(2019-20) 459	To Consider Planning Committee Report, Cllr B Millard Verbal update. <i>NB: Minutes of the Planning Committee meetings are available on the website.</i> Planning meeting prior to PC could not go ahead as it was not quorate. The newly co-opted Cllr JM joined the Planning Committee. The Committee is looking for new Cllrs to join. Clerk to email full PC to ask for volunteers.	Clerk
(2019-20) 460	To Consider Update from Large Planning Committee, Cllr M Hassall Verbal update. <i>NB: Minutes of the Large Scale Planning Committee meetings are available on the website.</i> Cllr AHJ reported in the absence of Cllr MH that Mill Rd and Silver Street developments are on hold till the solution to the Roundabout is found. There has been no further information on the any possible solutions. Local MP been involved in discussions re A1 by pass. It was noted that Bloor Homes are still not being required by HDC enforcement department to adhere to agreed plans.	
(2019-20) 461	Compliance Advisory Group, Cllr C Underwood Report attached. Cllr CU thanked Cllr JT for the comments which were very valuable. Cllr CU has incorporated the suggested changes. 461.1 Proposal: to Approve - The Complaints Policy and Habitual and Vexatious Complaints Policy Subsequent to the CAG meeting a Habitual and Vexatious Complaints Policy and Procedure was added. Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED that The Complaints Policy and Habitual and Vexatious Complaints Policy is approved. Carried. - Whistleblowing It was agreed to ensure that document covers Councillors as well as staff. Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED that the Whistleblowing Policy is approved. Carried. - Media Policy Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED that the Media Policy is approved. Carried.	CU Clerk

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	- Amendment of Standing Orders and adoption of formal dispensation process Buckden PC current standing orders require that any councillor who has declared a disclosable pecuniary interest must withdraw from the meeting unless they have been granted a dispensation. The current Council has never requested withdrawal and the proposal is to amend standing orders to ask that councillors with a disclosable pecuniary interest, that have not been granted a dispensation, do not participate in the discussion and only if deemed appropriate by the other councillors will they be asked to withdraw from the meeting. Councillors that do have a disclosable pecuniary interest can participate in the discussion if they have been granted a dispensation. It has become apparent that BPC needs to more clearly formalise the process for granting a dispensation. 461.2 Proposal: - To delegate the granting of the dispensation to the Clerk, - To ensure any councillor seeking a dispensation completes a Request for Dispensation form (example attached) - To minute all agreed dispensations at each meeting Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED that the Amendment of Standing Orders and adoption of formal dispensation process is approved. Carried. It was noted by Cllr CU that a Complaint had been raised which highlighted the need to formalise the dispensation process. Cllrs were reminded by the Chairman to fill in their Register of Members' Interests carefully. Standing Orders have now been amended and the full process is in place. It was noted by Cllr CU that regarding Risk Management 2020-21 the detailed discussion took place at CAG meeting on 21 Jan 20. The suggestions will be incorporated by Cllr CU. Cllr MH agreed to add a Cyber Risk section. The Safeguarding training is on Mon 24 Feb 20 from 1pm to 3pm in the PC office. Clerk is attending. Anyone wishing to attend, please join.	CU MH Clerk
(2019-20) 462	General Purposes and Cemetery Advisory Group, Cllr B Millard Report attached. Cllr BM reported that the cemetery fence has now been completed. The handymen are tidying up the cleared area in the churchyard and will be rotavating it. It will be seeded with meadow seed in the autumn as per advice PC received from local environmentalist. Cllr CU expressed concern about the wall of Buckden Towers adjacent to the Church. It is clear this is being monitored carefully. Buckden cemetery, - Cllr BM and the Clerk are having a demo by Pear Technology on 20 Feb regarding digital mapping of the cemetery.	
(2019-20) 463	Climate Change Mitigation Advisory Group, Cllr A Jones 463.1 Verbal update. Cllr AJ reported that there were only brief details of the 'What on Earth Can Buckden Do?' Event given at the last Buckden Parish Council meeting because of the time limitation. He gave further results and details of the event.	

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	After 10 weeks of intense work the event was delivered successfully. a) Attendance and interest was high with an estimated 350 to 400 attendees b) 31 Exhibitors and speakers were pleased they attended c) Other councils praised the idea and may decide to do something similar d) The event covered expenses and made a small profit for the council (£58.21) at the same time as acquiring some useful items for reuse at future events e) The poll taken from visitors "Should BPC Declare a Climate Emergency" showed results of Not sure 20 No 21 Yes 221 f) The BPC ideas and pledge box had cards dropped in, one adult pledge "I will wash at 30 degree - Try the Refill Shop - Find a Local milkman - Find alternative to cling film" Three children's ideas and pledges - "pledged to Turn Lights Off" - "Make Designated Cycle Paths to The Primary School, Age 11" And finally another brilliant suggestion: "Put Water Refill Stations in the Village Hall and Old Telephone Box, Age 11" g) Much information was exchanged to the benefit of all concerned and that threw up some useful ideas for future events Cllr AJ thanked all who helped, the event showed BPC to be leading the way in matters of Climate Change and even impressed our Local MP. 463.2 Cllr AJ asked this to be minuted: Mike Fraser and Ken Smith, both helpers with the 'What on Earth Can Buckden Do?' Event have agreed to join the Climate Change Mitigation AG.	
(2019-20) 464	Highways and Road Safety Advisory Group, Cllr E Scott Report attached. Perry Rd: At Dec meeting PC approved the additional expenses on the equipment for £2,473. Cllr ES reported that CCC now confirmed they only supply one MVAS unit with solar packs. Work due to start in March. Cllr ES will check the final expenditure. Speedwatch dates are now issued. Mill Road LHI meeting was on 3 Feb with CCC. LCWIP – double yellow lines reinstated on High street on the corner by Anne Furbank. PLHI the CCC have not completed designs for Brampton Rd cycle path. Brampton and Buckden will be seeking a refund of money paid to CCC.	ES AB
(2019-20) 465	Rights of Way and Trees Advisory Group, Cllr C Underwood Verbal update. PC have been offered some trees by a resident it has been suggested they are planted at the Cemetery. Cllr CU to discuss further with Cllr BM. 465.1 Ouse Valley Way issue Cllr CU informed by a concerned resident that there is a worrying issue resulting from the new A14 crossing the river Ouse north of Buckden Marina. Under the flyover the river bank is starting to crumble away. It is believed this is due to the death of the vegetation which would have held the soil together before the bridge robbed the bank of light. This has weakened the bank and so when the river flooded it washed away large chunks of soil.	CU

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	BPC believe that action needs to be taken before the path eventually disappears. We have reported the problem on the CCC website for reporting issues with public rights of way. This highlighted that the website has not been updated to show the new flyover so the precise location of the problem was difficult to identify. Cllr CU also sent this to: - A14 engagement department - Peter Downs County Councillor - Chair of the Great Ouse Valley Trust - Zaria Bettles Right of Way Officer Zaria Bettles, Public Rights of Way Officer, agreed to have a site meeting which Cllr CU expressed a wish to attend, no date set yet.	
(2019-20) 466	Allotments Advisory Group, Cllr S Studd Verbal update. There has been no meeting.	
(2019-20) 467	Meeting with Village Hall Trust, Cllr A Howell-Jones Notes of the meeting now issued and will be circulated. 467.1 Update on Storage. VHT are planning for storage to be located next to the pavilion. This will require a drive way to access it. PC could have one third of the storage space. VHT trustee met with the PC groundstaff who thought the planned storage would meet their needs. The PC will need to either pay a proportion for construction or pay the rent. VHT are seeking funding. It might be possible for PC to ask for compensation from the Silver Street development to replace the storage that will be lost though the development.	
(2019-20) 468	Digital Communications Advisory Group, Cllr M Hassall Minutes of the meeting attached. 468.1 Proposal: To approve the initial payment of £300 to commence the development of the website. It was proposed that the full amount of £600 should be approved so that any transfer can go ahead without delay. The amendment to the proposal: Approve £600 spending. Proposal: Proposed by AHJ, seconded by PS, all in favour and it was RESOLVED that the amended amount of £600 for spending on the website is approved. Carried.	MH
(2019-20) 469	Correspondence received Dealt with.	
(2019-20) 470	Communication, Cllr A Howell-Jones Verbal update. 470.1 Confirm Strategy Meeting 25 Feb 2020 7pm – 9pm – Noted. 470.2 Annual Parish Meeting/ Annual Assembly Wed 22 Apr 2020 7pm, discussion of the proposed Agenda items – Draft Agenda attached, reviewed and noted. It was agreed that in some cases written reports only should be requested 470.3 Report from liaison meetings: • Revd Jes Salt re: Operation London Bridge - The church will take the lead in this. BPC passed on any information that we have been sent. VE Day 75th Anniversary – 1940s Tea party, Music and Displays Fri 8 May 2020 2.30pm to 5.30pm at St Mary's Church. Residents can contact Jane Salt if they would like to be involved.	PC

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	Offord Councillors – Are applying for A14 legacy funding for the works to be carried in Buckden parish re: the accessible path. HGV watch evidence are being collected by Offord. Cllr ES will approach the speed watch co-ordinator for Buckden.	ES
(2019-20) 471	Training Several training programmes available, recommendation that Cllrs attend appropriate training Papers from most recent training to be distributed.	Clerk
(2019-20) 472	Date of the next meeting Tue 10 March 2020 at 7.30pm at the Village Hall.	

Meeting finished 9.33pm

Signature

Date.....