

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 14 July 2020 at 7.30pm **Online Meeting Only**

Present:

Councillor: Caroline Underwood, Chair

Councillors: Anne Howell-Jones, Betty Millard, Pauline Steel, John Thelwall, Sue Ashwell, Dave Duncan, Stan Studd, Elaine Scott, Allan Jones

Clerk: Ramune Mimiene

CC Cllr P Downes

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

(2020-21) 07-23	Meeting protocol: Introduction to remote meeting process <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) 07-24	Apologies for absence To receive and accept apologies for absence. Apologies for absence received from Cllrs Kathy Render and Martin Hassall. Absent Cllrs Amy Burbidge, Clive Gillam and John Mulcrone.	
(2020-21) 07-25	County and District Councillor Reports. 07-25/1 To receive report from County Councillor, report attached. Verbal update provided by CCC Cllr PD. 07-25/2 To receive report from District Councillor, report attached. Question was raised re Extension to HDC Grass Cutting Programme as HDC Cllr HM reported that HDC are taking on grass cutting of County Council owned grassed land, including cost. PC to seek further explanation from HDC Cllr HM.	Clerk & HM
	<i>Cllr JT joined the meeting</i>	
(2020-21) 07-26	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.	
(2020-21) 07-27	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 SA declared a non-pecuniary interest in Agenda Item 07-43/1. Cllr AHJ declared a non-pecuniary interest in the Agenda Item 07-29/01.	
(2020-21)	Minutes 07-28/1 To agree and sign the minutes of the Parish Council meeting held on 9 June 2020.	

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07-28	Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED that the Minutes are approved. Carried. 07-28/2 To resolve any actions arising from the minutes of the Parish Council meeting, Those actions not resolved are reported as outstanding on this month's report from the Clerk. Report attached	
(2020-21) 07-29	Chairman's Report, Cllr C Underwood This item was missed from the Agenda therefore inserted with the full PC approval. Buckden Volunteer Scheme was set up as a joint scheme between the Parish Council, Friends Indeed and the Church. There were nearly 60 volunteers and around 200 requests for help and support. PC thanked Cllr ES for being the prime mover in establishing the scheme and thanked all volunteers.	Clerk
(2020-21) 07-30	Finance, report attached, Cllr S Ashwell 07-29/01 Shared Storage solutions Options discussed. This will be taken to BVHT and later further advice will be sought. 07-30/02 To Approve Annual Governance and Accountability Return (AGAR) 2019/20 Part 3: 07-30/02.1 To Approve Section 1 Annual Governance Statement 2019/20 The document was read line by line by the Clerk and noted by PC. Proposal: Proposed by SA, seconded by CU, all in favour and it was RESOLVED that the Section 1 Annual Governance Statement 2019/20 is approved. Carried. 07-30/02.2 To Approve Section 2 Accounting Statements 2019/20 Proposal: Proposed by SA, seconded by CU, all in favour and it was RESOLVED that the Section 2 Accounting Statements 2019/20 is approved. Carried. 07-30/02.3 To Approve Explanation of Variance Form and Reserves list 2019/20 Proposal: Proposed by SA, seconded by AHJ, all in favour and it was RESOLVED that the Explanation of Variance Form and Reserves list 2019/20 are approved. Carried. 07-30/02.4 To Note Internal Auditor's report Internal Auditor's visit was arranged, and the report attached to the Agenda. The Internal Auditor was provided access to PC accounting system and was able to view the accounts remotely. Noted. NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020 This was announced on 12th June 2020 and is available from the BPC website. 07-30/03 To note Cashbook, Bank Balances and Bank Reconciliation as at 31 May and 30 Jun 2020. Noted by PC. Cllr AJ raised the matter of investment of PC funds and agreed to prepare a proposal for Sep PC. 07-30/04 To approve 14 July 2020 Payments for Sanction Total July Payments are of £5,922.34. Proposal: Proposed by SA, seconded by BM, all in favour and it was RESOLVED that the July payments are approved. Carried. 07-30/05 Due to no meetings in August, the payments will be carried out the same way but will be reported at September meeting	AJ

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	Proposal: Proposed by SA, seconded by BM, all in favour and it was RESOLVED that the August payments are approved in principle. Carried. 07-30/06 To note that Cllr P Steel agreed verify the quarterly accounts, as per PC Financial Regulation 2.2. Q1 Accounts (all accounts) been verified. Proposal: Proposed by PS, seconded by SA, all in favour and it was RESOLVED that the Quarter 1 accounts are approved. Carried.	
(2020-21) 07-31	To Consider Planning Committee Report, Cllr S Ashwell 07-31/1 Minutes of the meeting 9 Jun 2020 attached. Nothing further heard from HDC Enforcement team re 20 Perry Rd. It was agreed that Cllr SA will follow up with HDC if no feedback received by Sep. 07-31/2 Verbal update on the Planning Meeting 14 Jul 2020 Recommended approval of works at St Mary's Church to finish an uncompleted project.	SA
(2020-21) 07-32	To Consider Update from Large Planning Committee, report attached, Cllr A Howell-Jones 07-32/1 Questions on report Silver Street and Mill Road remain on hold. Latest report excludes Mill Road data. Highways England believe 'the capacity issue' at the roundabout can be resolved but a safety issue remains.	
(2020-21) 07-33	Compliance Advisory Group, Cllr C Underwood Cllr CU is working on the Annual Policies document to keep it updated. New Model Code of Conduct Consultation, documents circulated to full PC The Local Government Association (LGA) has launched a consultation on a new model member code of conduct. It was agreed that PC would respond. There is concern that the new code is too onerous. Cllrs were asked to send their comments to Cllr CU by 1 Aug 20. PC delegated authority to Cllr SA and CU to complete the consultation by the deadline of 17 August 2020.	All SA CU
(2020-21) 07-34	General Purposes and Cemetery Advisory Group, report and Play Area Risk Assessment and Guidance document attached, Cllr B Millard 07-34/1 Questions on report 07-34/2 Proposal: To Adopt the Guidelines for the opening of the Play Area The sign: approved by PC with the amendment: change the wording in point 1 from 'will' into 'should'). Risk Assessment: To implement the amendment that 'weekly equipment safety checks to be carried' and that 'If PC receives evidence that the rules in the guidance are not being adhered to, closure to be considered'. These changes will be implemented, and the documents will be re-circulated to PC. The deep clean will be carried on Mon morning by PC handymen. It was agreed to open the Play Area from Mon 20 Jul 20. Proposal: Proposed by BM, seconded by CU, all in favour and it was RESOLVED that the Sign and Risk Assessment are approved with the above amendments. Carried.	GPAG Clerk
(2020-21) 07-35	Climate Change Mitigation Advisory Group, Cllr A Jones Conclusions and actions presented to PC. Cllr AJ is working on Carbon Foot Calculator for the whole area.	AJ

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(2020-21) 07-36	Highways and Road Safety Advisory Group, Cllr E Scott Cllr ES reported that four flashing speed signs will be installed at Mill Rd. Cllr ES was notified that the installation process is going to be delayed by CCC as Covid19 takes priority. Cllr ES will follow up on delivery of Perry Rd equipment. Cllr AHJ will include in Roundabout that PC have funding for Perry & Mill Rd schemes. PC were approached by the resident of Mill Rd re parking issues on Mill Rd. It was noted that this is not within PC powers. Cllrs CU and ES will respond to the resident.	ES AHJ CU ES
(2020-21) 07-37	Rights of Way and Trees Advisory Group, report attached, Cllr C Underwood Annual Tree check is being undertaken by the Tree Warden and the Chair of the Advisory Group and will be presented at Sep Meeting. It was reported that there is a need to improve the tree inspection regime. A formal proposal will be presented to the next meeting in Sep. for BPC to consider: 07-37/1 To receive the Annual Rights of Way survey The Annual footpath survey was completed. All actions recorded. 07-37/2 Questions on report and survey, Great Ouse Valley Trust information included, noted by PC.	CU
(2020-21) 07-38	Allotments Advisory Group, Cllr S Studd Report received and circulated to PC. Most plots are generally in good condition. 07-38/1 Proposal for new Committee Member It is proposed that Rosemary Surridge, an existing plot holder, is co-opted onto the Allotments Working Group Proposal: Proposed by SS, seconded by CU, all in favour and it was RESOLVED that Rosemary Surridge is co-opted to the group. Carried.	
(2020-21) 07-39	Digital Communications Advisory Group, report attached, Cllr C Underwood 07-39/1 Questions on report The new website now in place, please visit www.buckdenpc.org.uk The Advisory Group will meet in August to review the website and improve layout. Cllrs were asked to look at the new website and feed back to members of the Advisory Group Cllrs MH, DD, AHJ, CU and the Clerk. All but 2 Cllrs are now operating 'buckdenpc' email accounts PC thanked Cllrs MH and DD for all their hard work in getting the new website and email system up and running.	All
(2020-21) 07-40	Correspondence, matters remaining unresolved BPC received correspondence from Buckden Village Hall Trust who are planning to open the Hall from Monday 7th September 2020. BVH asked if the Parish Council is planning to return to the Hall for meetings. BPC decided to continue with remote meetings for the next two months. BPC will not hold the September PC meeting in the Hall nor will any advisory groups be using the hall. BPC hope to return to physical meetings in October but that will depend on the Government advice at that time. Clerk to respond. BPC will be holding a staffing meeting in the next few weeks and will then decide about reopening the Parish Office. As soon as that decision is made, BPC will inform BVHT.	Clerk Staffing AG

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(2020-21) 07-41	Neighbourhood Plan, report attached, Cllr A Howell-Jones 07-41/1 Questions on report The Plan was submitted to HDC on 7 July 2020 together with 43 supporting documents. Now have to wait outcome of Regulation 16 Consultation followed by the Inspectors report. PC thanked everyone who helped. In particular Cllrs MH, JT and AJ. Also, Cllrs CU, SA, DD and SS for helping with proof reading. Thank you to Mark Ward (resident) for support on the environmental side of the plan. PC thanked Cllr AHJ for leading this project.	
(2020-21) 07-42	Points of Communication to the Parish, Cllr A Howell-Jones Cllr AHJ will submit the monthly report for the Roundabout.	AHJ
(2020-21) 07-43	Staffing Advisory Group, report attached, Cllrs S Ashwell and A Howell-Jones 07-43/1 Questions on report Information on Marina Contract presented to PC. Proposal: Proposed by AGJ, seconded by CU, all in favour and it was RESOLVED that the PC handymen will provide services on the Marina site. This work will be paid by the site owner and will run from 1 July 2020 for an initial period of 12 months. The new contract will not have a detrimental effect on either the services to the village or the finance of BPC. Carried.	
(2020-21) 07-44	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.	
	07-44/1 There were no issues to consider.	
(2020-21) 07-45	Date of the next meeting on Tue 8 September 2020 at 7.30pm via Zoom Conference call	

Meeting finished at 9.22pm

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).