

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 13 April 2021 at 7.30pm Online Meeting Only

Present:

Councillor: Caroline Underwood, Acting Chair

Councillors: Anne Howell-Jones, Sue Ashwell, Betty Millard, John Thelwall, Dave Duncan, Martin Hassall, Amy Burbidge, Elaine Scott, Pauline Steel, Allan Jones.

Clerk: Ramune Mimiene

CC Cllr P Downes

HDC Cllr H Masson

J Childs (observer)

Lou Oconnor (observer)

1 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) 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. Cllrs S Studd, R Salmon and E Scott sent apologies for absence. Cllr A Jones not present.	
(2020-21) 04-209	County and District Councillor Reports. 04-209/1 To receive report from County Councillor, report received. Questions on the report. CC Cllr PD agreed to forward the information on A428 Black Cat to Caxton Gibbet improvements. Cllr PD explained that although this new stretch of road does not actually pass through Buckden, BPC have to be aware of the proposals as a number of residents from Buckden, Brampton, Offords and Southoe will probably use the current A428 to travel into Cambridge or link to the A14 East and the M11 which will most likely increase the Roundabout traffic volumes. CC Cllr Peter Downes who has been BPC County Councillor for several years has decided to retire. Peter Downs has been hugely supportive of Buckden and his influence will be missed. BPC wished Peter Downes the very best for the future. 04-209/2 To receive report from District Councillor, report received. Report noted.	Cllr PD
	<i>Cllr CG joined the meeting</i>	
(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.	

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	No requests to speak received.	
	<i>CC Cllr PD and the observer J Childs left the meeting</i>	
(2020-21) 04-211	Minutes 04-211/1 To agree and sign the minutes of the Parish Council meeting held on 9 March 2021. Proposal: Proposed by Cllr CU, seconded by Cllr SA, all in favour and it was RESOLVED that the minutes are approved as the correct record of the meeting. Carried. 04-211/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached. Noted.	
(2020-21) 04-212	Chairman's report, report attached Annual Parish Assembly will be held on 25th May at 7pm, at the Village Hall. Due to COVID restrictions numbers of attendees will be limited therefore residents are invited to book their places by contacting the Clerk. In the absence of further comments on the Annual report and plans for the meeting it was agreed that Cllrs CU and AHJ would finalise the details. The surface water drainage in Manor Gardens has been fixed. Cllr CU will press for further investigation to be undertaken to ensure no reoccurrence. Remote meetings – call for evidence. It was agreed that Cllr CU will draft response on BPC behalf. PC wish to have an option of having hybrid meetings. All Cllrs are encouraged to fill in the survey individually as well. PC agreed with the residents' suggestion re the village improvements – planting daffodils and tidying up the underpasses at a separate meeting. These will be taken forward by Green infrastructure and Biodiversity AG and General Purposes and Cemetery AG	CU & AHJ CU CU All AGs
(2020-21) 04-213	Finance: Finance report attached, Cllr S Ashwell 04-213/1 Part 1: PROPOSAL FOR FINANCIAL ARRANGEMENTS TO COVER THE PERIOD DURING WHICH NEITHER VITRUAL NOR IN PERSON COUNCIL MEETINGS ARE PERMITTED As advised by the Clerk, no virtual Council meetings are permitted from 7th May 2021. PROPOSED: That the financial provisions of the March 2020 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. Proposal: Proposed by Cllr SA, seconded by Cllr CU, all in favour and it was RESOLVED that the above proposal is approved. Carried. 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. Proposal: Proposed by Cllr SA, seconded by Cllr PS, all in favour and it was RESOLVED that the above proposal is approved. Carried. 04-213/3 CORPORATE CARD CREDIT LIMIT	

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	The Council previously authorised the RFO to make appropriate arrangements for a corporate card. Corporate Credit Card limit was set for £500.00. Due to a number of 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. 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. Proposal: Proposed by Cllr SA, seconded by Cllr MH, all in favour and it was RESOLVED that the above proposal is approved. Carried. 04-213/4 To note Cashbook, Bank Balances, Budget reports and Bank Reconciliation as at 31 March 2021 Balances as at 31 Mar 21: • Unity Trust Current acc £31,638.54 • Unity Trust Instant access acc £30,000.00 • Bank of Scotland acc £17,836.87 • Nationwide acc £49,808.28 Bank balances and reconciliations noted by BPC. Natwest is not yet reconciled, awaiting for the statement to 31 Mar 21 for both accounts. 04-213/5 To Approve 13 April 2021 Payments for Sanction. Proposal: Proposed by Cllr SA, seconded by Cllr JT, all in favour and it was RESOLVED that the Payments for Sanction are approved. Carried.	
(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 Approved. 04-214/2 Verbal update on the 13 April 2021 Meeting provided and was noted by BPC.	
(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 As previously advised, the County Council and Highways England have removed their objections to the Roundabout proposals. However, BPC have raised concerns about the possibility of ground water flooding on the site Silver Street Development and the potential for impact on properties in the proximity of the site. BPC have also raised concerns with Anglian Water about the potential impact on the sewage system. The development is therefore still 'on hold'.	

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	Cllr MH will follow this up with AWA.	MH
(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. It was noted that the PC is one month late in approving this document. Proposal: Proposed by Cllr CU, seconded by Cllr AHJ, all in favour and it was RESOLVED that the Risk Management Plan for 2021.22 is approved. Carried.	
(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. Proposal: Proposed by Cllr BM, seconded by Cllr SA, all in favour and it was RESOLVED that the above proposal is approved. Carried. 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. The Parish Council approved the extension to the ashes plot at the meeting yesterday evening. The only condition is that the tablets should be, as in the current plots, flat to the ground so the grass around them can be mowed easily. Proposal: Proposed by Cllr CU, seconded by Cllr SA, all in favour and it was RESOLVED that the Minutes are approved as a true and correct record of the meeting. Carried. Proposal: Proposed by Cllr BM, seconded by Cllr PS, all in favour and it was RESOLVED that the above proposal is approved. Carried.	
(2020-21) 04-218	Climate Change Mitigation Advisory Group, verbal update, Cllr A Jones Cllr CU attended the event re fuel poverty. Information had been circulated to group and Clerk has put up posters to inform residents of the support available.	Clerk
(2020-21) 04-219	Highways and Sustainable Transport, verbal update, Cllr E Scott Update on: School Streets scheme. Cambridgeshire County Council, the School and the Parish Council will shortly be trialling a "School Street" scheme. This is a temporary closure of the street immediately outside the school during drop off and pick up hours so that the whole road, and not just the congested pavements, can be used giving more space for children and carers to socially distance. This is particularly important with the queuing systems in place and trying not to mix school year bubbles to help in the Covid effort. Access for residents will still be possible. Letters from the school children to explain why this will make their school journeys safer will be distributed to parents to encourage more to walk and cycle to school where they can, to reduce pressure on parking. Cllr PS volunteered to help with the scheme. Buckden Brampton cycle way The Council have been successful in gaining £100k CIL funding from Huntingdonshire District Council, for improvements to the cycle path from Buckden, through Brampton to Huntingdon. This path will be used by children travelling to	

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	Hinchingsbrooke School therefore BPC are keen to improve the safety of it. BPC still need to raise further funds and if needed to carry out the project in stages. PC thanked Cllrs ES and AB.	
(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. 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 The Parish Council is to support the Slow Ways Project which aims to create a comprehensive network of paths to help people walk off road between locations they might otherwise drive to or use public transport. This is not just about walking for pleasure but to visit people, going to shops, travelling to school or work. The aim is to make walking part of BPC transport infrastructure. The proposal will be taken forward by the AG Proposal: Proposed by Cllr CU, seconded by Cllr AB, all in favour and it was RESOLVED that the above proposal is approved. Carried.	AG
(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 The allotments have been awarded £1000 under the Tesco "Bags of Help" scheme to help fund a shelter or seating on the community area.	
(2020-21) 04-223	Digital Communications Advisory Group, report attached, Cllr A Howell-Jones	
(2020-21) 04-224	Neighbourhood Plan, report attached, Cllr A Howell-Jones Leaflet drafted for distribution to village in second half of April. Will require help from Councillors to deliver. Voting Cards have gone out (arranged by HDC) with polling card for referendum on 6th May 21.	All
(2020-21) 04-225	Correspondence, matters remaining unresolved None.	

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(2020-21) 04-226	Staffing, report attached, Cllr A Howell-Jones Staff appraisals have been completed using a revised form. Salaries have been reviewed and increments agreed. A revised Handyman contract has been drafted. Final amendments are being made.	
(2020-21) 04-227	Points of Communication to the Parish, Cllr A Howell-Jones These were agreed	
	<i>Two members of the public left the meeting</i>	
	<u>EXCLUSION OF THE PUBLIC AND PRESS</u> 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.	
(2020-21) 04-228	Staffing Matters, Confidential Proposal: Proposed by Cllr AHJ, seconded by Cllr SA, all in favour and it was RESOLVED that the Staffing Group recommendations are approved. Carried.	
(2020-21) 04-229	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.	

Meeting finished at 9.14pm

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).