

BUCKDEN PARISH COUNCIL

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

Minutes of the Annual Buckden Parish Council Meeting held on 4 May 2021 at 7.30pm Online Meeting Only

Present:

Councillor: Caroline Underwood, Chair

Councillors: Anne Howell-Jones, Sue Ashwell, John Thelwall, Dave Duncan, Martin Hassall, Amy Burbidge, Pauline Steel, Clive Gillam, Stan Studd, Richard Salmon, Allan Jones.

Clerk: Ramune Mimiene

CC Cllr P Downes

HDC Cllr H Masson

Lou Oconnor (observer)

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

(2021-22) 05-001	Meeting protocol: Subject to confirmation by Government, in person meetings will resume from 17 th May onwards.	
(2021-22) 05-002	Apologies for absence To receive and accept apologies for absence. Cllr ES sent apologies for absence.	
(2021/22) 05-003	Election of Chairman Proposal: Proposed by Cllr AHJ, seconded by Cllr SA, all in favour and it was RESOLVED that Cllr CU is elected a chairman. Carried. Chair will sign acceptance of office form.	
(2021/22) 05-004	Election of Vice-Chairman Proposal: Proposed by Cllr CU, seconded by Cllr SS, all in favour and it was RESOLVED that Cllr AHJ is elected a vice-chairman. Carried.	
(2021/22) 05-005	Annual check of Declaration of Interests Cllrs are invited to check their DPs. Action to All.	All
(2021-22) 05-006	County and District Councillor Reports. 05-006/1 To receive report from County Councillor, report received. CC Cllr PD noted Dr Liz Robin – Cambridgeshire and Peterborough's Director of Public Health retired at the end of April, having delayed her retirement plans so she could continue to lead public health through the challenging period. PC vote of thanks was recorded. PC will send her formal thanks. Cllr SA to provide contact details. 05-006/2 To receive report from District Councillor, verbal update.	SA
(2021-22) 05-007	Open Forum – a maximum of 15 minutes is permitted for members of the public to address the Council.	

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	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. No requests to speak received.	
(2021-22) 05-008	Minutes 05-008/1 To agree and sign the minutes of the Parish Council meeting held on 13 April 2021. Amend the Minutes p.2 Minute No 04-213 the digit '7' into '17'. Proposal: Proposed by Cllr CU, seconded by Cllr AB, all in favour and it was RESOLVED that the minutes are approved as the correct record of the meeting with the above amendment. Carried. 05-008/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached. Noted.	
	<i>Cllr KR joined the meeting.</i>	
	<i>A member of the public joined the meeting.</i>	
(2021-22) 05-009	Chairman's report, report attached Cllr CU completed and submitted a response to the Government's Remote Meetings - Call for Evidence, action to circulate the document to full PC. Flooding A full report on the recent flooding issues experienced by residents and a report on the Lucks Lane attenuation basins have been drawn up; it was agreed that these would be: • put on the BPC website. • used with the various local authorities to highlight the problems and seek resolution. • sent to the residents affected by flooding • Be held by Clerk as a record of events	CU CU
(2021-22) 05-010	To note meetings dates for 2021 -22 Noted.	
(2021-22) 05-011	One Councillor Vacancy occurred. Notices of the Vacancy issued. HDC informed. To consider Co-option to fill the Councillor Vacancy. An interested party joined the meeting but because BPC have not yet heard from HDC re co-option, it was agreed to carry this item forward to Jun PC.	
(2021-22) 05-012	Finance: Finance, report attached, Cllr S Ashwell 05-012/1 To note that the Natwest bank accounts were reconciled, balance as at 31 Mar 21 was £84,393.85. Noted. 05-012/2 To Approve the Year Ended 31 Mar 2021 Accounts, Bank Reconciliation, Income & Expenditure Comparison report, VAT form.	

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	Proposal: Proposed by Cllr SA, seconded by Cllr CU, all in favour and it was RESOLVED that the Year Ended Accounts and all supporting documents are approved. Carried. 05-012/3 To Approve Annual Governance and Accountability Return (AGAR) 2020/21 Part 3: 05-012/3.1 To Approve Section 1 Annual Governance Statement 2020/21 Proposal: Proposed by Cllr SA, seconded by Cllr CU, all in favour and it was RESOLVED that the Section 1 Annual Governance Statement 2020/21 is approved. Carried. 05-012/3.2 To Approve Section 2 Accounting Statements 2020/21 Proposal: Proposed by Cllr SA, seconded by Cllr AHJ, all in favour and it was RESOLVED that the Section 2 Accounting Statements 2020/21 are approved. Carried. 05-012/3.3 To Approve Explanation of Variance Form and Reserves list 2020/21 Proposal: Proposed by Cllr JT, seconded by Cllr PS, all in favour and it was RESOLVED that the explanation of Variance Form and Reserves list 2020/21 are approved. Carried. 05-012/3 To Note that due to the earlier meeting date this month, May's Payments for sanction are not yet ready. The Clerk will prepare the payments in accordance with the Emergency Arrangements approved in Mar 2020 and reviewed in Apr 2021 Minute No 04-213/1. Agreed.	
(2021-22) 05-013	To Consider Planning Committee Report, Cllr S Ashwell The Committee welcomed Cllr JT. 05-013/1 Minutes of the Meetings 13 April 2021. Approved. 05-013/2 Verbal update on the 4 May 2021 Meeting. Noted.	
(2021-22) 05-014	To Consider Update from Large Planning Committee, notes attached, Cllr M Hassall Lucks Lane Attenuation Basins Concerns have been raised about the depth of water and the design of the basins with the Flood Agency. They are investigating. There are serious concerns about safety. Silver Street Development The development remains 'on hold' whilst investigations into potential surface water flooding are undertaken. The Council have had further conversations with HDC. A full update will be provided at the Annual Assembly meeting.	
(2021-22) 05-015	Compliance Advisory Group, Cllr C Underwood 05-015/1 See website for documents; Review Standing Orders including Dispensation Form	

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	Proposal: Proposed by Cllr CU, seconded by Cllr SS, all in favour and it was RESOLVED that the Standing Orders are reviewed and approved. Carried. - Review Code of Conduct Proposal: Proposed by Cllr CU, seconded by Cllr SS, all in favour and it was RESOLVED that the Code of Conduct is reviewed and approved. Carried. - Review Safeguarding Policy Proposal: Proposed by Cllr CU, seconded by Cllr SS, all in favour and it was RESOLVED that the Safeguarding Policy is reviewed and approved. Carried. - Review Complaints Procedure, including Habitual and Vexatious Complaints Policy Proposal: Proposed by Cllr CU, seconded by Cllr SS, all in favour and it was RESOLVED that the Complaints Procedure, including Habitual and Vexatious Complaints Policy are reviewed and approved. Carried. 05-015/2 To approve: The arrangements for revision of the Terms of Reference for Committees and Advisory Groups and election of Chairs. All Groups and Committees to meet by the end of June to report approval of Terms of Reference, membership and election of Chair to July meeting. It was agreed that Cllr CU will send to all chairs the ToR by Thu this week. Cllrs are asked to read and amend, as necessary. All AG and Committees to meet before July and elect chair. 05-015/3 To approve: the proposal to delegate finalising of the A Freedom of Buckden award system to the Communications Advisory group. Proposal: Proposed by Cllr CU, seconded by Cllr MH, all in favour and it was RESOLVED that the proposal is approved. Carried. Freeman of Buckden Congratulations to Stan Studd who has been made a Freeman of Buckden to recognise his outstanding service to the village.	CU Chairs All Communications AG
(2021-22) 05-016	General Purposes and Cemetery Advisory Group To note that the Clerk has reviewed the Risk Assessments for lone working/ grass cutting/ strimmer/ brush cutter. Noted.	
(2021-22) 05-017	Climate Change Mitigation Advisory Group, Cllr A Jones No meeting; no report. Cllr AJ will check the time scales re EV points.	AJ
(2021-22) 05-018	Highways and Sustainable Transport, report attached, Cllr E Scott Buckden Social Sunday	

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	There are provisional plans to close the High Street on 27th June for a social event to recognise the end of full lockdown. Further information will be available shortly. Update on: School Streets scheme. This initiative begins on 7th June. 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. Volunteers are still required to help manage the scheme. 05-018.1 Update from CCC received re Mill Road, Buckden LHI 20/21. Locations to be agreed as suggested by CCC Highways Officer. 05/018.2 The briefing for Cambridgeshire County, Town and Parish Councillors and Cambridge City by 20's Plenty for Us National Campaign. (see https://www.20splenty.org/20mph_places) was noted BPC already support 20's Plenty for Cambridgeshire's aim in certain areas in the village.	
(2021-22) 05-019	Green infrastructure and Biodiversity Advisory Group report attached, Rights of Way and Trees Advisory Group, Cllr C Underwood No meeting. Village Green Funding has been acquired to improve the green. This includes a new footpath, a wildflower area, refurbishment of the bus shelter and a new bench.	
(2021-22) 05-020	Village Hall Liaison, VH Meeting of Trustees held 20.4.21, Minutes shared.	
(2021-22) 05-021	Allotments Advisory Group, report attached, Cllr S Studd Proposal: to co-opt Mark Burgess on to Allotments Advisory Group Proposed by Cllr SS, seconded by Cllr MH all in favour and it was RESOLVED that Mark Burgess joined the Allotments AG. Carried.	
(2021-22) 05-022	Communications Advisory Group, report attached Cllr A Howell-Jones	
(2021-22) 05-023	Neighbourhood Plan, report attached, Cllr A Howell-Jones Cllr AHJ thanked everyone for delivering the NP leaflets. The referendum to seek the formal approval to the plan will take place on 6th May. At the time of the meeting the outcome was awaited. Assuming a 'Yes vote' was achieved the Plan would have come into force on 19th May.	
(2021-22) 05-024	Staffing, report attached, Cllr A Howell-Jones Update provided.	
(2021-22) 05-025	Correspondence, matters remaining unresolved.	

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	Email regarding the Green Space & footway opposite house numbers 25,27,29,31 Greenway received. It was agreed that Cllr CU will draft a letter to the Cadent and will copy HDC and CCC in it. It was noted that resident should be encouraged to report the issue.	CU
(2021-22) 05-026	To agree points of Communication to the Parish, Cllr A Howell-Jones These were agreed	
(2021-22) 05-027	Annual Assembly scheduled for Tue 25th May 21 at 7pm in the Village Hall, prior booking required This will be held on 25 th May. A full report of the achievements of the Parish Council during 2020/21 and plans for 2021/2022 will be included in the centre pages of Roundabout.	
(2021-22) 05-028	Date of the next meeting on Tues 8 Jun 2021 at 7.30pm at the Village Hall. Given Covid restrictions if you wish to attend, please contact the Clerk The next Council meeting will be at 7.30pm on Tuesday 8th June. Under current guidelines online meetings will no longer be allowed. Therefore, this will be a normal face to face meeting in the Village Hall. The meeting will include a 15-minute open forum. If anyone wants to speak at the meeting, please contact the Parish Clerk three clear days prior to the meeting. You will get a three-minute slot.	

Meeting finished at 9.20pm

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).