

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 July 2021 at 7.30pm at Village Hall

Present:

Councillor: Anne Howell-Jones, Chair

Councillors: John Thelwall, Amy Burbidge, Kathy Render, Pauline Steel, Elaine Scott, Allan Jones, Lou O'Connor and Steven Dickenson.

Clerk: Ramune Mimiene

CC Cllr K Billington

2 members of the public

MINUTES

2021-22) 07-051	Apologies for absence. To receive and accept apologies for absence. Cllrs C Underwood, D Duncan, M Hassall, R Salmon, K Render and Pauline Steel sent apologies for absence. HDC Cllr Hamish Masson sent apologies for absence.	
(2021-22) 07-052	County and District Councillor Reports. 06-030/1 To receive report from County Councillor, verbal update. CC Cllr KB notified PC that Ian Winfield, Local Highways Officer, on the 16 th July 2021 will be changing roles within the council, so I will no longer be our Local Highways Officer. CCC are in the process of recruiting a replacement, but in the meantime if PC need to raise any issues or require a service, then we should make contact through the Cambridgeshire County Council contact centre, so that these can be forwarded on and dealt with promptly. We can do this either by using the online reporting tool, or by ringing them on 0345 045 5212. Cllr Thelwall informed the meeting that he had emailed to CCC Highways to raise a number of challenges to their report on the effects of the proposed Silver Street development on local roads. The response had effectively repeated the position taken in the report. All the challenges were rejected or not answered. Cllr Thelwall had therefore raised a more detailed set of challenges, including the Local Plan requirement that to be successful the development must satisfactorily resolve the additional impacts on local roads - an issue which CCC Highways had not dealt with at all. 06-030/2 To receive report from District Councillor, none received.	
(2021-22) 07-053	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. No requests to speak received.	
(2021-22) 07-054	Minutes 07-054/1 To agree and sign the minutes of the Parish Council meeting held on 8 June 2021. Proposal: Proposed by Cllr SA, seconded by Cllr LO, all in favour and it was RESOLVED that the minutes are approved as the correct record of the meeting. Carried.	

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	07-054/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached. Noted and will be updated accordingly.	
(2021-22) 07-055	Chairman's report, report attached. This week contractors for Cambridgeshire County Council (CCC) were operating in Taylors Lane and the High Street to clear drains and ditches. A very big thank to those residents who mounted a well organised media campaign which undoubtedly brought this forward. The Chair has also met with our MP Jonathan Djanogly to discuss this issue. This long overdue work is planned to take up to two weeks. Biodiversity Strategy BPC are in the process of commissioning an overarching biodiversity strategy for the Parish Council. The plan is that the strategy will provide guidance for each of the advisory groups on protecting, improving, and developing biodiversity. There also be guidance provided for handymen and residents. Proposal: to commission Mr M Ward to develop a full biodiversity strategy for the council. Proposal: Proposed by Cllr AHJ, seconded by Cllr AJ, all in favour and it was RESOLVED to approve the development of Biodiversity Strategy and accept the quote for fixed amount of £988.00. Carried.	
(2021-22) 07-056	One Councillor Vacancy occurred. Notice of the Vacancy issued. HDC informed. To consider co-option to fill the last Councillor Vacancy. 1 vacancy been approved by HDC Elections Officer. PC thanked them very much for registering their interest in becoming a Parish Councillor. Unusually BPC have received a number of applications for only one vacancy. We are suggesting that prospective councillors attend this Council meeting, which will give them an idea of the work of the Parish Council prior to confirming their interest. There is no meeting in August, but BPC will make a final decision at the September meeting. We have several vacancies within our Advisory Groups so we would hope the unsuccessful candidates might wish to join one of those groups. Details of the groups provided to applicants prior to this meeting. There is a great deal to do in the village and we are very keen to use the experience of everyone in the most appropriate role. It would be very useful to know which Advisory Groups you might be interested in.	
(2021-22) 07-057	Finance, meeting held on 22 Jun 21, report attached, Cllr S Ashwell. No questions raised. 07-057/1 The Grant for 2020-21 to VHT To note that the end of year statement received from VHT. The Clerk wrote to acknowledge receipt of this information. Noted. <u>07-057/2 TO REPORT ON FINANCE ADVISORY GROUP MEETING 22 JUNE 2021</u> Noted. <u>07-057/3 TO PRESENT DOCUMENTS FOR REVIEW, AMENDMENT AND ADOPTION BY FULL COUNCIL:</u>	

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	Buckden Parish Council Financial Regulations – <i>updated and uploaded onto the website 15 Jul 21.</i> Reserves Policy – <i>on the website 16 Jul 21</i> Noted. Financial Risk Management Policies reviewed and approved: Appendix 1 Risk Assessment - Strategic Financial Risks Appendix 2 Risk Assessment - Use of online banking to make electronic payments Appendix 3 Risk Assessment - Unity Bank Commercial Multi-pay credit card and use of separate Fuel (credit) card by handymen Appendix 4 Risk Assessment - Transport and Handling of Cash Proposal: Proposed by Cllr SA, seconded by Cllr AHJ, all in favour and it was RESOLVED to approve the Financial Risk Management Policies listed above. Carried. <u>07-057/4 TO PRESENT A LIST OF CURRENT BPC DIRECT DEBIT ARRANGEMENTS, FOR REVIEW AND RENEWAL OF AUTHORISATION BY FULL COUNCIL</u> Noted and approved. 07-057/5 To Approve Accounts, Bank Reconciliation, Income & Expenditure Comparison to 30 Jun 2021. <u>Balances as at 30 Jun 2021:</u> Unity Trust Current acc £70,869.23. Unity Trust Instant Access acc £30,000.00 Reconciliation for these two accounts carried to 30 Jun 2021. Nationwide Quarter 1 Reconciliation carried, balance as at 30 Jun 21 was: £149,400.01 (CIL funds) Noted. 07-057/6 To Approve Jul Payments for Sanction. One additional payment of £900.00 was added towards the Hunts End path project. Proposal: Proposed by Cllr SA, seconded by Cllr AHJ, all in favour and it was RESOLVED to approve the Payments list circulated prior to the meeting including the additional £900.00 fee to the contractor so that the Hunts End path project could continue. Carried. 07-057/7 To approve in principle August payments, Clerk to prepare. Proposal: Proposed by Cllr SA, seconded by Cllr JT, all in favour and it was RESOLVED to approve the August Payments. Carried.	
(2021-22) 07-058	To Consider Planning Committee Report, Cllr S Ashwell 07-058/1 Minutes of the Meetings 8 and 22 June 2021. Approved. 07-058/2 Verbal update on the 13 July 2021 Meeting. Noted.	
(2021-22) 07-059	To Consider Update from Large Planning Committee, meeting held on 25 Jun 21, notes attached, Cllr A Howell-Jones Lucks Lane Attenuation Basins	

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	The County Council Flood Agency have confirmed that the current proposals to drain the main flooded basin into a secondary unflooded basin are unsatisfactory. They asked Bloor Homes to find an alternate solution. Silver Street Development The development remains 'on hold' whilst investigations into potential surface water flooding are undertaken. Representatives of the Council are meeting with Anglian Water on 29th July to reiterate concerns about the potential impact on the sewage and drainage systems.	
(2021-22) 07-060	Compliance Advisory Group, meeting held on 22 Jun 21, Cllr S Ashwell 07-060/1 To approve the amended Standing orders to meet the NALC requirements. Defer to Sep meeting.	
(2021-22) 07-061	General Purposes and Cemetery Advisory Group. Meeting planned w/c 12 Jul 2021. Update from Pear Technology Services Ltd received re Digital Cemetery mapping: Currently they are working on a large project and have not been able to leave the office as overseeing the progress. This is now changing as they are coming to the end. They will be in a position where they can come over in the next week or so and start mapping the cemetery. With regards to our Technical Support Maplink invoice as BPC have not been able to use the software, the Pear Technology Services Ltd will send BPC a credit. They will reissue the invoice once the software is set up and usable.	
(2021-22) 07-062	Climate Change Mitigation Advisory Group, no report, Cllr A Jones. Meeting held on 8 Jul 2021, report circulated to Cllrs. The Great Big Green Week is a national event taking place from 18th to 26th September which BPC plan to get involved and run a series of events. Initial ideas include: • Litter Pick Day • Wildlife and Ecology Appreciation Day • Hunts End Wilding Day • Electric Vehicle Advice Day • Extreme Climate, Flooding and Pollution Concerns Day • Cycling and Footpaths Day • Home Efficiency, Thermal Imaging Camera, Solar Panels and Insulation Day For more information, please visit: https://greatbiggreenweek.com/get-involved	
(2021-22) 07-063	Highways and Sustainable Transport, meeting held 29 Jun 2021, notes attached, Cllr E Scott. Hunts End Work has begun on the path across the Green and should be complete soon. The wildflower areas will take some time to establish. This work has been undertaken with funding from the Cambridgeshire Community Foundation. It was agreed to put notices up explaining that it will look pretty soon. 07-063/1 Next round of LHI applications started on 30 June with deadline of Monday 2 August.	ES

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	PROPOSAL: Buckden PC to submit an application for an LHI grant to implement traffic calming and improved conditions for cycling and walking on Church Street in the 30mph zone. Proposal: Proposed by Cllr ES, seconded by Cllr SA, all in favour and it was RESOLVED to approve the above proposal. Carried. 07-063/2 Private LHI – the Highways AG would like to improve the parking and accessibility around the Green and other areas of the village via Private LHI PROPOSAL: Buckden PC to fund improvements (PFHI) to double-yellow lines existing and new, dropped-kerbs to improve accessibility. The cost will be approximately £10k. Proposal: Proposed by Cllr ES, seconded by Cllr SD, all in favour and it was RESOLVED to approve the above proposal. Carried. 07-063/3 BPC are proposing to hold a Road Safety and Sustainable Transport focus group on 27th September at 7.30pm to consider all the issues currently facing the village with attendees from CCC, Highways England etc. PROPOSAL: Hold a Focus Group for this purpose on Monday 27th September at 7.30pm via Zoom and in person at the Village Hall. Proposal: Proposed by Cllr ES, seconded by Cllr LO, all in favour and it was RESOLVED to approve the above proposal. Carried. Cllr AB reported that she is preparing a Grant application re zip wire and climbing wall on VHT behalf. The zip wire and bouldering walls cost is £10784 in total, and VHT have offered a contribution of £1000. BPC to fund the rest using CIL income. Questions were raised on whom does this asset will belong to and who will be responsible for carrying out the visual check, yearly risk assessment and maintenance.	ES, AB ES AB ES AB AB
(2021-22) 07-064	Green infrastructure and Biodiversity Advisory Group report attached, Cllr S Ashwell. Tree Protection Orders Hunts District Council (HDC) has put in place a Tree Protection Order in relation to land at Buckden Quarry to cover an area of mixed broadleaf woodland. This woodland relates to the County Wildlife Site adjacent to Bishops Way Buckden. BPC wish to acknowledge the efforts of the local resident who initiated contact with HDC about planned works which included a proposal for tree felling, in this area. We are grateful for her efforts and are pleased both to support them and to see the prompt and helpful response on this matter from the HDC Arboricultural Team. Further details of the Tree Protection Order, which is initially for a limited period, will be posted on the BPC website.	SA Clerk
(2021-22) 07-065	Village Hall Liaison, no meetings held. Village Hall Trust meeting to be held on 13 July 21 Cllr Burbidge to update on discussions with Village Hall Trust for improvements to Millennium Field 07-065/1 PROPOSAL: To agree that discussions with the VHT on planning and funding of improvements to the Millennium Field are delegated to the following Cllrs Underwood, Ashwell and Burbidge. It was agreed: 1) Delegate authority 2) Underwrite preferably spending of CIL funds 3) Approval to go ahead with the project	CU SA AB

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	Proposal: Proposed by Cllr AB, seconded by Cllr ES, all in favour and it was RESOLVED to approve the above proposal. Carried.	
(2021-22) 07-066	Allotments Advisory Group, meetings held on 18 and 23 Jun 2021, notes attached. No questions raised. June newsletter issued and circulated to tenants. It was noted that AG ToR allows expenditure on the budget headings agreed. The expenditure re pest control was not one of those so should have been signed off by Clerk or full Council.	
(2021-22) 07-067	Communications Advisory Group, no meeting, Cllr A Howell-Jones. None.	
(2021-22) 07-068	Neighbourhood Plan, report attached, Cllr A Howell-Jones. No questions raised.	
(2021-22) 07-069	Staffing, no meetings, Cllr A Howell-Jones. None.	
(2021-22) 07-070	Correspondence, matters remaining unresolved, Cllr A Howell-Jones Ageing Project – verbal update provided.	
(2021-22) 07-071	To agree points of Communication to the Parish, Cllr A Howell-Jones. Monthly insert into Roundabout noted.	AHJ
(2021-22) 07-072	Date of the next meeting on Tue 14 September 2021 at 7.30pm at the Village Hall. Given Covid restrictions if you wish to attend, please contact the Clerk.	

Meeting finished at 9.19pm

Signature

Date.....