

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 September 2021 at 7.30pm at Village Hall

Present:

Councillor: Anne Howell-Jones, Chair

Councillors: Sue Ashwell, Amy Burbidge, Kathy Render, Elaine Scott, Allan Jones and Steven Dickenson.

Clerk: Ramune Mimiene via Zoom

1 member of the public

MINUTES

(2021-22) 09-073	Apologies for absence. To receive and accept apologies for absence. Apologies for absence received from Councillors John Thelwall, Caroline Underwood, Pauline Steel, Dave Duncan, Martin Hassall and Lou O'Connor	
(2021-22) 09-074	County and District Councillor Reports. 09-074/1 To receive report from County Councillor, no update. 09-074/2 To receive report from District Councillor, report attached.	
(2021-22) 09-075	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. A member of the public addressed the Open Forum. He has written twice to both District and County Councillors about the state of the underpasses, pavements etc. but has not received any response from either. He is fully aware that most of these issues do not fall within the powers of the Parish Council and therefore was hoping that the Parish Council can apply more pressure. They raised the following four specific highways-related issues: 1. Signs for Bloor Homes attached to street furniture (lights etc) reported by the resident, it is believed those signs are illegal (<i>CONTROL OF FLY TIPPING GOOD PRACTICE GUIDE NOV 20</i>) – Signs on lampposts were reported to HDC Enforcement team, but we have had no response from HDC Enforcement team. Councillors suggested that the Clerk writes to Bloor Homes site manager to bring this matter to his attention. 2. Large sign on fence next to petrol filling station. When planning permission was given for the fence there was a provision that the fence would be hidden by a hedge. This is also on the Buckden roundabout and is believed to be part of Highway. Also, it is believed this is illegal (<i>HIGHWAYS NATIONAL PLANNING POLICY DOCUMENT JULY 2008</i>) Post meeting note: The Bloor signs on the roundabout have planning permission. 3. Noted that the next item was not the responsibility of BPC, but was being brought to this meeting to request that BPC takes action if possible to address the issue this village resident had identified and previously reported to CCC.	

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	Condition of many roads and pavements is poor and, in some areas positively dangerous. Reported that there appears to be a particularly dangerous pavement on the south side of Church Street between the Alms Houses and Hunts End. This is used by residents of Alms Houses many of whom are not stable on their feet and may have failing eye sight. This is their route to access the shops and bus stop. Cllr ES reported on CCC website. It was agreed that all Cllrs should do the same via this link: https://highwaysreporting.cambridgeshire.gov.uk/ This item will also be dealt under the Agenda item 09-085 Highways and Sustainable Transport. 4. There is only one dropped kerb in the pavement by Hunts End shops. The line across this is poorly marked and cars regularly park across it thus preventing wheelchair users' safe access to shops and chemist. Resident reporting this issue noted that he understood that some elderly users have received verbal abuse when trying to manoeuvre between the cars to reach the dropped kerb access. Cllr ES advised that BPC have identified this as a problem area in the past, and we think the solution is double yellow lines. It was noted by Cllr AB that for Hunts End that we did try and secure grant funding to implement yellow lines as part of the improvements happening on the Green, but unfortunately the funders did not want to cover highways works as part of the environmental improvements. So instead, BPC Councillors recommended that the PC funds the work direct (potentially from CIL or Highways Reserves). This item will be dealt under the Agenda item 09-085 Highways and Sustainable Transport AG. If the PC agree to spend the money for the traffic order, then the process is for the PC to apply to the County Council for a Privately Funded Local Highways Initiative (PFHI) project with no CCC contribution. It should take about 6 months for the County Highways to decide on whether we can do it or not. Noted this is not quick but is faster than the other funding and approval routes. https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/privately-funding-highway-improvements This message was posted on BPC Facebook page and shared on Buckden Village Residents FB stating: <i>'Can residents be mindful of not blocking dropped kerbs around the village. The dropped kerb by Hunts End Shops is a particular problem. Last week a resident using a mobility scooter was unable to access the pharmacy due to the dropped kerb being blocked by a parked car. There was also an incident last year that resulted in the mobility scooter being tipped over.</i> <i>The Parish Council is working with Cambridgeshire County Council to improve the number of dropped kerbs in the village and particularly to improve the accessibility for all residents at Hunts End.'</i> 5. The condition of both A1 underpasses was raised. – Cllr AHJ will raise this issue at the next A1 Safety meeting.	All AB/ ES AHJ
(2021-22)	Declarations of Interest – missed from the Agenda, added in to record the declarations	

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09-076	To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda. Cllr SA declared an interest in Agenda item 09-079/7 reimbursement re lap top and docking station for the PC use.	
(2021-22) 09-077	Minutes 09-077/1 To agree and sign the minutes of the Parish Council meeting held on 13 July 2021. Proposal: Proposed by Cllr SA, seconded by Cllr AJ, all in favour and it was RESOLVED that the minutes are approved as the correct record of the meeting. Carried. 09-077/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached. Reviewed and noted accordingly.	
(2021-22) 09-078	Chairman's report, report attached. No questions on the report.	
(2021-22) 09-079	To consider co-option to fill the Councillor Vacancy. Proposal: Proposed by Cllr AHJ, seconded by Cllr SA, all in favour and it was RESOLVED that Josh Harris is co-opted to the Parish Council. Carried. Clerk will email the documents for signing and arrange the email address set up. Cllr SA to act as mentor. Cllr AHJ advised that the second applicant has agreed to contribute to BPC activities through an advisory group.	Clerk MH DD SA
	<i>The member of the public left the meeting</i> <i>Cllr JH joined the meeting</i>	
(2021-22) 09-080	Finance, report attached, Cllr S Ashwell. No questions on the report. <u>09-080/1 Part 1: TO CONSIDER A CHANGE TO BASIS OF BPC PAYMENTS FOR VILLAGE HALL ROOMS IN 2021-22</u> Proposal: That Council agrees to pay for Village Hall rooms used at the residents' rate on the basis of actual room use. Proposal: Proposed by Cllr ES, seconded by Cllr AJ, all in favour and it was RESOLVED to accept the above proposal. Carried. Proposal: That Council delegates authority to the Clerk and Finance AG Chairman to agree a rate for the use of Clerk's office space (including Wi-Fi & heating) to reflect the variable arrangements for time spent by the Clerk in the Office shared with the VHT Administrator. Proposal: Proposed by Cllr KR, seconded by Cllr SD, all in favour and it was RESOLVED to accept the above proposal. Carried. <u>09-080/2 Part 2: TO CONSIDER PAYMENT FOR NEW PLAY EQUIPMENT FOR AGE 12+ YEARS ON BVHT LAND, ADJACENT TO THE CURRENT PLAYGROUND</u> Proposal: That Council agrees to fund purchase of the listed play equipment from existing CIL funds and to include recurrent revenue requirements in the budget for 2022-23.	

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Proposal: Proposed by Cllr AHJ, seconded by Cllr JH, all in favour and it was RESOLVED to accept the above proposal. Carried.

Proposal: That Councillors and Officers will whenever possible seek to use CIL funding to match-fund grants and other income so that CIL funds go further than if used alone.

Proposal: Proposed by Cllr ES, seconded by Cllr KR, all in favour and it was RESOLVED to accept the above proposal. Carried.

09-080/3 Part 3: TO NOTIFY YEAR TO DATE INCOME & EXPENDITURE BALANCES

Noted.

09-079/4 Part 4: TO NOTE WORK TO PREPARE THE BPC BUDGET FOR 2022-23

Noted.

09-080/5 To Approve Accounts, Bank Reconciliation, Income & Expenditure Comparison to 31 July 2021

- **Current Account Unity Trust balance £42,246.78**
- **Instant Access Account Unity Trust balance £50,000.00 (general reserve)**
- **Nationwide Building Society balance £149,425.39 (account opened for the CIL funds only)**

Bank reconciliation to 30 Jun 2021:

- **Bank of Scotland accounts balance £17,837.32**

No bank statement for the 2nd NatWest account received, therefore unable to reconcile.

Cambridge Building Society account now opened.

Income and Expenditure comparison to 31 July 21 received and noted.

Cllr SD inspected Quarter 1 accounts.

09-080/7 To note August Payments which were approved in principle at July meeting and therefore made in August. Total amount £10,051.32. The detailed list attached.

Noted. Payments made in August.

Cllr SA left the room due to the reimbursement for the purchase of the lap top for PC use and the docking station.

Proposal: Proposed by Cllr AHJ, seconded by Cllr SD, all in favour and it was RESOLVED to accept the above proposal. Carried.

Cllr SA re-joined the meeting.

09-080/8 To approve September Payments for sanction. Total amount £7,706.33. the detailed list attached.

Proposal: Proposed by Cllr AHJ, seconded by Cllr SD, all in favour and it was RESOLVED to accept the above proposal. Carried.

09-080/9 To note that work has been initiated to set out practical points for good procurement practice within the framework of the Finance Regulations and Standing Orders

- To facilitate effective, efficient contractor selection when required for delivery of Council or AG business
- A draft of this will be taken to the Finance AG on 26th October 2021 for consideration before it is brought to Council.

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(2021-22) 09-081	To Consider Planning Committee Report, Cllr S Ashwell Verbal update: A temporary Tree Preservation Order (TPO) for the County Wildlife site has been put in place by HDC. Planning Committee to review in September how we can best support the making of this TPO permanent. To achieve that it will require public support, suggestions for which will be brought to this meeting. 09-081/1 To amend into to 'note' instead of 'approve' the Minutes of the Meetings 13 July and 27 July 2021 as those have been approved by the Committee. 09-081/2 Verbal update on the meeting of 14 September 2021 Provided and noted.	
(2021-22) 09-082	To Consider Update from Large Planning Committee, meeting held 4 September, update by Cllr A Howell-Jones Silver Street Development At the time of writing all 'holds' had been removed from the application and it was due to be considered by Huntingdon District Council (HDC) Development Management Committee (DMC), at a meeting on 20th September. BPC has requested a deferral for at least a month to allow a key meeting with Highways England (HE) to take place. (See next item.) We have submitted final objections to be viewed by the DMC before the meeting. These include concerns about: • The safety of the proposed changes to the roundabout • Safe access to the site from Silver Street • The impact of extra traffic on local roads, in particular Silver Street, Church Street the High Street and the Offord Crossing • The increased potential for groundwater flooding, both on the site itself, (we have referenced the problems currently being experienced at Lucks Lane) and by exacerbating existing issues in the village. • The capacity of the sewage system to cope with the extra houses. We will also be speaking at the meeting. We very much hope that even at this late stage HDC will respond to these concerns. Buckden Roundabout BPC have raised a formal complaint with HE about the proposals at the roundabout. We are due to meet with senior officers of HE, Cambs. County Council and HDC on 7th October to discuss the HE response to our complaint.	
(2021-22) 09-083	Compliance Advisory Group, report attached, Cllr S Ashwell No questions on the report. Proposal: To approve the revised Standing Orders which incorporate NALC changes to finance limits for purchasing and rewording to reflect BPC practice on reporting income and expenditure. Standing orders and BPC practice ○ Council receives monthly reports on cash position and PFS ○ Standing orders include a requirement for all Councillors to be provided with information on expenditure vs budget and Forecast end of year position ○ Information on this to end of July was included in the Finance report (09-079/3)	

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	o RFO and Chairman of Finance AG are investigating whether the reporting from the finance system can be made more user friendly to assist with regular reporting on these points at least quarterly Proposal: Proposed by Cllr SA, seconded by Cllr AHJ, all in favour and it was RESOLVED to accept the revised Standing Orders. Carried. Proposal: To approve the revised Risk Management Plan. Proposal: Proposed by Cllr SD, seconded by Cllr JH, all in favour and it was RESOLVED to accept the revised Risk Management Plan. Carried. To discuss face to face meetings protocols. Cllr MH raised the issue through Cllr AHJ re face to face meetings of Council and potential risks associated with this. BPC will continue lobbying various bodies re hybrid meetings module and will monitor the situation. BPC will review and where appropriate to the then current situation will reinstate the 2020 Covid procedures in case BPC cannot meet; will not be implemented unless needed.	
(2021-22) 09-084	General Purposes and Cemetery Advisory Group, Meeting held 21 July 2021 raising matters to be clarified about the role of the AG. Another meeting is scheduled on 15 September 2021 to address these questions and inform budget proposals for 2022-23 Outcome of the 15 September meeting to be minuted and shared.	
(2021-22) 09-085	Climate Change Mitigation Advisory Group, meeting held on 3 Sep 2021, report attached, Cllr A Jones. No questions on the report. Cllr AJ highlighted the two major events in The Big Green Week: Friday 24th September at the school and Sunday 26th September at the Green, Hunts End	
(2021-22) 09-086	Highways and Sustainable Transport, report attached, Cllr E Scott. Questions on the report. To agree to spend BPC money for the traffic order, then apply to the County Council for a PFHI project (see also page 2 of these minutes) Proposal: that Council delegates the task to put forward a PFHI scheme application to Cllrs SA, ES and AB. Bring to Nov BPC to report. Proposal: Proposed by Cllr ES, seconded by Cllr AB, all in favour and it was RESOLVED to apply for PFHI scheme to install double yellow lines at Hunts End. Carried. We had a resident who volunteered her services, to clear the paths of litter – agreed to pass this on to GP AG.	SA ES AB
(2021-22) 09-087	Green infrastructure and Biodiversity Advisory Group, meeting scheduled 7 Sep 21, notes attached, Cllr Anne Howell-Jones Noted - no questions	
(2021-22) 09-088	Village Hall Liaison, verbal update by Cllr Sue Ashwell See also Cllr PS report on BPC website on her attendance at this meeting in her role as the Trustee nominated by BPC	

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Report from Cllr SA to BPC Council 14 September 2021 on attendance at BVHT Trustees Meeting Tuesday 7 Sept 2021

Summary of key outcomes/actions for BPC from above meeting

Valley Restoration:-

- At the request of BVHT the MD of Ebsford Environmental (their selected contractor) attended via Zoom.
 - He outlined the Ebsford proposal and answered a number of questions from trustees on the impact of the work on local residents, including health and safety measures, and about contractual arrangements.
- Summarising the outcome of a number of meetings between BVHT Chairman and BPC, Cllr SA explained the BPC position with regard to recovery of VAT. She outlined for Trustees why, under VAT legislation, BPC could not assist with VAT recovery without directly managing the entire project from procurement forwards and compliance with all BPC Finance Regulations and Standing Orders.
 - BPC had been advised that the timescales set out for the project meant that such an option was judged not to be feasible.
- The project had therefore been adjusted between BVHT Chairman and the contractor to deliver the maximum possible activity without being able to recover VAT but within the value of the grant offered by HDC.
- Trustees approved that the working budget circulated to them be submitted to HDC.
 - Cllr PS abstained from the vote

Proposal: That the adjustments to work to be undertaken be discussed between BPC and BVHT representatives at a future Liaison meeting.

Proposal: Proposed by Cllr SA, seconded by Cllr AHJ, all in favour and it was RESOLVED to accept the above proposal. Carried.

Parish Council request to install play equipment (zip wire and climbing wall) on VHT land adjacent to the existing play area.

- Proposed equipment installation form part of a joint grant application (BPC and BVHT) to provide equipment suitable for children too old for the existing playground.
 - Proposed way forward will act as match-funding for any money secured through the joint grant application.
- Councillor SA advised that next steps were subject to approval by Councillors of proposals providing details of anticipated recurrent costs, as well as previously advised capital outlay.
 - Cllr SA advised Trustees that BPC will pay 100% of the costs from CIL funds, and will subsequently have sole responsibility for maintenance and insurance.
- The proposal was accepted by the Trustees, subject to agreement on solutions for potential interaction between play equipment/users and other sports using the BVHT field.
 - Cllr SA to meet with interested BVH trustees to look at the positioning of the equipment and arrangements for when cricket/football matches are taking place.

Proposal: That accountability in relation to the installation of this equipment remains with BPC - RFO and the Councillors previously nominated to deal with developments on VHT land, subject to confirmation of expenditure by full Council if it is not already in 2021-22 budgets.

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	Proposal: Proposed by Cllr SA, seconded by Cllr AB, all in favour and it was RESOLVED to accept the above recommendation. Carried.	
(2021-22) 09-089	Allotments Advisory Group, meetings held on 21 July and 24 August 2021, report attached. Questions on the reports. Cllr SA met with the group Chairman on 13th September and discussed budgets 2021-22 and budget setting for the Allotments AG for 2022-23. Information is being taken back to the group by their chairman.	
	<i>Internet dropped and Clerk lost the access at 9.15pm. Notes been taken by a nominated Cllr.</i>	
(2021-22) 09-090	Communications Advisory Group, meeting held on 5 August 2021, report attached, Cllr A Howell-Jones. Noted -no questions on the report.	
(2021-22) 09-091	Neighbourhood Plan, report attached, Cllr A Howell-Jones. Noted – no questions on the report.	
(2021-22) 09-092	Staffing, meeting held on 3 August 2021, report attached, Cllr A Howell-Jones. Noted – no questions on the report.	
(2021-22) 09-093	Correspondence, matters remaining unresolved, Cllr A Howell-Jones Letters to HDC re Planning ○ BPC have received a response from HDC to one of the two letters we sent to the Managing Director of HDC and have been promised a reply to the second soon. ○ The responses from HDC are being dealt with through the two Planning Committee Chairmen working with Council chairman and vice chairman.	
(2021-22) 09-094	To agree points of Communication to the Parish, Cllr A Howell-Jones. Agreed.	
(2021-22) 09-095	Date of the next meeting on Tue 12 October 2021 at 7.30pm at the Village Hall. Given Covid restrictions if you wish to attend, please contact the Clerk.	

Meeting finished at 9.35pm

Signature

Date.....