

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 Tuesday 13 May 2025 at 7.00pm at Village Hall

Present:

Councillor: Peter Clark, Chair

Councillors: Caroline Underwood, Anne Howell-Jones, John Thelwall, Aidan Joy, Mark Williams, Anita Pancholi-McCann, Madeline Fraser, Mark Williams, Catherine Griggs, Gearld Sansom

Clerk: Ramune Mimiene

CC Cllr Liam Beckett

1 members of the public

MINUTES

05-001 To receive and accept apologies for absence.

HDC Cllr Martin Hassall sent apologies for absence.

Cllrs Dave Duncan, Emily Lankfer, and Simon Leggate sent apologies for absence which were accepted.

05-002 To elect a chair and chair to sign the acceptance of office form

Proposed by Cllr JT, seconded by Cllr AHJ, all in favour and it was RESOLVED that Peter Clark is elected to chair the Parish Council.

Cllr PC signed the acceptance of office form.

05-003 To elect a vice chair

Proposed by Cllr AHJ, seconded by Cllr GS, all in favour and it was RESOLVED that Caroline Underwood is elected to be a vice-chair the Parish Council.

05-004 Declarations of Interest

None.

To receive written requests for Disclosable Interest dispensations.

None.

05-005 Minutes

05-005/1 Proposed by Cllr CU, seconded by Cllr GS, all in favour and it was RESOLVED that Minutes of the Parish Council meeting held on 8th April 2025 are approved as true and correct record of the meeting.

05-005/2 Matters arising

The Village Hall Trust had agreed for a consultation to go out re playground facilities.

National Highways will replace the mirror in the underpass due to the complexity of the installation process; Cllr GS has been chasing NH each month.

Buffer zone 30mile an hour on Mill Rd, a holding reply received from CCC but no further progress has been made

CCC Highways has sent a letter to the landowner re cutting hedges on the corner of Mill Rd by the bridge.

05-006 County and District Councillor Reports.

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05-006/1

BPC welcomed our new CC Cllr Liam Beckett who introduced himself and provided a verbal report.

05-006/2 A report was received from District Councillor Martin Hassall.

In addition, Cllr MH had notified BPC that after months of disruption, Anglian Water has finally repaired Diddington water main that had been leaking since July 2024.

05-007 Co-option to the Council

No applications received.

05-008 Open Forum

Terry Hayward raised issues regarding the mirror in the underpass, benches that need cleaning and Trees on A14 which were planted by NH but most of them died only because in his opinion trees were not planted at the right time and were not watered.

05-009 Chair's update, report attached, Cllr P Clark

The Chair's report regarding the Allotments was considered.

Proposed by Cllr PC, seconded by Cllr CU, all in favour and it was RESOLVED

1.That we agree in principle to purchase the land at a price to be agreed.

2.That we include in the negotiation the land behind No 61 Silver Street and its use as an area for parking for allotment holders and as a location for the handyman's hut, the allotments shed and other buildings now on the access way. As well as asking that they consider including in the purchase, the small piece of land previously offered to BPC adjacent to the A1 previously offered to the BPC for rental.

3.That we accept the covenants regarding the use of both parcels of land as allotments.

4.That each party pay their own legal costs.

5.That we need to ensure that we have rights to water supply and other services.

6.That Cllr JT draft a response to Savills.

It was then proposed by Cllr PC, seconded by Cllr MF, all in favour and it was RESOLVED to engage Browns as our Surveyors.

Cllr PC noted that on 17th May Shakespeare at the Towers will do pop up office for ticket purchase.

05-010 Trustees of the CIO of James South and William Burberry (Buckden Almshouses Charity) .

No one from the Parish Council has expressed interest in becoming a trustee, so the PC will not nominate a new one.

The Trust will therefore advertise in the Roundabout for a new trustee.

05-011 Compliance Advisory Group, report attached, Cllr C Underwood.

05-011/1 Appointment of Advisory Groups and Committees and the Chairs of Committee

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Proposed by Cllr CU, seconded by Cllr GS, all in favour and it was RESOLVED that AG and Committees members are appointed and Cllr PC be appointed Chair of the Planning Committee and Cllr AHJ be appointed Chair of the Village Maintenance Committee

Roles and Responsibilities 2025 – having reviewed the distribution of responsibilities across Council members it was agreed to seek volunteers for committees and Advisory groups by advertising in the Roundabout.

05-011/2 Revised Terms of Reference

Revised Terms of Reference with the new Operational Plan targets have been sent to all Chairs for approval by the Advisory Group or Committee.

All ToR which were circulated to BPC were approved apart from the outstanding 2.

Cllrs were asked to check their DPIs which some have already done.

05-011/3 Budget Planning and Operational Planning

It was agreed that we would bring forward the next Operational Plan meeting to tie it in with Budget Planning to 22nd October 7.00pm at Village Hall.

05-011/4 Revised Standing Orders and Code of Conduct

Proposed by Cllr CU, seconded by Cllr PC, all in favour and it was RESOLVED that Standing Orders and Code of Conduct are approved.

05-012 Finance, Cllr M Williams

05-012/1 Payments for Sanction

Proposed by Cllr MW, seconded by Cllr AHJ, all in favour and it was RESOLVED that May's PFS are approved.

05-012/2 Accounts and AGAR Return

Proposed by Cllr MW, seconded by Cllr PC, all in favour and it was RESOLVED to approve and sign the accounts and Annual Governance and Accountability Return.

05-012/2.1 Internal Auditors Report

Proposed by Cllr MW, seconded by Cllr PC, all in favour and it was RESOLVED that Internal Auditor's report is approved.

Thank you expressed to the Clerk and Cllr EL for preparing the accounts for audit and Cllr DD would be asked to look at whether we should use .gov.uk.

05-012/2.2 Annual Governance Statement

Proposed by Cllr MW, seconded by Cllr CU, all in favour and it was RESOLVED that Annual Governance Statement is approved.

05-012/2.3 Accounting Statements

Proposed by Cllr CU, seconded by Cllr PC, all in favour and it was RESOLVED that Accounting Statements are approved.

05-012/3 The Notice of the period for the exercise of public rights which will be published after the AGAR is approved was noted.

05-012/4 Assets Register

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Proposed by Cllr GS, seconded by Cllr CU, all in favour and it was RESOLVED that Assets Register is approved.

Cllr MW explained that we will be reviewing reserves.

05-012/5 Insurance cover was confirmed.

05-012/6 Direct Debit list of seven DDs, was confirmed

05-012/7 It was noted that the Clerk in consultation with the Chair and Vice-Chair would review BPC subscriptions.

Members were reminded that Finance meeting will be on 22nd Oct 2025.

05-013 Flood Advisory Group, no report, Cllr A Joy

Verbal update.

05-014 Planning Committee Cllr P Clark

05-014/1 The Planning Meeting Minutes of 8 April 2025 were noted.

05-014/2 A report was given on the Planning meeting that was held prior to the PC meeting.

05-015 Large Scale Planning Advisory Group, no report, Cllr J Thelwall.

05-016 Neighbourhood Plan Advisory Group, meeting held 23 April 2025, report attached, Cllr J Thelwall

The group is looking for more members, aiming to have six. Cllr CU might know interested party, she will ask.

05-017 Village Maintenance Committee, next meeting on the 9th May 2025, minutes will be circulated, Cllr A Howell-Jones

Meeting held on Friday; no minutes issued. Key issue is Play Area. VHT are comfortable for us to conduct a survey to get feedback to cover their areas as well. If upgrades are needed there will be, significant cost and additional outside funding will be needed. Proposing to spend around £9000 on the existing Play Area to address all low-risk issues.

Handymen shed alarm – remote access process is being implemented. Cllrs AHJ and AP agreed to be the key holders.

05-018 Highways and Sustainable Transport Advisory Group, meeting held 28th April 2025, report attached, Cllrs G Sansom and C Underwood

MVAS units' poles at Lucks Lane are being installed on Wednesday 14th May

Dropped kerbs at Manor Gardens have been installed.

We have received notification that Speedwatch Village signs are on order.

Next speed watch sessions are on 22nd May, 2nd June and then again in July and a break in August.

05-019 Green infrastructure and Biodiversity Advisory Group, meeting held 23rd April 2025, report attached, Cllr C Underwood

No questions on the report.

05-020 Climate Change Mitigation Advisory Group, report attached, Cllr M Fraser

June 7th-15th is Big Green Week and to celebrate the work being done by residents of the village to make Buckden "greener", we will be holding a Greener Buckden Eco Fair in conjunction with our Repair Café at the Village Hall.

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05-021 Village Hall Liaison, meeting held 29th April 2025, Cllrs P Clark and C Underwood

Verbal update provided.

Community Engagement event is planned on 15th May to show case Green Wall and SuDS.

Assets transfer has been finally completed

BPC will issue a survey to gauge the needs of residents of Buckden re play equipment. BVHT support this initiative.

Update on Grant Application £130,000 received from CPCA for Green wall and SuDS, BPC providing an additional £10,000. Currently in quoting stage CU to assist with schools' involvement in the project. BVHT to hold open evening 15th May. HDC Biodiversity grant reduced from £8K to £5.5K – monies to be spent on stream improvements. Pavillion upgrades looking for funding – CA to apply to ASDA grant scheme and also to pass quote to Michael Landers for FA submission for funding.

Toilets in the family room has been refurbished at the Village Club and BPC to provide funding to cover the cost to BVHT.

Hall use for our meetings - the current arrangements system works well for both parties. BPC to draft a statement of meetings to be agreed by BVHT.

05-022 Allotments Advisory Group, meeting held 22nd April 2025, report attached, Cllr C Underwood

No questions on the report.

05-023 Communications Advisory Group, Cllr A Howell-Jones

Agreed to look at .gov.uk emails and website at the next meeting.

05-024 The Hub, no report, next meeting 6th 2025, Cllr A Pancholi-McCann

29th Aug provisional youth day, subject to the venue being confirmed.

Cllr APM asked for suggestions for activities for young people/ teenagers that might be included in the event.

05-025 Correspondence, matters remaining unresolved, the chair

None.

05-026 To note points of Communication to the Parish

The Chair reported on items being sent for inclusion in "Roundabout"

05-027 Confidential Matters

None.

05-028 The next Parish Council Meetings: Tuesday 10th June 2025 at 7pm at the Village Hall

Annual Assembly on Tue 20th May 2025 at 7pm at the Village Hall

Meeting finished at 8.54pm

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Appendix 1

Buckden Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/25

No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Payment Reference
1046	BACS2505 13Scripti	£90.00	£15.00	£75.00	£90.00 07/04/25		Scripti - Transfer of data	£90.00
1045	BACS2505 13NALC	£52.04	£8.67	£43.37	£52.04 09/04/25	Outstanding Invoice	NALC - Training re NP	£52.04
1044	BACS2505 13EdgeIT	£399.00	£66.50	£332.50	£399.00 11/04/25	38555	EDGE IT Systems Ltd - Year End guidance and support	£399.00
1043	BACS2505 13Mats	£24.18	£4.04	£20.14	£24.18 14/04/25	GB5SJ0BABEY	Amazon EU - Office meeting table mats x 2	£24.18
1042	BACS2505 13OfficeChair	£99.99	£16.67	£83.32	£99.99 15/04/25	GB5SN04ABEY	Amazon EU - Office Chair	£99.99
1062	BACS2505 13ProLawn1	£390.00	£65.00	£325.00	£390.00 15/04/25	2133	ProLawnCare - Wild Flower Hunts End Green	£390.00
1041	BACS2505 13JF	£17.49	£0.00	£17.49	£17.49 17/04/25		MM expenses - reimbursement	£17.49
1063	BACS2505 13Ibbetts_	£157.25	£26.21	£131.04	£157.25 19/04/25	104126	Ibbetts - Service of the machinery	£157.25
1047	BACS2505 13BVHTclub	£3,000.00	£0.00	£3,000.00	£3,000.00 22/04/25	Grant	BVHT - Grant to Village Hall Club re improving facilities	£3,000.00
1048	BACS2505 13BVHTfield	£6,000.00	£0.00	£6,000.00	£6,000.00 22/04/25	Grant	BVHT - Annual Grant towards Field Maintenance	£6,000.00
1049	BACS2505 13KnotGarden	£500.00	£0.00	£500.00	£500.00 22/04/25	Donation	Knot Gardeners - Donation	£500.00
No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Referenc
1050	BACS2505 13NoNamed	£500.00	£0.00	£500.00	£500.00 22/04/25	Donation	Donation to No Named Organisation - exercise class	£500.00
1051	BACS2505 13MMdonation	£400.00	£0.00	£400.00	£400.00 22/04/25	Donation	Making Memories - Donation towards the Dementia Bus	£400.00
1052	BACS2505 13Library	£150.00	£0.00	£150.00	£150.00 22/04/25	Donation	Buckden Library - Donation	£150.00
1053	bacs25051 3MB	£26.90	£0.00	£26.90	£26.90 23/04/25		Reimbursement for the	£26.90
1068	BACS2505 13College	£285.00	£0.00	£285.00	£285.00 23/04/25	PI18613	The Bedford College Group - Training course for handyman - safe use of mowers	£285.00
1056	BACS2505 13BSP	£38.04	£0.00	£38.04	£38.04 25/04/25	SI-985992	BVHT - Room hire for Stay & Play	£38.04
1057	BACS2505 13MM	£129.60	£0.00	£129.60	£129.60 25/04/25	SI-986012	BVHT - Room Hire Making Memories 3, 10, 17 and 24th April 2025	£129.60
1058	BACS2505 13DementiaBu	£278.20	£0.00	£278.20	£278.20 25/04/25	SI-986011	BVHT - Room Hire Dementia Training 3rd April	£278.20
1055	BACS2505 13RRoyhandym	£100.00	£0.00	£100.00	£100.00 28/04/25	228	Roy Handy Man (Roy Tucker) - MVAS data downloading	£100.00
1054	BACS2505 13TBPC	£785.00	£0.00	£785.00	£785.00 29/04/25	55596	The Business Printing Company - Roundabout Booklets - May	£785.00

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1059	BACS2505 13Amey	£98.88	£16.48	£82.40	£98.88 29/04/25	101255030	AmeyCespa (East) Ltd - Mixed General Waste 1, 8, 15 and 22 Apr 2025	£98.88
1060	BACS2505 13hevey	£60.48	£10.08	£50.40	£60.48 29/04/25	1792085	Hevey Building Supplies Ltd - Materials for Notice Boards repairs	£60.48
1061	BACS2505 13Blachere	£3,628.26	£604.71	£3,023.55	£3,628.26 29/04/25	S158707	Blachere Illuminations UK Ltd - Year 4 Christmas lights hire	£3,628.26
1069	BACS2505 13Ibbetts2	£156.89	£6.16	£150.73	£156.89 30/04/25	104842	Ibbetts - handymen supplies, repairs	£156.89
1080	BACS2505 13JB	£143.10	£0.00	£143.10	£143.10 30/04/25	097	Love to Move	£143.10
1082	BACS2505 13Ibbetts3	£10.30	£1.72	£8.58	£10.30 30/04/25	104841	Ibbetts - Air filter	£10.30
1067	BACS2505 13HDC	£441.00	£0.00	£441.00	£441.00 01/05/25	70094690	HDC - Easter sessions kids	£441.00
1066	BACS2505 13ProLawn2	£540.00	£90.00	£450.00	£540.00 02/05/25	2164	ProLawnCare - Hard surface treatment	£540.00
1084	DD250517 BT	£125.10	£20.85	£104.25	£125.10 03/05/25	M168AG	BT - Landline and mobile	£125.10
1065	BACS2505 13Gillagher	£2,293.07	£0.00	£2,293.07	£2,293.07 06/05/25	5290330	Gallagher - Insurance cover 1 Jun25 to 31 May 26	£2,293.07
1081	BACS2505	£116.70	£19.45	£97.25	£116.70 06/05/25	5786552	Viking - Stationery	£116.70

No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Payment Referenc
1083	DD250513 Shell	£101.39	£16.90	£84.49	£101.39 09/05/25	9009500312	Shell Buckden - Fuel for mowers	£101.39
		£7,914.25	£0.00	£7,914.25	£7,914.25	Confidential		
Total		£29,052.11	£988.44	£28,063.67	£29,052.11			