

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 Apr 2020 at 7.30pm **Online Meeting Only**

Present:

Councillor: Anne Howell-Jones, Chair

Councillors: Cllrs Caroline Underwood, Betty Millard, Pauline Steel, Elaine Scott, John Thelwall, Martin Hassall, Sue Ashwell, Dave Duncan, Kathy Render, Amy Burbidge, Stan Studd, Clive Gillam, Allan Jones

Clerk: Ms R Mimiene

CC Cllr P Downes

HDC Cllr H Masson

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.

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).

MINUTES

(2020-21) 04-494	Meeting protocol: Introduction to remote meeting process Noted.	
(2020-21) 04-495	Apologies for absence To receive and accept apologies for absence. Cllr Allan Jones sent apologies for lateness. No apologies received from Cllr John Mulcrone.	
(2020-21) 04-496	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. None.	
(2020-21) 04-497	Declarations of Interest To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda. Cllr CU declared Interest in Finance Agenda item (2020-21) 04-502: Payments for Sanction. Cllr SA declared interest in Confidential Agenda item (2020-21) 04-516.	
(2020-21) 04-498	Coronavirus update Emergency Procedures for continuation of essential work of the Parish Council during the period of Coronavirus Cllr C Underwood	

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	Proposal to formally ratify the decision made on-line to put in place the Emergency Procedures circulated 20th March 2020 Proposal: Proposed by MH, seconded by BM, all in favour and it was RESOLVED that the Emergency Procedures are approved. Carried. - Interim decision on the use of Zoom to hold Council meeting by Video Conference – Zoom was one of the platforms recommended by County Council. It was agreed to keep it under review. <i>Cllr A Jones joined the meeting.</i> - Digital and Communication Report, Cllr C Underwood Noted by PC. - The Roundabout magazine - actions taken to cease the circulation of the paper copy, to maintain the website and manage advertising, Cllr S Ashwell Actions taken in relation to cessation of the circulation of the paper copy. To summarise: - The Roundabout in 2019-20 is expected to make £935 more in income than in expenditure on printing with advertising income outstanding yet to be confirmed. - At the time the decision about the issues on distributing paper copies could be taken (following the 23March announcement) the printer had already printed and stapled all copies; these were then discarded but must be paid for. 100 paper copies retained. - Updated software for on-line magazine agreed using Emergency procedure ca £200 TBC - Roundabout Editor advised 26March20: April edition on-line using the new software. - It was agreed to publicise these links ASAP https://www.buckdenroundabout.info/editions/Apr2020/2/index.html or https://tinyurl.com/ref3voc - Proposals were made for the way forward with advertising these were accepted by Roundabout team and Councillors as per Emergency Procedures: <i>There will be no charge to advertisers during the period when the magazine is published on-line;</i> <i>All advertisers who are fully paid-up for the March edition of The Roundabout will be included in the magazine, unless you request to be taken out;</i> <i>All advertisers who have paid for the April edition and beyond will be credited with this payment when we return to printed copies, i.e. the number of months that we are not publishing a printed copy will be added to your next renewal date, thus extending this period;</i> <i>We will include a statement in The Roundabout saying that some of the businesses who advertise may not be operating during the Covid-19 restrictions.</i> - Suggestion made in the light of Covid-19 for a proposal to Council for how any confirmed 2019-20 "profit" may be spent. Roundabout remains online till lockdown is finished. The link to the online Roundabout version suggested to be added to the PC website.	
(2020-21) 04-499	Minutes - To agree and sign the minutes of the Parish Council meeting held on 10 March 2020. Proposal: Proposed by PS, seconded by SA, all in favour and it was RESOLVED that the Minutes are approved. Carried. - To resolve any actions arising from the minutes of the Parish Council meeting. 476 The meeting with Bloor Home did not take place, Clerk to try to set a virtual meeting 476 Safeguarding Policy is to be reviewed at the next Compliance meeting, carry this item forward, Cllr CU 476 Transformation meeting was cancelled 476 Cllr PS joined Planning Meeting.	Clerk CU

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	478 HDC report - Innovate and Cultivate Fund: Preapplication session cancelled. Cllr SA had booked to attend and as part of that had submitted ideas from BPC based on suggestions to improve access around the village for those with reduced mobility. Dates for submission of I&C applications have been delayed - Further info to be shared when available. Slides that would have been used at the preapplication session available via Cllr SA, if required. Cllr SA is on circulation list of fund sponsors CCC. 478.1 Path to Hinchbrook clearance, Cllr ES noted that has not been possible and will be carried forward 479.1 Finance - Cost for Pear mapping of the Cemetery reduced following discussion with our Finance system provider, as they have very recently agreed a package with Pear for EDGE finance system users. The circulation of Finance Regs re quotes required was delayed as there are changes to be made after discussion at Finance AG on 21st April. See also 479.2 479.2.1 Updates of Finance Regulations - Management of PFS & Unity Bank reconciliation statement - to be included in planned updating 479.2.2 Finance Regs 2.1 & 2.2 - Requirement for nominated Councillor to verify bank reconciliation quarterly against invoices. This to be discussed at Finance AG 479.5 Review of Investment options - Information to be taken to Finance AG for discussion. Proposal to be brought to full Council. 482 All ToRs will be shared with PC. Standing orders will be also amended to include Video Conference 484 It has been suggested to plant more trees on the land between the A1 and Brampton where Highways recently planted some trees, this item is outstanding 486.1 Ouse Valley Way path – Cllr CU reported that there was no progress received from CCC.	SU ES SA SA SA SA, Clerk CU Clerk CU CU
(2020-21) 04-500	Chairman's update, Cllr C A Howell-Jones Report attached - Report on Emergency Action Log, Proposal: Council to endorse decisions taken under emergency procedures. Any future follow actions will be logged. Proposal: Proposed by SA, seconded by CU, all in favour and it was RESOLVED that the Emergency Action log is approved, and all actions will be logged. Carried. Cllr MH suggested to upload the Action Log to the website. It was noted that the log is being maintained but it was not created for public and it keeps changing daily. Therefore, it was agreed not to publish the full log on the website. It was agreed that the relevant extracts can be published in the form of a newsletter but not the full log. Proposal: Proposed by BM, seconded by ES, all in favour and it was RESOLVED that the log will not be published on the website, some relevant parts of it can be shared with the public in a form of a newsletter. Carried. - Buckden Volunteer Support Group, Cllr E Scott to report Buckden Parish Council with the help of St Mary's and Friends in Deed were working together to co-ordinate a team of volunteers to support those affected by the Corona virus in our village. If you know of someone in the village who needs help with, for example shopping, prescriptions etc. please advise them to contact 07739249036 or 07525267851 Parish Council 07810 006598 Friends in Deed Co-ordinator 01480 819377 Rev Jes If you would like to volunteer, please email escott@buckdenparishcouncil.org.uk These leaflets were delivered to every household in the village. A copy of the leaflet was also posted on the village Facebook page. Cllr ES reported that a good feedback received. - Update from NALC, CAPALC, HDC, CCC – Cllrs discussed the volume of correspondence received every day. Some Cllrs felt that it was too much information being circulated by the Clerk every day. Clerk has already been reviewing and forwarding information to the relevant	Clerk ES AHJ Clerk

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	Committees/Advisory Groups. Cllr AHJ and the Clerk will further review the volume of the correspondence.	
(2020-21) 04-501	County and District Councillor Reports. - To receive report from County Councillor. Report received, attached to the Minutes. CC Cllr PD congratulated PC on the way BPC has dealt with the current situation. CC Cllr PD will liaise with Cllr ES re help to vulnerable/shielded people. - To receive report from District Councillor. Report received, attached to the Minutes. HDC Cllr HM thanked PC for dealing with the current situation well. He noted that HDC Hub is designed to find people who need help. Questions on any written reports were dealt with. <i>CC Cllr PD left the meeting.</i>	PD ES
(2020-21) 04-502	Finance - Finance Report attached, Cllr S Ashwell Proposal: Councillors are asked to note the position on the Earmarked Reserves as at 31 Mar 2020 and the involvement of the Finance Advisory Group in potential adjustments to the Reserves early in 2020-21. Noted by PC. Report attached. Earmarked Reserves Total as at 31 Mar 20 was £52,025.81. Summary of Earmarked Reserves as at 31 Mar 2020 presented to PC. Noted. - To note the new Audit dates: Following NALC's engagement with government around local council audit timeframes final regulations are due to be made the week commencing 6 April which will extend the statutory audit deadlines for 2019/20. It is proposed that: ✓ The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020 ✓ To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020 This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible. Authorities must publish the dates of their public inspection period this year, and the government recommends that they provide public notice on their websites (where available) when the public inspection period would usually commence, explaining why they are departing from normal practise for 2020. Updates will be provided. The Joint Practitioners Action Group (JPAG) will also provide an addendum to the Practitioners Guide to layout fully for councils the new time frames that the government puts in place. - To Note Accounts balances and Bank Reconciliation to 31 Mar 2020: Unity Trust balance: £15,517.81 Natwest balance: £83,160.11 Bank of Scotland balance: £17,798.32 All the Parish Council accounts were reconciled to 31 Mar 2020. The Reconciliation and reports were shared with the full PC by email. - To Approve 14 April 2020 Payments for Sanction To note that all payments to employees be made in April have been verified against external adviser's calculations (Red Shoes Accounting). Proposal: Proposed by SA, seconded by BM, all in favour and it was RESOLVED that the April 2020 payments are approved. Carried.	
(2020-21)	To Consider Planning Committee Report, Cllr S Ashwell No meeting currently scheduled, as no applications received to date from HDC Minutes confirmed by Committee members present at March meeting.	

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04-503	One planning application received this afternoon. The committee will decide if the meeting is required.	All
(2020-21) 04-504	To Consider Update from Large Planning Committee, Cllr M Hassall Questions on any written report received Cllrs MH and JT attended the DMC meeting at District Council re Bloor Homes at Lucks Lane and shared their experience. They once again explained that the village does not need further 4 bedroom houses. PC have the Housing Needs Assessment document which is not yet published therefore according to HDC cannot be followed. Cllr MH agreed to chase the progress on A1 and the roundabout.	MH
(2020-21) 04-505	Compliance Advisory Group, Cllr C Underwood Report attached - Discussion and suggestions of how the work of Advisory Groups and Committees will continue Continuation of Committee and Advisory Group meetings It is important that where possible the work of the Parish Council continues. Initially the Council will use Zoom for all meetings. <u>Protocol for setting up meetings:</u> - Chair to agree date and time of meeting - Chair to list all participants, these can include residents that are part of your group. - Chair to send the date, time and list of participants to Dave Duncan dduncan@buckdenpc.org.uk - He will send invites out to all participants - He will facilitate the opening of the meeting and then pass over the hosting to the Chair, he will then be able to leave the meeting - Chair can then continue and end the meeting - Notes of the meeting should be taken in the normal way and distributed to all participants. Proposal: Proposed by CU, seconded by AHJ, all in favour and it was RESOLVED to continue the work of the parish council and all advisory groups and committees. Carried. It was noted that: - Finance AG - 21/04/19 - details of Zoom to be arranged/joint with CU - Compliance AG - Planning Committee - will meet by Zoom if any validated applications need PC comments before May Council meeting.	
(2020-21) 04-506	General Purposes and Cemetery Advisory Group, Cllr B Millard Welcome Pack Proposal: That the Parish Council approves the inclusion of the Welcome Pack on the website PC thanked Cllrs CU, BM and SS for putting the Welcome Pack together. Proposal: Proposed by AHJ, seconded by PS, all in favour and it was RESOLVED that the Welcome Pack is approved subject to the amendments. Carried. Cllrs were asked to email Cllr CU any amendments they wish to make by the end of this week. Once the amendments are incorporated, the Welcome Pack will be published on the PC website. GP Report attached. During the outbreak of CORVID19 the children's playground was closed and will continue to be closed until the Parish Council is advised it is safe to reopen it. Litter picking and dog bin emptying is still being carried out but due to self-isolation and other difficulties incurred by the village handymen they may not be emptied quite as frequently as they were before the outbreak. The help of the village in keeping the village litter free is much appreciated residents are encouraged to continue to take the litter home with them and pick up the dog mess and either take it home and put in the general waste bin or in the dog-waste bins provided.	All CU

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	- Cemetery arrangements during Coronavirus. In the light of the present pandemic it was agreed by the Parish Council that the purchase of burial plots in the cemetery would be suspended for the foreseeable future. It was also agreed, as space in the cemetery is limited, that only those people who have a permanent address in the village will be buried in the cemetery. It was agreed that: - Purchase of burial plots would be suspended. - Only people who lived in Buckden would be allowed to be buried in the cemetery. - Consideration would be given to people who attended St Hugh's RC Church, but each case would be considered on its merits. Any deviation from this will be at the discretion of the Council. This directive will be reviewed once the coronavirus pandemic is over. BM agreed to issue a paragraph on the latest news for the Roundabout.	BM
(2020-21) 04-507	Climate Change Mitigation Advisory Group, Cllr A Jones Questions on any written report received No update.	
(2020-21) 04-508	Highways and Road Safety Advisory Group, Cllr E Scott Update on Perry Road MVAS – Cllr SA issued a report, which is attached. Memorandum of Understanding imposed a number of conditions on BPC which has financial implications. A draft Risk Assessment has been prepared. Nomination of 'operators' to be organised for moving the MVAS units, inspections, recording the unit location and downloading data. Insurance position and value to be recorded on the Council Asset Register. Thank you to Gravely PC Clerk who shared some practical tips and helped Cllr SA in writing the document. PC thanked Cllr SA for putting this report together. PC initially wanted to submit a bid re changes to accessibility in the village. Cllr ES suggested because of the current situation, not to submit the bid yet, leave it for this month. Cllrs MH and CG are willing to help with this scheme when required. The deadline for LHI extended. Cllr ES will check with CC Highways re feedback on Mill Rd application. CC Cllr PD informed that BPC were successful.	SA Clerk ES MH CG
(2020-21) 04-509	Rights of Way and Trees Advisory Group, Cllr C Underwood Report attached - Update on Tree work Tree on the Green was reported as needing some works to be done. Clerk sought three quotes. PC to check contractor's Insurance policy as it might have changed due to the Corona virus outbreak. - Funding for Village Green The amount of £5,225 was granted to PC for the Village Green project. BPC did not receive all that was asked for but happily accepted the grant anyway. Councillors collected money to purchase a bench mark Cllr Hayward's contribution to the Council this will be installed there. Cllr AB will ask for the project completion date to be extended until August 2021.	Clerk AB
(2020-21) 04-510	Allotments Advisory Group, Cllr S Studd Report attached - Tesco's Bag grant noted - Advice sent to Allotment holders – report attached.	
(2020-21) 04-511	Meeting with Village Hall Trust, Report attached Update on VHT and actions taken re lockdown, Cllr A Howell -Jones. Buckden Village Hall as well as Play Area is closed. Playing Fields remain open and are being maintained. Proposal: Proposed by SA, seconded by BM, all in favour and it was RESOLVED that the when the Precept is received, PC will pay the grants to BVHT and Scouts. Carried.	

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	BPC approved the Scouts Grant application for a £400.00 towards the Scouts trip to Switzerland. As set out in the grant application process, the time has now come when BPC will be able to pay the grant from the 2020-21 Precept (as per BPC budget). It was brought to PC attention that the trip has now been postponed to 2021. Cllr SA agreed to write and ask whether 1st S&B Scout Group wishes to receive all or part of the £400 grant in April 2020, or for BPC to hold that (as a Restricted Reserve) until a later date when you request payment.	SA
(2020-21) 04-512	Digital Communications Advisory Group, Cllr M Hassall Report circulated 08.04.20 - Website updates - Emails Noted.	
(2020-21) 04-513	Correspondence received None outstanding.	
(2020-21) 04-514	Communication, Cllr A Howell-Jones Update Roundabout insert – Cllr AHJ submits the news to the magazine every month after PC meeting. Cllr AJ reminded re Climate Mitigation Advert which did not go into the last magazine due to the shortage of space, can be inserted in the next addition. Cllrs AJ and CU will liaise to produce the final version.	AHJ AJ CU
(2020-21) 04-515	Training Several training programmes available, recommendation that Cllrs attend appropriate training, when available, including on-line Cllr AHJ will attend a virtual Chairman training run by CAPALC in June 2020.	
(2020-21) 04-516	<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.	
	Confidential update provided, it was approved by full PC. Proposal: Proposed by BM, seconded by KR all in favour and it was RESOLVED that the update and further BPC actions are approved. Carried.	
(2020-21) 04-517	Date of the next meeting on 13 May 2020 at 7.30pm Note that this is not the Annual Parish Council meeting as current appointments will be continued in line with the relevant legislation. Next meeting is planned to be online as well. Date is Tue 12 May 2020.	

Meeting finished at 9.35pm

Signature

Date.....