

BUCKDEN PARISH COUNCIL

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

Notice of meeting: Parish Council Meeting
Time: 7.30pm
Date: Tuesday 12 May 2020
Venue: On-line meeting only

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. The meeting is open to the public (including press).

If public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to clerk@buckdenparishcouncil.org.uk.

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).

Ramune Mimiene
Clerk
Buckden Parish Council
6 May 2020

AGENDA

(2020-21) 05-518	Meeting protocol: Introduction to remote meeting process
(2020-21) 05-519	Apologies for absence To receive and accept apologies for absence.
(2020-21) 05-520	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.
(2020-21) 05-521	Declarations of Interest To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda.
(2020-21) 05-522	Chairman's update, report attached, Cllr A Howell-Jones • Volunteers, verbal update by Cllr E Scott • The use of Zoom proved to be a success – confirm that PC will continue to use it, verbal update by Cllr D Duncan • Annual Parish Meeting/ Assembly delayed and will now take place in June via Zoom

BUCKDEN PARISH COUNCIL

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

	- Annual Parish Council meeting - Advisory groups and committees all remain the same - Email protocol								
(2020-21) 05-523	Minutes - To agree and sign the minutes of the Parish Council meeting held on 14 April 2020. - To resolve any actions arising from the minutes of the Parish Council meeting.								
(2020-21) 05-524	County and District Councillor Reports. - To receive report from County Councillor. - To receive report from District Councillor. Questions on any reports received								
(2020-21) 05-525	Finance Finance Reports attached, Cllr S Ashwell <u>05-525.1 Finance Report 1 - Updates to Finance Regulations.</u> <u>05-525.1/1 Adoption of Regulations</u> Following review by the RFO and Chairman of the Finance Advisory Group (F-AG) proposed amendments were discussed on 21st April 2020 at a video meeting of the F-AG and subsequently updated. Proposal: It is recommended that the Council approves the latest version of the Finance Regulations circulated with this Finance Report 1. <u>05-525.1/2 Approval of Direct Debits (Regulation 6.21)</u> In line with the Finance Regulations in April 2020 the F-AG members reviewed and approved the Direct Debits set up for payment from the Council's current account (Unity Trust). <table border="0"> <tr> <td>Suggested addition:</td><td>Reason:</td></tr> <tr> <td>Pension Payments</td><td>Statutory payment under pensions legislation</td></tr> <tr> <td>Information Commissioners Office</td><td>Mandatory annual Data Protection fee</td></tr> <tr> <td>Corporate Debit & Credit cards</td><td>Council required that these be settled in full each month</td></tr> </table> Proposal: Following review by FAG members the Council is asked to approve addition of these classes of Direct Debit to the Finance Regulations: <u>05-525.1/3 Approval of the use of BACS or CHAPS (Regulation 6.10)</u> BPC is required to renew these by resolution of the council at least every two years. Proposal: That Council resolves to continue use of BACS payments as the preferred method for bill payments other than those where Direct Debit arrangements are in place in line with Finance Regulations <u>05-525.1/4 Management of PIN and Password details (Regulation 6.12)</u> The F-AG discussed this issue at its April 2020 meeting. Finance Regulations require that: <i>"where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This will <u>not</u> be required for a member's personal computer used only for remote authorisation of bank payments."</i>	Suggested addition:	Reason:	Pension Payments	Statutory payment under pensions legislation	Information Commissioners Office	Mandatory annual Data Protection fee	Corporate Debit & Credit cards	Council required that these be settled in full each month
Suggested addition:	Reason:								
Pension Payments	Statutory payment under pensions legislation								
Information Commissioners Office	Mandatory annual Data Protection fee								
Corporate Debit & Credit cards	Council required that these be settled in full each month								

BUCKDEN PARISH COUNCIL

Parish Clerk: Ramune Mimiene, Buckden Village Hall Burberry Road Buckden PE19 5UY.

Tel; 01480 819407

	Proposal: That the Council delegates to the Digital and Communications Advisory Group the actions required to ensure this requirement is met in full and that completion of this task should be notified to the Chairman of the Compliance AG <u>05-525.2 Finance Report 2 - Proposals and finance matters for information</u> 05-525.2/1 Proposal: Council is asked to approve a request to the auditor for BPC to act in line with Option 1 if possible, i.e. delay her work until the lockdown has ended. 05-525.2/2 Proposal: Council is asked to delegate authority to the RFO, Chairman Finance-AG and Chairman BPC working together on the method to be used to meet this mandatory requirement if it later becomes apparent that lockdown will not be ended at a time to make that appropriate, allowing for subsequent actions which the Council must take in relation to the AGAR report 05-525.2/3 Proposal: That the AGAR submission and the Internal Audit Report will be completed at the earliest opportunity and presented no later than July 2020 for consideration at that full Council meeting. <i>Note: External Audit, update: AGAR now received. PC fall into the category of AGAR Part 3 (Basic Level Review) for authorities which received Income or Expenditure exceeding £25,000 in 2019/20</i> 05-525.2/4 Proposal: Council is asked to approve payment of the BVHT grant as a single payment ASAP and the Scouts' grant in September, as they have requested. Investment of BPC Reserves The recommendation from the Finance AG Chairman and RFO was accepted, to move up to the full amount (£83,160 of business savings funds from the NatWest business savings account (access only via branch and post) to business savings accounts with Nationwide Building Society. • Nationwide offers better interest rates than the current business savings account and much simpler access (online) to funds and information. • It is proposed that a mixture of instant access and term deposits will be made, after consideration of when funds may need to be accessible. • Once invested the distribution of the BPC business savings will be reported to Council. 05-525.2/5 Proposal: Council is asked to approve the proposed way forward and confirm the Finance Advisory Group's view that a fuller investment strategy is <u>not</u> required at this stage. 05-525.3 To note Cashbook and Bank Balances as at 30 Apr 2020 05-525.4 To approve 12 May 2020 Payments for Sanction
(2020-21) 05-526	To Consider Planning Committee Report, Cllr S Ashwell • Verbal update on the Planning Meeting 12 May 2020
(2020-21) 05-527	To Consider Update from Large Planning Committee, Cllr M Hassall
(2020-21) 05-528	Compliance Advisory Group, Cllr C Underwood Report attached Proposals to the Council from the Compliance Advisory Group, that the Council approve and adopt:

BUCKDEN PARISH COUNCIL

Parish Clerk: Ramune Mimiene, Buckden Village Hall Burberry Road Buckden PE19 5UY.

Tel; 01480 819407

	• The revision of Standing Orders to include the provision of virtual meetings • Health and Safety Policy • Safeguarding Policy and Procedure • Disciplinary and Grievance Policy PLEASE PUT IN GDPR as discussed Media Policy reminder Responding to Facebook posts Code of Conduct the annual plan advises review of Code Of Conduct in May. The chair of CAG and the Clerk reviewed the document and noted that it is no update is required. HOWEVER, it was noted that a number of DPIs on the HDC website are out of date. Proposal to the Council: All councillors to check their Declaration of and send any revisions to the Clerk by the end of the month Proposed dates for meetings: Calendar dates attached Proposal Councillors approve meeting dates for Council year 2020 2021
(2020-21) 05-529	General Purposes and Cemetery Advisory Group, verbal update by Cllr B Millard
(2020-21) 05-530	Climate Change Mitigation Advisory Group, Cllr A Jones • Questions on any written report received
(2020-21) 05-531	Highways and Road Safety Advisory Group, Cllr E Scott • Questions on any written report received
(2020-21) 05-532	Rights of Way and Trees Advisory Group, Cllr C Underwood, Report attached • Questions on report received
(2020-21) 05-533	Allotments Advisory Group, Cllr S Studd, Report attached • Questions on report received
(2020-21) 05-534	Digital Communications Advisory Group, Cllr M Hassall • Website updates
(2020-21) 05-535	Correspondence received • None outstanding
(2020-21) 05-536	Neighbourhood Plan, Cllr A Howell-Jones 05-536.1 Proposal: That BPC give the Neighbourhood Plan Advisory Group delegated authority to submit NP prior to our next meeting. 05-536.2 Proposal the we put the Approved Community Action Plan on the website
(2020-21) 05-537	Communication, Cllr A Howell-Jones • Update

BUCKDEN PARISH COUNCIL

Parish Clerk: Ramune Mimiene, Buckden Village Hall Burberry Road Buckden PE19 5UY.

Tel; 01480 819407

(2020-21) 05-538	<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
(2020-21) 05-539	Date of the next meeting on 10 June 2020 at 7.30pm