

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 9 June 2020 at 7.30pm **Online Meeting Only**

Present:

Councillor: Anne Howell-Jones, Chair

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

Clerk: Ramune Mimiene

CC Cllr P Downes

HDC Cllr H Masson

2 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) 06-01	Meeting protocol: Introduction to remote meeting process	
(2020-21) 06-02	Apologies for absence To receive and accept apologies for absence. Cllrs K Render and S Studd sent apologies for absence. No apologies received from Cllrs A Burbidge and J Mulcrone.	
(2020-21) 06-03	County and District Councillor Reports. To receive report from County Councillor. Report received. CC Cllr PD supports LCWIP. Cllr AB worked with Brampton PC on safe cycling scheme. Cllr CU has liaised with the District Councillor and the scheme has been submitted to CCC To receive report from District Councillor. Verbal report. PC asked HDC Cllr HM to enquire how HDC are going to spend the CIL funds they received for the Lucks Lane development in Buckden?	HM
(2020-21) 06-04	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)	Declarations of Interest	

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06-05	To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda. Cllr JT declared a Personal Interest in Agenda item 06-08/1.	
(2020-21) 06-06	Chairman's update, report attached, Cllr A Howell-Jones Resignation as Chairman received from Cllr AHJ to be effective 9 Jun 20 Proposal: Given the current unusual circumstances where elections of any type cannot be held until 2021, it is proposed to appoint an interim Chair until such point that this can be formally ratified. This is to ensure no loss of momentum. Clerk asked PC for nominations. Proposed by AHJ, seconded by SA, all in favour and it was RESOLVED that Cllr Caroline Underwood is appointed to carry out Chairman duties until the proper election is possible. Carried. Cllr AHJ agreed to continue as a Vice Chair. Proposed by BM, seconded by CG, all in favour and it was RESOLVED that Cllr Anne Howell-Jones is appointed to carry out Vice Chairman duties. Carried.	
(2020-21) 06-07	Minutes - To agree and sign the minutes of the Parish Council meeting held on 12 May 2020. Proposal: Proposed by CU, seconded by JT, 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. 2nd Zoom account set up by Cllr DD, it is limited to 40min. The suggestion to use Google meet, which is free of charge, but all participants need to have a gmail account. It was agreed this would not be practical currently. - The Zoom joining instructions/ Meeting protocol are on the website now. - Welcome Pack is ready to be uploaded onto the PC website. Action Cllrs CU, MH and DD. - Grants: A grant to VHT is on the PFS list for today. Grant to Scouts will be made, on their request, in September. - Risk Assessment re MVAS unit for Perry Rd: Cllrs SA and ES worked on it, clarified re Insurance cover. It must be added to PC assets list. - GDPR on the Agenda for approval - DPI forms recirculated, Cllr s are asked to review and make any amendments necessary to reflect their current situation - Mill Rd LHI scheme, Highways report received by Cllr ES - NP update on the Agenda	CU MH DD Clerk ALL
(2020-21) 06-08	Finance, report attached, Cllr S Ashwell 06-08/1 Roundabout Printing costs BPC were advised that the Roundabout team had begun planning for the future, explaining that they are hoping, now that there has been some easing of restrictions and a timetable being established by the government, that they can begin delivering a paper copy to all households in Buckden, Stirtloe and Diddington by the beginning of September. The teams' concerns were shared that many of the businesses that advertise in The Roundabout, most of which	

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	are very small businesses, will have been badly affected by the Covid-19 lockdown regulations. It is therefore expected that it may take some months before the local economy is back to normal. Therefore, the impact on Roundabout income is expected. In order to enable the Roundabout team to continue their planning they sought BPC support, including financial support, in re-establishing a print edition for September or when feasible, specifically asking that the Parish Council re-affirm that any financial losses incurred by The Roundabout will be covered. The Roundabout team assured that they will monitor the situation closely. It was agreed the paper version is key for the village. The average monthly printing cost of The Roundabout is £650. If BPC were to underwrite any losses incurred from Sep to Dec 2020, the maximum financial risk is therefore £2,600. The matter will be discussed with the Roundabout team in December 2020, by which time information on Christmas Edition advertising (usually the highest month) will be available. PC agreed to keep this approach under the review. Suggested the possibility re bi-monthly print. Cllr SA will feedback PC comments to the Roundbaout Team. Proposal: That the Council will underwrite any losses incurred on The Roundabout from September to December 2020 and that a review of the actual costs of this agreement will be brought to Council in January 2021. Proposed by AJ, seconded by AHJ, one Cllr abstained, all other Cllrs in favour and it was RESOLVED that the proposal is approved. Carried. 06-08/02 To note Cashbook and Bank Balances as at 30 Apr 2020. Bank Reconciliation for the current account has been carried out. Cllr SA verified the bank reconciliation with the cashbook and bank reconciliation carried out by the Clerk. Current account bank and cashbook balance as at 30 Apr 2020 was £127,113.84. PC re-investment now done for another 92 days, it was noted that the interest had gone down. 06-08/03 To approve 9 Jun 2020 Payments for Sanction Cllrs BM and SA verified the Wages and General Payments for Sanction for Jun 2020. Proposal: Proposed by SA, seconded by CU, all in favour and it was RESOLVED that the Jun 2020 Payments presented to PC are to be made. Carried. Total Jun payments including confidential payments were £14,298.36, of which £568.16 VAT will be reclaimed. 06-08/04 Change of basis for accounting for Income & Expenditure: The original accounting basis was 'Receipts & Payments' (R&P). This was continued when the accounting for Buckden Parish Council was transferred in June 2018 from a simple spreadsheet to a formal accounting system used by a large number of local Councils. However, at that time the use of R&P was not amended, so future debtors and creditors were not readily visible to either the Clerk or Councillors e.g. bills paid monthly, accounts paid in advance across more than one financial year and commitments made through order or contracts for goods which were yet to be paid. The National Joint Panel on Accountability and Governance (JPAG) guidance requires that local authorities which have a turnover above £250,000 pa must use Income and Expenditure	SA
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	(I&E) as the basis for accounting; I&E is also recommended for smaller Councils. The decision was therefore made by the Clerk and the Council Finance lead, and endorsed by the Finance Advisory Group, that at the end of the 2019-20 financial year we would convert our accounts to I&E. This transition will give greater visibility on future financial commitments and prepare us for the point in 2020-21 when BPC may exceed the turnover threshold, due to the anticipated receipt of almost £100,000 of CIL income in 2020-21 relating to the Lucks Lane development. Due to the change from Receipts & Payments to Income & Expenditure, the Figures for 2018/19 are now different on Edge 'Statement of Accounts' report to correspond with the transition to I&E – therefore the AGAR Accounting statement to year ended 31Mar2020 will be different than the last year's AGAR figures for 2018/19 as the VAT treatment must be different this year from 2018-19. A local authority specialist at Edge IT will write a report setting out for the record why 2018/19 figures are now different from what was submitted to the auditors and approved for 2018/19. The Clerk will then present this report to the Internal and External Auditors to inform their oversight of our financial governance. Update on arrangements for Internal Audit: Further to the previous discussion on options for Internal Audit during the Covid-19 pandemic the Clerk, with the support of the Chairman of the Finance Advisory Group, has agreed to pay for the auditor to have time and limited and controlled remote access to the information in the EDGE Finance IT system that is needed for the audit. The cost annually is £56 ex VAT but less in our first year contracting for this finance system function. The Annual Governance and Accountability Return (AGAR) for 2019/20 can therefore be presented to the full Council in July 2020, enabling BPC to meet the revised statutory deadline for submission Suggestion to Approve the Year End Accounts and Annual Governance and Accountability Return 2019/20 Part 3 at July PC Meeting. This approach was approved by PC. The Clerk has undertaken a considerable amount of additional work to achieve the essential transition from R&P to I&E involving re-setting the reporting format and the creation of useful new reports. This contribution to the smooth running of Buckden Council is acknowledged, as is the expert advice and support of a number of staff within EDGE IT PC thanked the Clerk for the set up of I&E on Edge accounting system. Proposal: Proposed by SA, seconded by CU, all in favour and it was RESOLVED for the thank you to be recorded officially in these minutes. 06-08/05 Proposal that in principle the Council agrees that BPC begin the process of establishing the joint storage with BVHT, suggestion to delegate the matter to the Finance AG. Proposal: Proposed by AHJ, seconded by CU, all in favour and it was RESOLVED that the approach to delegate the matter to the Finance AG is agreed. PC are in support in principle of the idea of joint storage with BVHT. Carried.	Finance AG
(2020-21) 06-09	To Consider Planning Committee Report, Cllr S Ashwell - Minutes of the meeting 12 May 2020 attached Approved by PC. - Verbal update on the Planning Meeting 9 Jun 2020 provided by Cllr SA.	

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(2020-21) 06-10	To Consider Update from Large Planning Committee, Cllr M Hassall • Lucks Lane update, Cllr C Underwood Verbal update provided. Cllr AHJ will arrange an A1 Safety Committee meeting.	AHJ
(2020-21) 06-11	Compliance Advisory Group, Cllr C Underwood, documents to be circulated Proposal: To adopt the standard GDPC documents and work towards the compliance by Apr 2021. • GDPR documents for approval: 1) Information & Data Protection Policy Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 2) Social Media and Electronic Communication Policy Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 3) Subject Access Request (SAR) Policy Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 4) Subject Access Request (SAR) Form Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 5) BPC Response form Template to SAR Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 6) Information Sharing Agreement Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 7) List of Documents for Retention or Disposal Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 8) Cybersecurity checklist Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. 9) Data Audit Schedule Mapping Proposal: Proposed by CU, seconded by SA, all in favour and it was RESOLVED that the above document is approved. Carried. Compliance and Digital Communication AGs to carry further work on the listed Policies.	Compliance Digital Com AGs
(2020-21) 06-12	General Purposes and Cemetery Advisory Group, verbal update by Cllr B Millard Verbal update provided. Cllr BM thanked the handymen for the effort made to look the village look so tidy. Cllr SA was approached by a resident who queried why the hedges at the cemetery had been recently trimmed. It was explained that the hedge was very overgrown and dangerous to the pedestrians, therefore PC had to take action to trim it for the safety of the residents and path users. <i>Note since meeting: The hedge was thoroughly checked for nesting birds by the handymen.</i>	

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(2020-21) 06-13	Climate Change Mitigation Advisory Group, report attached, Cllr A Jones The need to progress the Climate change agenda was discussed. It was suggested that Cllr Jones set up a Zoom meeting of the advisory group.	
(2020-21) 06-14	Highways and Road Safety Advisory Group, Cllr E Scott Report received. Cllr ES thanked Cllr SA for stepping in and helping with Risk Assessment for the Perry Rd LHI scheme implementation and MVAS units. Mill Road – PC have not seen the plans yet. ES will follow up on this Cllrs are working on the Buckden Rd cycle path to Hinchingsbrooke school.	ES
(2020-21) 06/15	Rights of Way and Trees Advisory Group, report attached, Cllr C Underwood There was discussion of the most suitable materials for the new footpath signs, which in the absence of a response from CCC, BPC will purchase .	CU
(2020-21) 06-16	Allotments Advisory Group, report attached, Cllr S Studd In general plots are well cultivated, but there are still a few in bad condition.	
(2020-21) 06-17	Digital Communications Advisory Group, Cllr M Hassall Website updates Proposal: To agree the formal communication. Proposal: Proposed by MH, seconded by AJ, all in favour and it was RESOLVED that the agreed letter to be sent to the website provider. Carried. Final copy to be shared with the clerk.	SA
(2020-21) 06-18	Correspondence received CU updated on concerns received re hedge trimming by residents. It was noted that BPC has no powers to intervene.	
(2020-21) 06-19	Neighbourhood Plan, report attached, Cllr A Howell-Jones Update provided.	
(2020-21) 06-20	Communication, Cllr A Howell-Jones Cllr AHJ agreed to continue to write the article to the Roundabout. Cllr AHJ will thank Handymen for looking after the village so well during the lockdown.	AHJ
(2020-21) 06-21	EXCLUSION OF THE PUBLIC AND PRESS 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.	
	<i>All members of the public left the meeting</i>	
	Confidential update provided and the approach agreed by full PC. Proposal: Proposed by JT, seconded by CU, all in favour and it was RESOLVED that the final correspondence will be sent. Carried.	
(2020-21) 06-22	Date of the next meeting on Tue 14 July 2020 at 7.30pm via Zoom Conference call	

Meeting finished at 9.06pm

Signature

Date.....