

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 9 May 2023 at 7.00pm at Village Hall

Present:

Councillor: Caroline Underwood, Chair

Councillors: John Thelwall, Gerald Sansom, Catherine Grigg, Dave Duncan, Peter Clark, and Allan Jones.

Clerk: Ramune Mimiene

HDC Cllr Martin Hassall

CC Cllr Ken Billington

5 members of the public

MINUTES

05-01 To Elect a Chairman and the Chairman to declare acceptance of office

Cllr CU announced that she does not wish to continue as Chair of the council and is retiring from this position, but will stay on as a Cllr. Cllr AHJ (in her absence) has agreed to chair June and July BPC to give Councillors time to elect a new Chair in September. A Chair for the meeting had been agreed

Proposal: Proposed by Cllr PC, seconded by Cllr JT, all in favour and it was RESOLVED that Cllr C Underwood is elected to chair this meeting. Carried.

05-02 To Elect a Vice Chairman

It was agreed to defer to the next meeting.

05-03 Apologies for absence.

To receive and accept apologies for absence.

Cllrs Sue Ashwell, Emily Lankfer, Anne Howell-Jones, Madelaine Fraser, and Aidan Joy sent apologies for absence.

05-04 Declarations of Interest

To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda. – None.

To receive written requests for Disclosable Interest dispensations – None.

05-05 Minutes

05-05/1 To agree and sign the minutes of the Parish Council meeting held on 11 April 2023.

A resident asked for the additional sentence to be added to the minutes as it has been missed: 'In addition, a member of the public thanked the BPC for the renovation of the benches around the village'.

Proposal: Proposed by Cllr CU, seconded by Cllr JT, all in favour and it was RESOLVED that the minutes are approved as the correct record of the meeting with the above amendment/ addition. Carried.

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05-05/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached – noted.

05-06 County and District Councillor Reports.

05-06/1 To receive a report from County Councillor Ken Billington

A verbal update received. CC Cllr KB is lobbying potholes, signage, pavements issues, drains, road sweeping, and many other issues, and has already made some progress. He will continue to lobby. He noted that the cycle way Buckden to Brampton there will be a buffering zone starting 40 miles going to 30 miles per hour signage. He reported a meeting had been arranged for 18th May 8.00am at Village Hall. Any councillor is welcome to attend.

05-06/2 To receive a report from District Councillor Martin Hassall

Report received and can be found under Agenda reports. HDC Cllr MH explained that the Local Plan is evidence based and urged BPC to respond to consultation. Community 1st Responders scheme is open and looking for volunteers.

There was flooding around Hunts End in recently. A lot of work has been done there previously, so not sure why it still floods there, suspect because of a collapsed drain. Cllr JT is reporting this matter on a regular base (last time reported last week) to CCC Local Flood Authority, with the support of HDC Cllr MH.

05-07 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 suggested putting up signs to indicate where the defibrillators are located. He also commented that it would be useful to make some comments when the verbal report is presented. A hard copy of the Agenda would be useful. A resident thanked Cllr CU for her efforts over the last years.

It was suggested to also add information re defibrillator locations to the Welcome Pack and add to the website as well. No hard copy of Welcome Pack is distributed anymore, a letter with a link to the website is issued.

Defibrillator training session – request from surgery received, this is being organised.

A personal thank you to CU and Clerk for replying to FOI requests and for seating arrangements.

05-08 The Council currently has 1 vacancy

To co-opt to fill the vacancy on the Parish Council. No volunteers found yet.

05-09 Chairman's report, report attached

No questions on the report received.

05-10 To confirm meetings dates for the year

2nd Tue of every month at 7pm except August.

05-11 To review Councillors Roles and Responsibilities

Agreed to defer to the next meeting.

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05-12 Finance, report attached, Cllr S Ashwell.

Questions on the report.

05-12.1 Proposal: To adopt the attached, amended Donations and Grants Policy and Procedure with a 2-year review period. Finance AG Appendix – item 2

Proposal: Proposed by Cllr CU, seconded by Cllr PC, all in favour and it was RESOLVED that the Policy is approved. Carried.

05-12.2 To Note: Summaries of collated end-of-year Income & Expenditure totals against budgets, with information on significant variances. Finance AG Appendices – items 3.1 and 3.2 Noted.

05-12.3 Proposal: To fund in full the following costs for the Roundabout magazine Christmas cover competition.

£250 for the prizes and approximately another £200 for a double page colour insert in The Roundabout. There might also be some small costs for printing the mock covers.

PC funds the printing, the income more than – no cost to BPC.

Proposal: Proposed by Cllr CU, seconded by Cllr CG, all in favour and it was RESOLVED that the proposal is approved. Carried.

KB and MH left

4 members of the public left

05-12.4 Proposal: To agree the Earmarked Reserves reviewed by the Finance AG as an appropriate position for the start of the 2023-24 financial year. Finance AG Appendix – items 5.1 and 5.2.

Proposal: Proposed by Cllr CU, seconded by Cllr JT, all in favour and it was RESOLVED that Earmarked reserves are approved. Carried

05-12.5 Proposal: To approve the updated BPC Investment Strategy for 2023-24. Finance AG Appendix - item 8.

Proposal: Proposed by Cllr CU, seconded by Cllr GS, all in favour and it was RESOLVED that the Investment Strategy is approved. Carried

05-12.6 Proposal: Quarterly accounts (quarter 4) - as per Parish Council Financial Regulation 2.2. to be verified on completion – accounts yet to be checked.

05-12.7 To approve May 2023 Payments for Sanction.

Proposal: Proposed by Cllr CU, seconded by Cllr JT, all in favour and it was RESOLVED that the PFS are approved. Carried

05-13 Flood Advisory Group, verbal update, Cllr J Thelwall.

Group met. Taylors Lane – it was reported that HDC attended to clear , but the skip did not arrived. BPC are still looking for volunteers and Flood Wardens. Cllr AJ suggested that there is some funding available for the locked storage. Hunts End and Church Street flooding reported.

Flood Mobile event was attended at HDC by Cllr AJ. Cllr AJ will draft information for the Roundabout.

05-14 To Consider Planning Committee Report

05-14/1 To note the Minutes of the Meetings on 11 April 2023.

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05-14/2 To note that Planning meeting was held tonight prior to the PC meeting.

Verbal update provided by Cllr PC who chaired the meeting tonight. Engagement paper – all members are invited to read through and make their views to the Clerk and the Chair.

Consultation open until 5th July. The final reply yet to be agreed at Jun BPC.

Another meeting will be held if more applications received.

It was noted that Shell garage planning application was refused by HDC.

More Cllrs needed on Planning Committee.

05-15 Large Scale Planning Advisory Group, verbal update, Cllr J Thelwall.

No update. Marina application due to be determined on 19th May 2023.

Savills are pulling the stables down the Allotments. No further information on prospective developers.

05-16 Compliance Advisory Group, no report, Cllr C Underwood.

To review BPC Policies and procedures:

- **Standing Orders including Dispensation Form and Code of Conduct**
- **To discuss procedures for review of policies**

One policy to review for each month. Agreed.

05-17 General Purposes and Cemetery Advisory Group, no report

No report.

05-18 Climate Change Mitigation Advisory Group, no report, Cllr A Jones.

Report read out. A copy will be uploaded to the Agenda reports after the meeting.

05-19 Highways and Sustainable Transport Advisory Group, no report, Cllrs G Sansom

Meeting scheduled on 15th May.

May was a national walking month.

Costings for the yellow double lines around Hunts End received for £3,018.00.

During the last speed watch session the unit was not working. Next one is on Tue next week.

05-20 Green infrastructure and Biodiversity Advisory Group, no report, Cllr C Underwood

Meeting scheduled on 16th May.

05-21 Village Hall Liaison, report attached, Cllr C Underwood.

Questions on the report.

Clerk to check and upload the report to the website.

05-22 Allotments Advisory Group, no report, Cllr C Underwood

Meeting scheduled on 11th May.

05-23 Communications Advisory Group, no report, Anne Howell-Jones.

05-24 Staffing Advisory Group, verbal update, Cllr C Underwood

Verbal update by Cllr CU.

05-25 Correspondence, matters remaining unresolved, Cllr C Underwood.

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Noted.

05-26 To note points of Communication to the Parish, Cllr C Underwood

The insert sent to the Roundabout editor today and is already uploaded to the website.

A member of the public left the meeting

05-27 Confidential Matters, if required.

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

Matter discussed.

05-28 Date of the next meeting is Parish Council Meeting which will be held on Tuesday 13 June 2023 at 7pm at the Village Hall.

Meeting finished at 8.27pm

Signature Date.....

Appendix 1

Buckden Parish Council

Expenditure transactions - payments approval list start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice date	Details	Cheque
1466	BACS2305 09HuntsForum	£50.00	£0.00	£50.00 01/04/23	Hunts Forum - Membership Subscription Apr 23 to Mar 24	£50.00
1475	BACS2305 09Fenland	£301.68	£50.28	£251.40 01/04/23	Fenland Leisure Products Ltd - Repair of the Play Area	£301.68
1476	BACS2305 09TheCollege	£275.00	£0.00	£275.00 01/04/23	The Bedford College Group - Mower training handyman	£275.00
1472	BACS2305 09Toolstation2	£7.96	£1.33	£6.63 05/04/23	Toolstation - Tap for allotments	£7.96
1473	BACS2305 09Toolstation1	£0.27	£0.05	£0.22 05/04/23	Toolstation - Tape for water tap	£0.27
1465	BCS23050 9Npower	£985.39	£46.92	£938.47 07/04/23	Npower Business Solutions - Streetlighting Diddington	£985.39
1474	BACS2305 09EdgeIT	£231.00	£38.50	£192.50 11/04/23	EDGE IT Systems Ltd - End of Year Silver Package	£231.00
1468	BACS2305	£105.60	£17.60	£88.00 17/04/23	The Business Printing	£105.60

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09TheBusi
nes

Company - Posters Banners
for the Events - Vibrant
Communities

1463	BACS2305 09KS	£23.00	£0.00	£23.00	19/04/23	Swift Micro caller	£23.00
1462	BACS2305 09Hevey	£401.22	£66.87	£334.35	24/04/23	Hevey Building Supplies Ltd - Materials for the repair of the benches in the village	£401.22
1464	BACS2305 09BigPrint	£60.00	£10.00	£50.00	24/04/23	Big Printing - QR Code x 1 for the Churchyard Judas tree	£60.00
1457	BACS2305 09RMacD	£300.00	£0.00	£300.00	26/04/23	Live music for the Coronation	£300.00
1458	BACS2305 09LHL	£343.20	£57.20	£286.00	26/04/23	LHL - Hire of the toilets for Coronation	£343.20
1460	BACS2305 09BVHT	£5,520.00	£0.00	£5,520.00	27/04/23	BVHT - Yearly Grant towards the PF	£5,520.00
1461	BACS2305 09StNeots Mus	£200.00	£0.00	£200.00	27/04/23	St Neots Museum - Donation	£200.00
1467	BACS2305 09MMRKM Viney	£220.00	£0.00	£220.00	27/04/23	Leaflets printing - Talking Trees	£220.00
1471	BACS2305 09Gallaghe	£1,907.32	£0.00	£1,907.32	27/04/23	Gallagher - Insurance cover 1.6.23 to 31.5.24	£1,907.32
1477	BACS2305 09Amey	£84.14	£14.02	£70.12	27/04/23	AmeyCespa (East) Ltd - Mixed General Waste 4, 12, 19 and 25 April 2023	£84.14

Signature

Signature

Date

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No	Payment Reference	Gross	Vat	Net Invoice date	Details	Cheque
1469	BACS2305 09MC	£25.00	£0.00	£25.00 04/05/23	Refund Plot 32	£25.00
1470	BACS2305 09BB	£607.20	£101.20	£506.00 04/05/23	Balfour Beatty Living Places - Streetlighting Maintenance Contract	£607.20
1484	DD230509 Shell	£67.21	£11.20	£56.01 05/05/23	Shell Buckden - Fuel for mower	£67.21
		£6,178.20	£0.00	£6,178.20	Confidential	
Total		£17,893.39	£415.17	£17,478.22		

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Signature

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