

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 14 May 2024 at 7.00pm at Village Hall

Present:

Councillor: Peter Clark, Chair

Councillors: Caroline Underwood (Vice), Anne Howell-Jones, John Thelwall, Madeline Fraser, Emily Lankfer, Gerald Sansom, Aidan Joy, Catherine Grigg, and Anita Pancholi

Clerk: Ramune Mimiene

CC Cllr K Billington

HDC Cllr M Hassall

2 members of the public

MINUTES

05-001 To receive and accept apologies for absence.

Cllrs Mark Williams, Abi Bodede and Dave Duncan sent apologies for absence which were approved.

05-002 Elect a chair

Expression of interest has been received from Cllr PC.

Proposal: Proposed by Cllr CU, seconded by Cllr AHJ, all in favour and it was RESOLVED that Cllr P Clark is elected as Chairman of the Parish Council. Carried.

Chair will sign the Acceptance of Office Form

Note since meeting: The Acceptance of Office form signed.

05-003 Elect a vice chair

Proposal: Proposed by Cllr AHJ, seconded by Cllr PC, all in favour and it was RESOLVED that Cllr C Underwood is elected as Vice Chair. Carried.

05-004 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.

05-005 Minutes

05-005/1 To agree and sign the minutes of the Parish Council meeting held on 9 April 2024.

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. Carried.

05-005/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached.

Consultation on proposals to divert and create Public Rights of Way at Little Paxton Quarry received and the response was drafted by the Green Infrastructure Group and circulated to Council. Response to be submitted by 17th May 2024. Action to the **Clerk.**

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The Council was reminded that in the event of flooding a range of equipment is stored at the shed on the Allotments in Silver Street. It was agreed to provide contact numbers in the Roundabout for **Cllrs JT, AHJ and CU** who are points of contact to access the Flood storage unit.

Map of watercourses in Huntingdonshire shows that there are watercourses in the village that are awarded (becomes HDC responsibility to maintain). **HDC Cllr MH** agreed to investigate further with HDC re the awarded watercourses in the village.

05-006 County and District Councillor Reports.

05-006/1 To receive a report from County Councillor Ken Billington

Streetlighting issue is with VMAG, there is a possibility to get the very best deal for Diddington streetlights. Info has been provided by CC Cllr KB.

It was noted that a new Highways Officer Simon Dixon is in post. It was agreed that Cllr KB will arrange a meeting for the Chair Cllr PC to meet the new Highways Officer, action **CC Cllr KB**.

Pleased to see that more potholes were filled. Sadly 'Flood' signs on old A14 from Godmanchester to Cambridge are still in place with a 40 mph speed limit (which seems to have been extended for no apparent reason). In other parts the speed limit is in place because of the crash barrier not being up to the standard. Cllr KB agreed to raise this matter with the new Highways Officer. The old A14 is now CCC adopted the road. When barriers are eventually replaced the speed limit will revert to the old limit.

05-006/2 To receive a report from District Councillor Martin Hassall

Report circulated and can be found on the website under Agenda reports.

Additionally, HDC Cllr MH asked to attend a meeting with the Highways officer when that is set. HDC Cllr MH is meeting CCC Footpath Officer.

CC Cllr KB left the meeting

05-007 Open Forum

None.

05-008 Vacancy on the Parish Council.

05-008/1 The 1st - Vacancy can be filled in by co-option.

05-008/2 The 2nd - Vacancy can be filled in by co-option.

One interested party attended the meeting.

05-009 Outgoing Chair's and Vice Chair's report, report attached

Questions on the report.

05-009.1 Including review of Roles and Responsibilities

Action to current chairs to review ToR to be approved at Jun/Jul BPC. AGs to elect their chairs for the next BPC. Councillors asked to consider groups they would like to join.

2 more groups developed recently – the Hub which is linked with NHS. In addition, started a Youth Group which is a key one to take forward.

05-009.2 Confirm Meeting dates for the year

BPC meet on 2nd Tue of each month except no meetings in August.

Planning meet before BPC and as and when required.

05-010 Finance, report attached, Cllr M Williams

Questions on the report.

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HDC Cllr MH left the meeting

05-010.1 Note: Bank Reconciliations to 31 Mar 2024, Summaries of collated end-of-year Income & Expenditure totals against budgets, with information on significant variances - noted

05-010.2 Proposal: To agree the Earmarked Reserves reviewed by the Finance AG as an appropriate position for the start of the 2024.25 financial year.

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

05-010.3 Proposal: To add to the budget £2,000 for Allotments and £2,700 for the Climate Mitigation Climate change has been reformed and needed a budget.

Proposal: Proposed by Cllr CU, seconded by Cllr GS, all in favour and it was RESOLVED that the amendments are to be approved. Carried.

05-010.4 To report on Q3 and Q4 accounts check as per Finance Regulations
Noted, thanks to Cllrs GS and MF who carried out the accounts check.

05-010.5 To approve May 2024 Payments for Sanction (Appendix 1)

Proposal: Proposed by Cllr MF, seconded by Cllr AHJ, all in favour and it was RESOLVED that Payments for sanction are approved. Carried.

05-011 Flood Advisory Group, verbal update, Cllr J Thelwall.

Meeting will be held towards the end of May. Prior to that planning in meeting residents who live other side of A1.

05-012 To Consider Planning Committee Report, Cllr P Clark

05-012.1 To note Planning meeting Minutes of 9 April 2024 – noted.

05-012.2 To note that Planning meeting was held tonight prior to the PC meeting.
Cllr PC briefed on the meeting.

05-013 Large Scale Planning Advisory Group, verbal update, Cllr J Thelwall.

Marina apartments application is still in progress.

05-014 Compliance Advisory Group, no report, Cllr C Underwood.

Awaiting the report from Cllr MW.

05-014.1 Review Standing Orders including Dispensation Form and Code of Conduct – no revisions suggested.

Proposal: Proposed by Cllr CU, seconded by Cllr AHJ, all in favour and it was RESOLVED that Standing Orders including Dispensation Form and Code of Conduct are approved. Carried.

05-014.2 Annual check of Declaration of Interests – All Councillors to confirm to Clerk that this is complete:

[Document Buckden and Diddington PC - Register of Interests - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/register-of-interests)

05-014.3 Each Advisory Group and Committee is asked to review their ToR for approval at Jun BPC –
Noted.

05-014.4 To review the following Policies and Procedures:

- Financial Regulations – new model issued by NALC on Friday 3rd May 2024. This will be reviewed and presented to the council for approval.

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- Reserve's Policy nothing to review

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

- Financial Risk Management policy including 4 Risk Assessments, nothing to review.

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

05-015 Village Maintenance Advisory Group, meeting held 17th April 2024, Minutes from the meeting and the report attached, the Clerk

Questions on the reports.

05-015.1: TO ASK COUNCILLORS TO REVIEW THEIR DECISION NOT TO PUT A BIN ADJACENT TO THE SOUTHBOUND LAY-BY ON THE A1 – agreed to defer till we get a response and clear answer from CCC, HDC and Highways England on what is happening with this particular layby.

05-015.2: PROPOSAL - TO AGREE A CONTRACT WITH WORKNEST FOR SPECIALIST EMPLOYMENT LAW AND HR SUPPORT

Explanation and clarification provided to the council.

Proposal: Proposed by Cllr EL, seconded by Cllr MF, all in favour and it was RESOLVED to agree a contract with Worknest. Carried.

05-015.3 Proposal: To approve the reviewed Policies and Procedure:

- Litter picking Risk Assessment
- Daily Risk Assessment
- Risk Assessment Billy Goat (leaves mulcher)
- Risk Assessment Grass cutting – The clerk is checking road access, this will be clarified.
- Risk Assessment Strimmer
- Risk Assessment Shredder
- H&S (also under General Policies)
- Lone working Policy (also under Employment section)

Proposal: Proposed by Cllr CU, seconded by Cllr EL, all in favour and it was RESOLVED that the above listed policies are approved. Carried.

05-016 Highways and Sustainable Transport Advisory Group, Notes from 29th April meeting plus April SAG minutes, Cllr G Sansom and Cllr Underwood

No questions on the reports.

05-017 Green infrastructure and Biodiversity Advisory Group, next meeting is on the 8th May 2024, report to follow, Cllr C Underwood

No questions on the report.

05-018 Climate Change Mitigation Advisory Group, report attached, Cllr M Fraser

Cllr MF was accepted on Carbon Literacy training which aim to educate people on Climate change. Thermal imaging camera still with ex Cllr, been noted as damaged as coating damaged on the lens from trying to clean it. Strict instructions needed for the future advising users 'not to clean the lens'. Consider repair of the camera.
No questions on the report.

It was also explained that BPC maintain the Churchyard of St Mary's Church and have been approached to apply for an award under this scheme run by The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire. The aim is to manage the Churchyard's grassland and wildflower areas, trees, shrubs, and other wildlife habitats more sustainably. This is likely to lead to some small changes in the

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grass cutting and other maintenance whilst we adapt some areas of the churchyard for the benefit of wildlife. If you are interested in the award more information can be found at

<https://www.wildlifebcn.org/sites/default/files/202302/Scoring%20leaflet%20Churchyard%20Conservation%20Award.pdf>

05-019 Village Hall Liaison, next meeting to be agreed, Cllr C Underwood

The meeting is being rescheduled so that it covers the Youth event scheduled on 17th May.

05-020 Allotments Advisory Group, report attached, meeting held on 5th May 2024, Cllr C Underwood

Report circulated today. No questions on the report.

05-021 Communications Advisory Group, verbal update, Cllr A Howell-Jones.

Thank you to the volunteer who updates social media for BPC, especially Facebook.

05-022 Correspondence, matters remaining unresolved, the chair

None.

05-023 To note points of Communication to the Parish

Cllr AHJ asked if anyone would take this monthly task over. It will be much more difficult for her to do this report when she is not chairing the meeting.

05-024 Confidential Matters.

None.

05-025 The next Parish Council Meetings:

- **Annual Assembly 28th May 7pm and Parish Council Meeting 11th June 7pm**

Meeting finished at 8.23pm

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Appendix 1: payments for sanction

Buckden Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/24

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque
1868	BACS2405 14ProLawn	£780.00	£130.00	£650.00	£780.00 08/04/24	1612	ProLawnCare - Hunts End, Churchyard, Morris Close bulb planting and maintenance	£780.00
1861	BACS2405 14CAPALC 2	£75.00	£0.00	£75.00	£75.00 09/04/24	4634	CAPALC - Councillor training AJ	£75.00
1862	BACS2405 14CAPALC 3	£75.00	£0.00	£75.00	£75.00 11/04/24	4667	CAPALC - Councillor training APMcC	£75.00
1852	BACS2405 14APMS	£209.87	£34.98	£174.89	£209.87 17/04/24	INV-0118	APMS Compliance Ltd - Commissioning and Installation of Fire Extinguishers x 2	£209.87
1866	BACS2405 14EdgeIT	£504.00	£84.00	£420.00	£504.00 17/04/24	37808	EDGE IT Systems Ltd - End of Year Finance	£504.00
1867	BACS2405 14TBPC	£762.75	£0.00	£762.75	£762.75 23/04/24	54709	The Business Printing Company - Roundabout Booklets - May	£762.75
1851	BACS2405 14MM2	£143.83	£0.00	£143.83	£143.83 24/04/24	SI-985578	BVHT - MM room hire Apr 24	£143.83
1854	BACS2405 14MM1	£20.99	£3.50	£17.49	£20.99 24/04/24	177102399	Sue Ashwell - Games for MM	£20.99
1855	BACS2405 14Viking	£48.00	£8.00	£40.00	£48.00 24/04/24	4132063	Viking - Cartridge for office printer	£48.00
1853	BACS2405 14Office	£739.51	£0.00	£739.51	£739.51 25/04/24	SI-985583	BVHT - Treatment room hire	£739.51
1856	BACS2405 14Amazon	£26.63	£0.00	£26.63	£26.63 25/04/24	GB4FUXGABE Y	Amazon EU - Book on Excel	£26.63

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque
1859	BACS2405 14Screwfix	£6.49	£1.08	£5.41	£6.49 28/04/24	1490128069	Screwfix - Installation of Tommys	£6.49
1858	BACS2405 14Amey	£93.55	£15.59	£77.96	£93.55 29/04/24	101236373	AmeyCespa (East) Ltd - Mixed general waste 2, 9, 16 and 23 Apr 2024	£93.55
1860	BACS2405 14CAPALC 1	£50.00	£0.00	£50.00	£50.00 30/04/24	4749	CAPALC - CIL and S106 training Assistant Clerk	£50.00
1863	BACS2405 14MM3	£70.00	£0.00	£70.00	£70.00 30/04/24	072	Jane Bond - Making Memories - delivery of Love to Move	£70.00
1864	DD240512 Shell2	£73.31	£12.22	£61.09	£73.31 30/04/24	9007312360	Shell Buckden - Fuel for mowers	£73.31
1870	BACS2405 14Fenland Rep	£412.32	£68.72	£343.60	£412.32 30/04/24	SIN058392	Fenland Leisure Products Ltd - Play Area tarmac repairs	£412.32
1865	DD240501 SSE	£23.35	£3.89	£19.46	£23.35 01/05/24	8700252344	SSE - Electricity to Gardener's Shed	£23.35
1869	BACS2405 14CPRE	£60.00	£0.00	£60.00	£60.00 03/05/24		CPRE - Membership renewal	£60.00
Total		£10,239.84 £14,414.44	£0.00 £361.98	£10,239.84 £14,052.46	£10,239.84 £14,414.44	Confidential		

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Expenditure transactions - payments approval list

Start of year 01/04/24

No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Cheque
1877	BACS2405 14Insurance	£2,265.15	£0.00	£2,265.15	£2,265.15 13/05/24	5290330	Gallagher - Insurance cover	£2,265.15
Total		£2,265.15	£0.00	£2,265.15	£2,265.15			

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Start of year 01/04/24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference
1879	BACS2405 24Worknest	£1,920.00	£320.00	£1,600.00	£1,920.00	24/05/24		Worknest - Staffing support - Year 1	£1,920.00
Total		£1,920.00	£320.00	£1,600.00	£1,920.00				