

# 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 Monday 13<sup>th</sup> February 2023 at 7.00pm at Village Hall**

Present:

Councillor: Caroline Underwood, Chair

Councillors: Anne Howell-Jones, John Thelwall, Gerald Sansom, Madelaine Fraser, Allan Jones, Catherine Grigg, Emily Lankfer, and A Joy.

Clerk: Ramune Mimiene

HDC Cllr Martin Hassall

5 members of the public

### **MINUTES**

#### **02-178 Apologies for absence.**

To receive and accept apologies for absence.

Cllrs D Duncan, R Salmon, A Bodede and P Clark sent apologies for absence.

#### **02-179 Declarations of Interest**

**To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda.**

Cllrs AHJ and CU declared DPI in Agenda item 02-185/3 PFS.

Cllr JT declared a Non-Registerable Interest in Agenda item 189 as he is a trustee of Alms Houses.

**To receive written requests for the new Disclosable Interest dispensations – None.**

#### **02-180 Minutes**

**02-180/1 To agree and sign the minutes of the Parish Council meeting held on 10 January 2023. Proposal: Proposed by Cllr CU, seconded by Cllr CG, all in favour and it was RESOLVED that the minutes are approved as the correct record of the meeting with the above amendment. Carried.**

**02-180/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached.** Discussed and noted.

#### **02-181 County and District Councillor Reports.**

**02-181/1 To receive a report from County Councillor Ken Billington.**

Cllr KB emailed that he has reported the blocked drains and potholes and poor condition of the pavements and has tried to progress the cycle way. He has mentioned all of this to the MP for Huntingdon whom he met last Friday 3 February 2023.

**02-181/2 To receive a report from District Councillor Martin Hassall, report attached.**

Additionally, Cllr MH noted that he will continue to press for road sweeping in the village. It was explained that HDC sweep the roads and CCC unblock the drains.

#### **02-182 Open Forum – a maximum of 15 minutes is permitted for members of the public to address the Council.**

No requests to speak received.

#### **02-183 The Council currently has 1 vacancy**

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The notification from HDC received that we can consider Co-option to fill the vacancy on the Parish Council.

## **02-184 Chairman's report, report attached**

It was agreed that the Planning Committee or Planning Advisory Group will discuss the implications of updating the BPC Neighbourhood Plan.

It was noted that Brampton PC, had found a meeting with HDC CIL department to be useful It was agreed that a meeting for BPC will be arranged, Cllr **JT** will lead on setting up a meeting.

Cllrs were invited to present views on whether BPC should use any available CIL money to repair the pavements in the village (which falls under County Council powers). It was agreed to arrange a meeting with CCC to discuss the issue and the possibility of a Private Finance Local Highways Initiative scheme.

### **Annual Parish meeting**

It was noted that the Annual Parish meeting will be held on 23<sup>rd</sup> May 2023 7.00pm at the Village Hall.

## **02-185 Finance, report attached, Cllr S Ashwell.**

Questions on the report.

*1 member of the public left the meeting.*

### **02-185/1 Accounts reconciled:**

*HDC Cllr MH left the meeting.*

- **Unity Trust Current account October 2022 £123,591.27, November £110,356.36 and December £88,216.45 (Confidential).**
- **Unity Trust Instant Access Account to 31 December 2022 £50,311.65.**
- **NatWest to 31 December 2022 £102,456.93.**
- **Nationwide to 31 Dec 2022 £151,003.37 – committed funds.**
- **Bank of Scotland £0.00 – account not closed.**
- **Cambridge Building Society – balance as at 31 December 2022 £11,071.93 – interest added annually.**

Noted.

**02-185/2 To check quarterly accounts (quarter 2 and quarter 3 accounts) - To note that Councillors G Sansom and M Fraser agreed to verify the quarterly accounts (July, August & September and October, November & December 2022), as per Parish Council Financial Regulation 2.2.**

Cllr MF will check the last quarter.

*Note since meeting: date agreed as Thu 23<sup>rd</sup> Feb.*

*Cllrs CU and AHJ left the meeting.*

Clerk read out the Standing Orders para 3. Section p:

***The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both***

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***the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.***

**Proposal: Proposed by Cllr JT, seconded by Cllr CG, all in favour and it was RESOLVED that Cllr S Ashwell will chair the meeting for this Agenda item. Carried.**

## **02-185/3 To approve February 2023 Payments for Sanction.**

Cllr SA explained the purchase of two books for the Handymen to document the inspections in discharging H&S responsibilities.

It was also explained the purchase of the generator for the handymen to charge the electric tools BPC purchased.

Cllr **AJ and CG** agreed to explore the price of the alternative solutions for tools and handymen equipment so that the council is more sustainable. It was also agreed that in the future any purchase of equipment will be run via the Climate Change Mitigation Group.

**Proposal: Proposed by Cllr GS, seconded by Cllr CG, all in favour and it was RESOLVED that the payments for sanction listed in Appendix 1 are to be made. Carried.**

*3 members of the public left the meeting.*

*Cllr CU and AHJ re-joined the meeting.*

## **02-186 To Consider Planning Committee Report, Cllr S Ashwell.**

**02-186/1 To note the Minutes of the Meeting on 20 December 2022 noted.**

**02-186/2 To note that Planning meeting was held tonight prior to the PC meeting. Noted.**

## **02-187 Large Planning Group, verbal update, Cllr J Thelwall.**

## **02-188 Flood Advisory Group, verbal update, Cllr J Thelwall.**

Cllr JT proposed that BPC allow him to complete and sign the Grant Application form and enable him to purchase the equipment for £498.46. In addition, it was agreed to purchase a 1<sup>st</sup> Aid kit

**Proposal: Proposed by Cllr CU, seconded by Cllr MF, all in favour and it was RESOLVED to allow Cllr JT to complete and sign the Community Agreement form and place the order for the Flood equipment.**

A further request for Flood wardens will be made as so far there have been no volunteers.

## **02-189 Compliance Advisory Group, report and Risk Management Plan attached, Cllr C Underwood.**

**Proposal: to approve the appointment of Mrs Betty Millard as the Buckden Parish Council nominated Trustee of the Charitable incorporated Organisation (CIO) of James South and William Burberry (formally the Buckden Parochial Charities) from June 2023 for 5 years until June 2028.**

This organisation oversees the management of the Alms houses in the village.

**Proposal: Proposed by Cllr CU, seconded by Cllr Sa, all in favour and it was RESOLVED to approve the above proposal. Carried.**

*Cllr JT did not vote.*

## **02-190 General Purposes and Cemetery Advisory Group, meeting scheduled on 9<sup>th</sup> Feb, report will be circulated, Cllr A Howell-Jones.**

Spare defibrillator will be installed at the Vine by 23<sup>rd</sup> March.

Council thanked the Clerk and Assistant Clerk for completing the Cemetery Mapping programme.

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**02-191 Climate Change Mitigation Advisory Group, no report, Cllr A Jones.**

**02-192 Highways and Sustainable Transport Advisory Group, report attached, Cllrs G Sansom and C Underwood.**

It was noted that a Business case has been requested by CCC for moving the village sign to a different location. This will be discussed with Cllr PC.

Thanks to Cllr CG for managing Speed watch. Produce an update for next month's Roundabout.

**02-193 Green infrastructure and Biodiversity Advisory Group, report attached, Cllr C Underwood**  
No questions on report

**02-194 Village Hall Liaison, report attached, Cllr C Underwood.**

No questions on report

It was noted that the changes in the office hire were agreed.

Cllr JT offered his help with Storage Lease terms.

**02-195 Allotments Advisory Group, report attached, Cllr C Underwood.**

No questions on report

**02-196 Communications Advisory Group, report attached, Anne Howell-Jones.**

No questions on report

Full details of Coronation events being held in the village will be published next month. However, we expect there to be an event at the Towers on Sunday the 7<sup>th</sup>, which will include a market and children's activities. A Seniors Tea Party on Monday 8<sup>th</sup> at the Village Hall..

Cllrs AHJ and CG to liaise to agree how best to share and make leaflets visible around the village.

**02-197 Staffing Advisory Group, verbal update, Anne Howell-Jones.**

Work experience request received. This was checked with BPC insurers and agreed to accept it.

**02-198 Correspondence, matters remaining unresolved, Cllr C Underwood.**

None.

**02-199 To note points of Communication to the Parish, Cllr A Howell-Jones.**

Roundabout insert was submitted early due to the earlier deadline this month.

## **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

**02-200 Bodies (Admission to Meetings) Act 1960**

**Confidential Matters, if required.**

No issues.

**02-201 Date of the next meeting is Parish Council Meeting which will be held on Tuesday 14 March 2023 at 7pm at the Village Hall.**

Meeting finished at 8.34pm

Signature .....

Date.....

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## Appendix 1

### Buckden Parish Council

#### Expenditure transactions - payments approval list start of year 01/04/22

| No   | Payment Reference         | Gross   | Vat    | Net Invoice date | Details                                                                                                                 | Cheque  |
|------|---------------------------|---------|--------|------------------|-------------------------------------------------------------------------------------------------------------------------|---------|
| 1369 | BACS2302<br>13AHJ         | £200.00 | £0.00  | £200.00 01/01/23 | M&S - Recognition award for Clerks                                                                                      | £200.00 |
| 1370 | BACS2302<br>13HasFre      | £300.00 | £0.00  | £300.00 05/01/23 | HasFre Environmental - Rats and mice pest control 20 Jan to 19 Mar 2023                                                 | £300.00 |
| 1357 | BAVS23021<br>3AskIT1      | £12.00  | £2.00  | £10.00 13/01/23  | AskIT Services Ltd - Onsite visit to correct an issue on the laptop that was preventing access to the accounting system | £12.00  |
| 1364 | BACS2302<br>13Amazon3     | £5.98   | £1.00  | £4.98 15/01/23   | Amazon EU - Heavy duty padlock for Allotment gate                                                                       | £5.98   |
| 1351 | DD230209<br>HDC           | £21.15  | £0.00  | £21.15 16/01/23  | HDC - Refuse Bin collection - excess weight December 2022                                                               | £123.84 |
| 1363 | BACS2302<br>13Viking      | £26.45  | £4.41  | £22.04 19/01/23  | Viking - Notebooks for handymen use and folders                                                                         | £26.45  |
| 1361 | BACS2302<br>13Glassblade  | £120.00 | £20.00 | £100.00 20/01/23 | Glassblade Ltd - 2 months website admin 18 Jan - 17 Mar 2023                                                            | £120.00 |
| 1355 | BACS2302<br>13AskIT       | £20.00  | £3.33  | £16.67 24/01/23  | AskIT Services Ltd - Onsite visit to correct an issue with the HP printer                                               | £20.00  |
| 1349 | BACS2302<br>13Wicksteed   | £198.00 | £33.00 | £165.00 25/01/23 | Wicksteed - Quarterly inspection 13-1-2023                                                                              | £198.00 |
| 1352 | BACS2302<br>13Amazon1     | £5.98   | £1.00  | £4.98 25/01/23   | Amazon EU - Heavy Duty Tape                                                                                             | £5.98   |
| 1353 | BACS2302<br>13Amazon2     | £132.99 | £0.00  | £132.99 25/01/23 | Amazon EU - Safety boots x 2 for Memorials Testing                                                                      | £132.99 |
| 1350 | BACS2302<br>13TheBusiness | £735.00 | £0.00  | £735.00 26/01/23 | The Business Printing Company - Roundabout Booklets - February Edition                                                  | £735.00 |
| 1348 | BACS2302<br>13ICCM        | £95.00  | £0.00  | £95.00 27/01/23  | ICCM - ICCM Corporate membership re Cemetery mangement                                                                  | £95.00  |
| 1356 | BACS2302<br>13Handyman    | £130.00 | £0.00  | £130.00 30/01/23 | Roy Handy Man (Roy Tucker) - Exchanging of batteries to MVAS 2, recharging, downloading data                            | £130.00 |
| 1362 | BACS2302<br>13Amey        | £126.22 | £21.04 | £105.18 30/01/23 | AmeyCespa (East) Ltd - Mixed General Waste 28 Dec 2022, 2, 10, 17 and 25 Jan 2023                                       | £126.22 |
| 1365 | BACS2302<br>13ComHear     | £165.60 | £27.60 | £138.00 31/01/23 | Community Heartbeat Trust - Pads for defib x 2 and the                                                                  | £165.60 |

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|              |                              |           |         |           |          |                                                                                                          |         |
|--------------|------------------------------|-----------|---------|-----------|----------|----------------------------------------------------------------------------------------------------------|---------|
|              | t                            |           |         |           |          | rescue kit                                                                                               |         |
| 1366         | BACS2302<br>13MarkingK<br>it | £18.88    | £3.15   | £15.73    | 31/01/23 | Amazon EU - Assets marking<br>kit                                                                        | £18.88  |
| 1367         | BACS2302<br>13Toolstati<br>o | £22.57    | £3.76   | £18.81    | 31/01/23 | Toolstation - Sanding<br>materials for benches                                                           | £22.57  |
| 1372         | BACS2302<br>13CPRE           | £36.00    | £0.00   | £36.00    | 02/02/23 | CPRE - Membership                                                                                        | £36.00  |
| 1373         | BACS2302<br>13Gallaghe       | £380.25   | £0.00   | £380.25   | 02/02/23 | Gallagher - Insurance for<br>mower                                                                       | £380.25 |
| 1376         | DD230217<br>BT               | £79.96    | £13.32  | £66.64    | 03/02/23 | BT - Landline and mobile                                                                                 | £79.96  |
| 1377         | DD230219<br>Draxx3           | £102.89   | £4.90   | £97.99    | 05/02/23 | Drax Power Station -<br>Streetlighting electricity Jan<br>2023                                           | £102.89 |
| 1374         | BACS2302<br>13ASL            | £220.00   | £0.00   | £220.00   | 06/02/23 | Mr A S L - Clarke PG 3800A<br>generator                                                                  | £220.00 |
| 1375         | DD230212<br>Shell1           | £3.60     | £0.60   | £3.00     | 06/02/23 | Shell Buckden - Admin fee                                                                                | £3.60   |
| 1384         | BACS2302<br>13APMS           | £302.42   | £50.40  | £252.02   | 06/02/23 | APMS Compliance Ltd - Fire<br>extinguisher x 2, smoke<br>detectors and installation for<br>the Generator | £302.42 |
| 1371         | DD230209<br>HDC              | £102.69   | £0.00   | £102.69   | 09/02/23 | HDC - Refuse bin collection<br>Fortnightly                                                               | £123.84 |
|              |                              | £6,193.17 | £0.00   | £6,193.17 |          | Confidential                                                                                             |         |
| <b>Total</b> |                              | £9,756.80 | £189.51 | £9,567.29 |          |                                                                                                          |         |

Signature

Signature