

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 Tuesday 13 February 2024 at 7.00pm at Village Hall

Present:

Councillor: Anne Howell-Jones, Chair

Councillors: John Thelwall, Caroline Underwood, Madeline Fraser, Gerald Sansom, Aidan Joy, Abi Bodede, Mark Williams, Dave Duncan, Catherine Grigg, and Anita Pancholi-McCann.

Clerk: Ramune Mimiene

CC Cllr K Billington

HDC Cllr M Hassall

1 member of the public

MINUTES

02-192 Apologies for absence.

To receive and accept apologies for absence.

Cllrs Emily Lankfer and Peter Clark sent apologies for absence which were accepted.

02-193 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.

02-194 Minutes

02-194/1 To agree and sign the minutes of the Parish Council meeting held on 9 January 2024.

Proposal: Proposed by Cllr MF, seconded by Cllr CU, all in favour and it was RESOLVED that the minutes as amended are approved as the correct record of the meeting. Carried.

02-194/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached – noted.

02-195 County and District Councillor Reports.

02-195/1 To receive a report from County Councillor Ken Billington

Meeting with County Council Rights of Way officer was held, and a date agreed for the follow up meeting.

Reports on flooding in the village received and logged.

Fire station meeting will be held in March, **Cllr GS** will be attending. It is on the Agenda tonight to decide if BPC make a formal objection as a council.

No notification or any formal proposal received from CCC re footpath matter and road closure Brampton to Grafham.

BPC have a Streetlights contract for 2 years which was signed in Nov 2023. Cllr KB is still investigating if there is a scheme at CCC which could cover the streetlights around the county as Parish Councils are left on their own to deal with the costly contracts. Action to **CC Cllr KB**. The **Clerk** to check re Diddington streetlights.

02-195/2 To receive a report from District Councillor Martin Hassall, report attached.

CC Cllr KB left the meeting

BUCKDEN PARISH COUNCIL

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

Tel; 01480 819407

HDC are waiting for a report from the Environment Agency re recent floods in the village. **HDC Cllr MH** is meeting with National Highways who are investigating the riparian owners and their responsibilities re issues of flooding at the other side of A1.

The County Council Highways and Transport committee have decided to reinstate the use of chemical weed control across the county from May 2024. Additionally, a one off non-chemical weed removal program will be implemented to cleanse all areas affected by weeds. This program will serve as a deep clean measure prior to the reintroduction of the regular programme.

02-196 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.

None.

02-197 Vacancy on the Parish Council.

02-197/1 The 1st Vacancy – Vacancy filled in by Uncontested Elections –Cllr Anita Pancholi-McCann joined the parish Council.

02-197/2 The 2nd Vacancy can be filled in by co-option.

02-197/3 The 3rd Vacancy received and HDC informed. PC can co-opt to fill in the vacancy.

02-198 Chairman and Vice Chairman's report, verbal update.

02-198/1 Update on Gardener's shed renovations options discussed as per report.

02-198/2 Update on the proposed Buckden Village Hub – meeting set for 4th March.

02-198/3 Discussion on the proposed closure of Kimbolton Fire Station. – BPC will be sending in an objection letter and Cllr GS will attend the relevant meetings. **Cllrs GS and AHJ** will draft a letter.

02-199 Finance, meeting held on 30th January 2024, report attached, the Clerk

Questions on the report

02-199/1 To approve Finance AG recommendations:

1. Financial Risk management Policy:

a. Appendix 1 Risk Assessment - Strategic Financial Risks

Proposal: Proposed by Cllr AHJ, seconded by Cllr GS, all in favour and it was **RESOLVED** that the policy is approved. Carried.

b. Appendix 2 Risk Assessment - Use of online banking to make electronic payments

Proposal: Proposed by Cllr AHJ, seconded by Cllr GS, all in favour and it was **RESOLVED** that the policy is approved. Carried.

c. Appendix 3 Risk Assessment - Unity Bank Commercial Multi-pay credit card and use of separate Fuel (credit) card by handymen

Proposal: Proposed by Cllr AHJ, seconded by Cllr GS, all in favour and it was **RESOLVED** that the policy is approved. Carried.

d. Appendix 4 Risk Assessment - Transport and Handling of Cash

Proposal: Proposed by Cllr AHJ, seconded by Cllr GS, all in favour and it was **RESOLVED** that the policy is approved. Carried.

BUCKDEN PARISH COUNCIL

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

2. Financial Regulations (last reviewed Oct 2022)

Proposal: Proposed by Cllr MF, seconded by Cllr AHJ, all in favour and it was RESOLVED that the Financial Regulations are approved. Carried.

3. To review Reserves Policy (last reviewed July 2021)

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

4. Single tender Actions Policy, review prior to the approval of the Council

Proposal: Proposed by Cllr MW, seconded by Cllr MF, all in favour and it was RESOLVED that the Single Tender Policy is approved. Carried.

02-199/2 To note Quarter 3 accounts – Summary of Income against Expenditure – noted.

02-199/3 To approve February 2024 Payments for Sanction, please see *Appendix 1*

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

02-199/4 To discuss - Adventures Away from Home Fund - Grafham Water Centre

Cllrs agreed that they need more information and therefore the formal proposal will be presented at the next meeting.

02-200 Flood Advisory Group, Meeting held on 19th January 2024, report attached, Cllr J Thelwall.

No questions on the report.

Heavy rain again this week. A lot of debris at the top of Taylors Lane village side reported. More flood equipment ordered and is at the Flood shed.

Flood signs ordered. Criteria for when a road closure is appropriate to be agreed. **Cllr AJ** suggested that he could distribute the signs when required. **Cllr JT** will check with CCC Flood Authority.

Re: Pasturelands Taylors Lane, HDC advised that they do not have an update. This case was reallocated to a new officer who is undertaking some enquiries that require clarification before HDC can update BPC.

Next meeting scheduled on 23rd February.

02-200 To Consider Planning Committee Report, Cllr P Clark

02-200/1 To note the Minutes of the Meetings on 9th and 23rd January 2024.

Noted.

Application Number: 22/02162/FUL Erection of four 5m poles with cameras for CCTV and associated power distribution boxes (part retrospective) – BPC have not been informed if an application has been made to discharge Conditions 3 & 4.

02-201 Large Scale Planning Advisory Group, verbal update, Cllr J Thelwall.

Surveyors were seen at Silver Street measuring the road.

02-202 Compliance Advisory Group, meeting held 30th January 2024, report attached, Cllr C Underwood.

No questions on the report.

02-202/1 To approve Risk Management Review 2024.25

Proposal: Proposed by Cllr CU, seconded by Cllr CG, all in favour and it was RESOLVED that the Risk Register for 2024.25 is approved. Carried.

BUCKDEN PARISH COUNCIL

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

Tel; 01480 819407

Councillors are reminded about training opportunities. The list of training undertaken was circulated.

Cllr Mark William agreed to chair Finance AG as an interim chair.

Reminder to attend Operational Plan meeting on the 20th February 2024.

HDC Cllr MH left the meeting.

Cllr CU left the meeting

02-203 Village Maintenance Advisory Group, meeting minutes of 17th January 2024 attached.

Questions on the report.

02-203/1 Report on Making Memories – report noted.

Report on Making Memories received and noted. Sue Ashwell is a Lead Volunteer. More grant applications to apply for. Advert issued and will be posted on social media. The group are following BPC Safeguarding policy.

02-203/2 TO DISCUSS ISSUES IDENTIFIED FOLLOWING COUNCIL'S DECISION TO PLACE AN EXTRA WASTE BIN ADJACENT TO A1 SOUTHBOUND LAYBY CLOSE TO BUCKDEN ROUNABOUT.

HDC are not committing to always emptying the bin due to access / exit issues to and from layby. Concern that it will increase the problem and vermin if the bin is installed by BPC but not emptied by HDC on a regular basis.

The vote took place where 6 out of 11 Cllrs voted not to install a bin.

It was agreed to erect a sign 'take rubbish away'.

02-203/3 Proposal: That in line with the advice of ICCM, Buckden Cemetery rules be amended to permit the scattering of ashes on an existing grave, provided there is prior agreement from the owner of that grave, the appropriate paperwork is completed, and the agreed fee is paid to BPC for the keeping of the necessary records.

The approval of the arrangements agreed to be delegated to VMAG.

02-204 Highways and Sustainable Transport Advisory Group, report attached, Cllr G Sansom and Cllr Underwood

No questions on the report.

Thanks to Assistant Clerk J Thomson for setting up the Survey Monkey questionnaire.

Thank you to all those who completed the survey about speeding. We received more than 100 responses.

We learnt that Lucks Lane and Church Street are the areas where people are most concerned about speeding and most respondents favoured MVAS (mobile vehicle activated signs) units over speed humps or other traffic calming measures. We have put a bid into Cambridgeshire County Council for MVAS units in Lucks Lane. It is likely to be some months before we learn the outcome. In the meantime, we are continuing to run Speedwatch sessions to gather more data across the village.

02-205 Green infrastructure and Biodiversity Advisory Group, report from the meeting on the 7th February 2024, Cllr C Underwood

No questions on the report.

02-206 Climate Change Mitigation Advisory Group, Buckden Village Footprint Reduction Plan and Climate Action for Smaller Councils attached, Cllr M Fraser

No questions on the reports.

Council thanked Cllr MF for the informative reports.

Cllr MF explained that she joined NALC climate emergency network on BPC behalf.

BUCKDEN PARISH COUNCIL

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

Tel; 01480 819407

Proposal will be prepared to the next meeting.

Cllr MF is going to visit St Neots repair café on Sat 17th Feb.

02-207 Village Hall Liaison, a verbal update Cllr C Underwood

It was noted that we are still looking for a representative on this group.

02-208 Allotments Advisory Group, next meeting on the 12th February 2024, no report, Cllr C Underwood

No report.

02-209 Communications Advisory Group, next meeting on the 19th February 2024, no report, Cllr A Howell-Jones.

Council thanked the volunteer who updates BPC social media.

02-210 Correspondence, matters remaining unresolved, Cllr A Howell-Jones

All covered.

02-211 To note points of Communication to the Parish, Cllr A Howell-Jones

Noted.

02-212 Confidential Matters

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.

None.

02-213 The next Parish Council Meeting will be held on Tuesday 12 March 2024 at 7pm at the Village Hall.

Meeting finished at 8.40pm

BUCKDEN PARISH COUNCIL

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

Appendix 1

Buckden Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Cheque
1732	BACS2402 13Drax	£638.44	£106.41	£532.03	£638.44 23/11/23	A74557	Drax Power Station - Streetlighting electricity bill Oct 2023 - outstanding payment to Drax	£638.44
1761	BACS2402 13StJohn	£126.72	£21.12	£105.60	£126.72 20/12/23	SP23009730	St John Ambulance - Provision of first aid to Christmas Lights switch event	£126.72
1781	BACS2402 13HireOrBuy	£156.59	£26.10	£130.49	£156.59 13/01/24	1123983	Hire Or Buy - Membrane and sand for flood defence	£306.57
1779	BACS2402 13VHT1	£1,124.00	£0.00	£1,124.00	£1,124.00 14/01/24	SI-985444	BVHT - Rent charges Shared Office Oct, Nov, Dec 23 and Treatment Room Sep, Oct, Nov 23	£1,124.00
1783	BACS2402 13Nightingal	£4,212.00	£702.00	£3,510.00	£4,212.00 17/01/24	177	Nightingale Grass Care & Farm Services - Cut cemetery and A1 splays x 6 times	£4,212.00
1776	BACS2402 13Glassblade	£120.00	£20.00	£100.00	£120.00 18/01/24	2392	Glassblade Ltd - 2 months website admin 18 Jan to 17 Mar 2024	£120.00
1777	BACS2402 13TBPC	£748.70	£0.00	£748.70	£748.70 19/01/24	54490	The Business Printing Company - Roundabout Booklets - February	£748.70
1778	BACS2402 13RoyHandyMa	£175.00	£0.00	£175.00	£175.00 19/01/24	210	Roy Handy Man (Roy Tucker) - MVAS maintenance	£175.00
1780	BACS24021 3BVHT2	£725.00	£0.00	£725.00	£725.00 19/01/24	SI-985464	BVHT - Office Space - Treatment room Dec 23, Jan and Feb 24	£725.00

Signature
Date

Signature

08/02/24 11:17 AM Vs: 8.95.00

Page 1

No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Cheque
1775	BACS2402 13Screwfix	£9.49	£1.58	£7.91	£9.49 20/01/24	1456251287	Screwfix - Screwdrivers	£9.49
1769	BACS2402 13MC	£7.90	£1.32	£6.58	£7.90 23/01/24		Reimbursement re: Sand bags	£7.90
1791	BACS2402 13VHTMM	£95.55	£0.00	£95.55	£95.55 23/01/24	SI-985478	BVHT - Making Memories Room hire January x 3 sessions	£95.55
1770	BACS2402 13Pear	£1,572.00	£262.00	£1,310.00	£1,572.00 25/01/24	140400	Pear Technology Services Ltd - New map for churchyard and maintenance to 31.1.25	£1,572.00
1767	BACS2402 13Amazon-MM4	£3.98	£0.66	£3.32	£3.98 26/01/24	GB487RFABEI	Amazon EU - Making Memories - pens	£3.98
1765	BACS2402 13Amazon-MM2	£7.11	£1.19	£5.92	£7.11 28/01/24	GB48F05ABEI	Amazon EU - Making Memories - Welcome Packs wallets	£7.11
1766	BACS2402 13Amazon-MM3	£19.55	£3.26	£16.29	£19.55 28/01/24	GB48F06ABEI	Amazon EU - Making Memories - exercise books	£19.55
1774	BACS2402 13Gallagher	£361.23	£0.00	£361.23	£361.23 29/01/24	530412943	Gallagher - Insurance cover for Mower	£361.23
1763	BACS2402 13Viking-MM2	£67.43	£11.24	£56.19	£67.43 31/01/24	3705473	Viking - Making Memories paper and cartridge	£67.43
1764	BACS2402 13Amazon-MM1	£7.96	£1.32	£6.64	£7.96 31/01/24	GB4AP9CABEI	Amazon EU - Making Memories - Biros	£7.96

BUCKDEN PARISH COUNCIL

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

Tel; 01480 819407

No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Cheque
1768	BACS2402 13Amazon	£45.33	£7.58	£37.75	£45.33 31/01/24	GB4B38CABEI	Amazon EU - Making Memories - folders, stapled books for volunteers	£45.33
1771	BACS2402 13Ibbetts1	£104.85	£17.47	£87.38	£104.85 31/01/24	1211606	Ibbetts - Parts for equipment	£104.85
1782	BACS2402 13HDCElec tio	£42.58	£0.00	£42.58	£42.58 31/01/24	70076558	HDC - Charge for BPC uncontested by-election	£42.58
1792	BACS2402 13HireOrBuy	£149.98	£25.00	£124.98	£149.98 31/01/24	1125094	Hire Or Buy - Membrane and Sand	£306.57
1795	DD240217 BT	£91.80	£15.30	£76.50	£91.80 03/02/24	M153MT	BT - Landline and mobile	£91.80
1762	BACS2402 13Viking- MM1	£99.67	£4.74	£94.93	£99.67 04/02/24	3560425	Viking - Making Memories	£99.67
1772	BACS2402 13Amey	£112.44	£18.74	£93.70	£112.44 04/02/24	101230605	AmeyCespa (East) Ltd - Mixed General Waste 28 Dec 23, 2 , 9, 16 and 23 Jan 24	£112.44
1773	BACS2402 13EdgeIT	£1,843.02	£307.17	£1,535.85	£1,843.02 04/02/24	37576	EDGE IT Systems Ltd - 5 Year Contract - 2nd Year	£1,843.02
1784	B ACS24021 3Refund	£25.00	£0.00	£25.00	£25.00 04/02/24	Plot10	Allotment Plot No 10 - - Plot Deposit refund	£25.00
1794	BACS2402 13OVT	£40.00	£0.00	£40.00	£40.00 05/02/24	73	Great Ouse Valley Trust - Membership renewal	£40.00
1793	DD240211 Shell	£3.60	£0.60	£3.00	£3.60 11/02/24	327544	Shell Buckden - Petrol for shredder	£3.60

No	Payment Reference	Gross	Vat	Net	To pay Invoice	Invoice	Details	Cheque
1760	BACS2402 13SkipHire	£190.00	£0.00	£190.00	£190.00 13/02/24		Buckden Community Events - Skip Hire for mad Hatter Party	£190.00
		£6,335.05	£0.00	£6,335.05	£6,335.05	Confidential		
Total		£19,261.97	£1,554.80	£17,707.17	£19,261.97			