

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 11 October 2022 at 7.00pm at Village Hall

Present:

Councillor: Caroline Underwood, Chair

Councillors: Anne Howell-Jones, John Thelwall, Dave Duncan, Gerald Sansom, Vikki Browning, Madelaine Fraser, Dawn Packham and Catherine Grigg.

Clerk: Ramune Mimiene

HDC Cllr Martin Hassall

7 members of the public

MINUTES

10-83 Apologies for absence.

To receive and accept apologies for absence.

Cllrs Madelaine Fraser, Dave Duncan, Sue Ashwell, Allan Jones, and Richard Salmon sent apologies for absence.

10-84 Declarations of Interest

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

Cllr VB declared a Non participatory Disclosable Pecuniary Interest – Item 10/90.8 Payments for Sanction.

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

10-85 Minutes

10-85/1 To agree and sign the minutes of the Parish Council meeting held on 12 July 2022.

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

10-85/2 To agree and sign the minutes of the Extraordinary Parish Council meeting held on 27 September 2022.

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

10-85/3 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report attached.

Dealt with.

10-86 County and District Councillor Reports.

10-86/1 To receive a report from County Councillor Ken Billington – no apology and no report received.

10-86/2 To receive a report from District Councillor Martin Hassall – report received and placed on the website with other Agenda reports. HDC Cllr MH alerted the Council to the next tranche of funding for Active Travel projects, which encourage walking and cycling across Cambridgeshire. The delivery of the projects follows an earlier trial which led to a series of cycling and walking

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schemes being introduced during the pandemic. He advised that if we had any projects to apply through John Morris, former Huntingdonshire District Councillor 2013- May 2022.

HDC Cllr MH and PC meet regularly with the Cambridgeshire Flood Agency to try to identify solutions to the various flooding issues in the village. Funds have been secured to explore what can be done to the west of the A1, to stop water flowing downhill rapidly and flooding both the A1 and the High Street

HDC Cllr MH left the meeting

10-87 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 resident commented on poor bus links and the proposed withdrawal of the 66 route which is the main connection to market towns and Hinchingsbrooke hospital. A suggestion was made to the combine the 65 and 66 routes but using smaller buses so they could get through the Mill Rd bridge.

It was agreed that the PC would lobby the Combined Authority using evidence from residents. There was nothing to report on solar panels.

A resident raised these issues:

1. Condition of A1 Underpasses – it was reported that southern one has approximately 21 bulbs out, and plaster falling off the walls, - It was explained that A1 group are raising this matter at every meeting with NH and will continue to do so.
2. Condition of Village Green – the resident was not supportive of the wild flower area on the village green and he asked that the Council reconsider the planting of the area.
3. Ability to know and contact members of the Council Committee and Working Groups – the chairman assured that the information is on the website now.
4. Condition of pavements – ‘disgraceful and dangerous’ as stated by the resident. PC are urging authorities responsible for footpaths to do maintenance works. PC collated a report of the state of all the footpaths in the village and sent the report to CCC.

A resident expressed concerns regarding the proposal on the Agenda to have 10 meetings a year. The resident considers that with the amount of work PC are doing they cannot have 2 months without a meeting.

Points were noted.

10-88 The Council currently has 2 vacancies

To consider Co-option to fill vacancies on the Parish Council

Josh Harris and Pam Fraser have resigned as Councillors. PC thanked them both for their contribution to the Council.

We have four vacancies for Parish Councillors.

Application received from Catherine Grigg was considered.

Proposal: Proposed by Cllr CU, seconded by Cllr AHJ, all in favour and it was RESOLVED to co-opt Catherine Grigg to the Council. Carried.

Cllr DD to set up her BPC email address. Clerk passed the forms for signing.

Cllr CG joined the meeting.

The Council now has three vacancies.

A resident attended the meeting and will confirm if they would like to join.

Another resident from Lucks Lane development will be attending the Nov meeting.

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10-89 Chairman's report, report attached

This included an update on the most recent meeting with National Highways

It was noted that since that meeting, the application to upgrade the Shell petrol station had been received. This too will impact on the Roundabout.

Proposal: The Council will hold 10 meetings a year; meetings will not be held in August and September.

Cllr MF who was unable to attend due to training had emailed to express her concerns that effectively there will be 3 months without a meeting.

Following discussion, it was agreed to the amended the proposal.

Proposal: To hold 11 meetings a year but re-schedule the Aug/ Sep meeting to a date in late August early September. Date to be set when the year's dates were agreed.

Proposed by Cllr CU, seconded by Cllr VB, all in favour and it was RESOLVED to hold 11 meetings a year but to agree the Aug/Sep date nearer the time. Carried.

10-90 Finance, meeting held on 26 July 2022, report attached, Cllr S Ashwell.

Questions on the report.

10-90/1 To note Advisory Group Requisition form – Noted.

10-90/2 Proposal: That the Council pays for the company to deliver the traffic management for the Lights Switch on and Christmas Market.

Traffic management by qualified persons is required by the Highways Authority to enable closure of the High Street. The cost for that would be £830.

Proposal: Proposed by Cllr DP, seconded by Cllr VB, all in favour and it was RESOLVED to approve the expenditure of £830.00 for the traffic management for the Christmas Lights Switch and Christmas Market. Carried.

10-90/3 To note: That the External Auditors have completed their review of BPC accounts.

They have given a "qualified opinion" as they have noted two points for amendment when the accounts are prepared for 2022/23.

There are no significant issues, and the Internal Auditor has confirmed that we have complied with all requirements.

Notice of conclusion of Audit to 31 March 2022 is on the website and Notice Boards

External auditors report noted.

PC thanked the Clerk for the work done.

10-90/4 To Approve the Finance Regulations reviewed by Finance Advisory Group in July

Proposal: Proposed by Cllr CU, seconded by Cllr DP, all in favour and it was RESOLVED to approve the reviewed Financial Regulations. Carried.

Note since meeting: The document uploaded to the PC website. Policy schedule updated.

10-90/5 SAAA 2022 Opt-out Communication

Communication received on 11 August 22 is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within 8 weeks of this communication but no later than 28 October 2022. – Advice from NALC and CAPALC received suggesting to stay in the scheme. No action

10-90/6 To approve bank Reconciliations for:

- Bank of Scotland to 31 Jul 22 – £0.00 – funds transferred to Natwest, account not closed.
- Natwest x 2 accounts to 30 Jun and 31 Jul 22 – Balance **£102,270.55**

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- Nationwide Building Society to 31 Jul 22 **£149,936.67** – CIL funds (in 4 months we earned interest of £275.93) – Funds committed
- Cambs Building Society to 30 Jun 22 Balance **£11,027.52**
- Unity Trust Instant access to 31 Jul 22 balance of **£50,073.38**

and

- Unity Trust Current account – Apr, May, Jun and July statements, balance **£76,232.81**

Noted. Cllr **GS** will check the quarterly accounts.

10-90/7 To note 2 Grant requests for 2023.24 – Village Hall Trust and St Neots Museum Part of Budget setting for 2023.34. Noted.

Cllr VB did not participate in 10-90/8 Agenda item and did not vote.

10-90/8 To approve August, September 2022 Payments already agreed and made, and October 2022 Payments for Sanction.

2 lists were circulated including additional Invoices which came late but had to be paid, please see *Appendices 1 and 2* for detailed report of PFS.

Proposal: Proposed by Cllr CU, seconded by Cllr GS, one Cllr did not vote, all others voted in favour, and it was RESOLVED to approve PFS including 2 additional payments. Carried.

10-91 To Consider Planning Committee Report, Cllr J Thelwall
10-91/1 To note the Minutes of the Meetings on 19 July 2022
Approved.

10-91/2 To note that Planning meeting was held on Tue 11 October 2022

The owner of Pastureland site was present and requested to speak to committee raising number of issues on which he has different view of facts. He also had a number of documents to support his position. It was suggested it would take more than 3 minutes to read by the committee and they will need to consider the information and respond. Therefore, the committee asked that the documents are sent to the clerk who will circulate to committee members.

Planning Report – Verbal Report to Council meeting was presented by Cllr CU:

Proposal for Judicial Review of Hunts District Council's decision to grant a Certificate of Lawfulness of Existing Use or Development in units 1,2 & 3 on the Pasturelands site was agreed by Council with a condition on proceeding after Counsel's advice had been sought.

The advice from our barrister was received within the timescale that would have allowed a JR to proceed. However, the advice received indicated that the barrister could not guarantee the level of likely success set by Council for proceeding. Therefore, no Judicial Review application was made.

The bill for Counsel's advice is with Payments for Sanction in October 2022.

The advice from Counsel is not to be made public as its content is subject to legal privilege.

However, any Councillor may make a request to the Clerk who would then make access available for Counsel's advice to be read in the BPC office. No copies will be circulated, nor may any copies be taken.

10-92 Large Planning Group, verbal update, Cllr J Thelwall

The Silver Street development has received outline planning permission. However, for the development to progress there remains a dependency upon finding a solution to problems at the A1 roundabout. BPC representatives have been meeting regularly with NH. The proposals made by the developer's traffic consultants are now undergoing review by NH consultants. This is taking longer than anticipated.

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BPC have asked that NH also take account of the impact of both the new 'Black Cat/A428' development and the expansion of the Shell garage in their analysis. There is concern that speeding up the throughput of traffic at the Black Cat will result in even longer queues at Buckden.

10-93 Flood Advisory Group, verbal update, Cllr J Thelwall

The group met and drafted the Terms of Reference. These will be considered at the December meeting. One proposal is to find volunteers to be local flood co-ordinators to support residents in the event of flood.

10-94 Compliance Advisory Group, meeting held on 26 July 2022, report attached, Cllr C Underwood

Questions on the report.

It was agreed to defer the Quality Council application until the January meeting.

10-94/1 To note that ToR¹ for Committee and Advisory Groups have been completed and will now be uploaded onto the website. Noted.

10-95 General Purposes and Cemetery Advisory Group, meeting held on 26 July 2022, report attached

Questions on the report.

– Thanks to Cllr DP, the Clerk and Assistant Clerk the cemetery mapping can now be accessed via PC website [Cemetery – Buckden Parish Council \(buckdenpc.org.uk\)](http://buckdenpc.org.uk). This enables the search for a grave using name, date of birth etc. and avoids potentially lengthy paper searches. A notice board will be put up in the cemetery providing guidance on locating graves.

PC have sourced new Christmas lights for this year. LED bulbs are cheaper and more sustainable and will be more reliable than the previous lights. PC are keen to reuse the existing lights elsewhere in the village. We have also made funds available to pay for the traffic management costs of closing the High Street for the lights switch on and market.

10-96 Climate Change Mitigation Advisory Group, no report, Cllr A Jones

Cllr CU participated in two focus groups on Climate Change which were arranged by HDC to inform their planned Climate Change Policy.

Many of the problems identified could only be dealt with by national government (e.g. all new build should have solar panels installed) and were not within HDC remit.

One suggestion was that HDC could offer reliable information for householders on energy conservation.

10-97 Highways and Sustainable Transport Advisory Group, meeting held on 11th July 2022, report attached, Cllr C Underwood

No questions of the report.

10-97/1 To Note the traffic calming High Street response sent to CCC following the extraordinary PC meeting. Noted that BPC's objections were accepted, and the scheme will not go ahead.

10-97/2 Cancelling of the number 66 bus route. – basis shared with PC. Copy to put on the website.

To consider a response regarding the Stagecoach's intention to close the 66 bus route from the end of October. This route links Huntingdon with Brampton, Buckden and St. Neots, including Hinchingsbrooke Hospital. This is a serious deterioration in local services at a time when our village is growing and the proportion of elderly people without cars is increasing.

This is the latest statement from the Combined Authority re the withdrawal of bus services.

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[Our statement on Stagecoach's withdrawal of services - Cambridgeshire & Peterborough Combined Authority \(cambridgeshirepeterborough-ca.gov.uk\)](#)

Cllr DP will put an item on Facebook asking for examples of why the bus service is vital for residents. The data will be collated by 25th Oct and then used in the submission to the Combined Authority.

The public consultation survey can be accessed here

<https://consultcambs.uk.engagementhq.com/>. BPC will ask residents to make their views known.

10-98 Green infrastructure and Biodiversity Advisory Group, no report, Cllr C Underwood

The meeting cancelled due to extraordinary Council meeting.

10-99 Village Hall Liaison, meeting held on 20 July 2022, report attached, Cllr C Underwood

No questions on the report.

Next meeting will be held on 19 October 2022.

10-99/1 To consider filling the Vacancy – Parish Council member / representative on the Trust

Next meeting of the group is scheduled for tomorrow.

10-100 Allotments Advisory Group, report attached, Cllr C Underwood

No questions on the report.

10-101 Communications Advisory Group, verbal update, Anne Howell-Jones

10-101/1 Proposal: To approve Cyber Security Policy

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

Cllr DP is monitoring feedback on Facebook.

Owl technology for the meetings was effective and PC are going to progress that.

10-102 Staffing Advisory Group, meeting held on 27 Sep 22, report attached

No question on the report.

Thank you to handyman Nigel for undertaking the cemetery maintenance works while covering for his absent colleague.

10-103 Correspondence, matters remaining unresolved, Cllr C Underwood

Warm spaces set up – communication from HDC was shared with the Churches and the Village Hall. The Methodist church have registered Cllr CG will ask if St Marys' Church are able to help.

Suspend standing orders to allow the member of the public speak

A member of the public spoke regarding the Fund raising event on 5th Nov at St Mary's.

Meeting re-opened.

It was noted that the Council collated information in the Covid lockdown about vulnerable people and willing volunteers. This was well received at a time. Cllr AHJ invited **all Cllrs** to send suggestions to the clerk and CU if they have any ideas of how to support vulnerable residents through the winter.

10-104 To agree points of Communication to the Parish, Cllr A Howell-Jones

Agreed.

10-105 Date of the next meeting is Parish Council Meeting which will be held on Tuesday 8 November 2022 at 7pm at the Village Hall

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Meeting finished 8.13pm

Appendix 1

Buckden Parish Council

Expenditure transactions – October payments approval list

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice date	Details	Cheque
1222	BACS2210 11EdgeIT	£91.20	£15.20	£76.00 14/09/22	EDGE IT Systems Ltd - Finance training, accountancy services	£91.20
1224	BACS2210 11Savills	£255.00	£0.00	£255.00 16/09/22	Savills - Rent for Allotments in Arrears 06.04.22 to 10.10.22	£255.00
1225	BACS2210 11PKF	£960.00	£160.00	£800.00 16/09/22	PKF Littlejohn - External Audit for 2021.22 Financial Year	£960.00
1223	BACS2210 11Glassblade	£120.00	£20.00	£100.00 20/09/22	Glassblade Ltd - 2 months website maintenance	£120.00
1209	BACS2210 11Toolst1	£51.60	£8.58	£43.02 21/09/22	Toolstation - Various	£267.12
1221	BACS2210 11RT	£120.00	£0.00	£120.00 25/09/22	Roy Handy Man (Roy Tucker) - For assisting emptying bins. Change batteries to 2 x MVAS units	£120.00
	1	£50.00	£0.00	£50.00	GenP Emptying bins	
	2	£70.00	£0.00	£70.00	Highw MVAS units batteries	
1218	BACS2210 11TSOHOST	£122.28	£20.38	£101.90 26/09/22	TSOHOST - Roundabout website domain - reimburse JAMA	£122.28
1219	BACS2210 11BVHT	£62.60	£0.00	£62.60 27/09/22	BVHT - Room hire for meetings 27 Sep 2022	£62.60
1210	BACS2210 11Toolst1	£215.52	£35.92	£179.60 28/09/22	Toolstation - Sander and battery	£267.12
1217	BACS2210 11Amey	£105.18	£17.53	£87.65 28/09/22	AmeyCespa (East) Ltd - Mixed General Waste 30 Aug, 6, 13, 20 and 27 Sep 2022	£105.18
1214	BACS2210 11lbbetts1	£693.59	£115.60	£577.99 01/10/22	lbbetts - Electric hedge cutter	£693.59
1226	DD221001 Shell	£3.60	£0.60	£3.00 01/10/22	Shell Buckden - Admin fee	£3.60
1211	BACS2210 11ProLawn1	£300.00	£50.00	£250.00 03/10/22	ProLawnCare - Bulb Planting and Maintenance Morris Close	£300.00
1212	BACS2210 11ProLawn2	£540.00	£90.00	£450.00 03/10/22	ProLawnCare - Weed control Cemetery and War Memorial	£540.00
1213	BACS2210 11ProLawn3	£300.00	£50.00	£250.00 03/10/22	ProawnCare - Bulb planting and maintenance Hunts End	£300.00

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1208	BACS2210 11Blachere	£6,279.00	£1,046.50	£5,232.50	04/10/22	Blachere Illuminations UK Ltd - Installation of Christmas Lights	£6,279.00
1220	BACS2210 11TBPC	£725.00	£0.00	£725.00	04/10/22	The Business Printing Company - Roundabout Booklets - October	£725.00
1216	DD221009 HDC	£34.24	£0.00	£34.24	30/10/22	HDC - Waste collection	£34.24
		£5,635.97	£0.00	£5,635.97		Confidential	
Total		£16,614.78	£1,630.31	£14,984.47			

Appendix 2:

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

No	Payment Reference	Gross	Vat	Net Invoice date	Details	Cheque
1233	BACS2210 11VS	£2,724.00	£454.00	£2,270.00 18/08/22	Verdant Solutions Ltd - Floating island for the valley	£2,724.00
1234	BACS2210 11Roythorn es	£1,200.00	£200.00	£1,000.00 10/10/22	Roythornes Ltd - Advice	£1,200.00
Total		£3,924.00	£654.00	£3,270.00		