

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 8 September 2020 at 7.30pm Online Meeting Only

Present:

Councillor: Sue Ashwell, Acting Chair

Councillors: Betty Millard, Pauline Steel, John Thelwall, Dave Duncan, Stan Studd, Kathy Render, Martin Hassall, Clive Gillam, Amy Burbidge, Allan Jones

Clerk: Ramune Mimiene

CC Cllr P Downes

HDC Cllr H Masson

1 member of the public

Due to the Coronavirus the Government has issued the regulations that gives local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

MINUTES

(2020-21) 09-46	Meeting protocol: Introduction to remote meeting process Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and the Society of Local Council Clerks are strongly advising local councils to continue to meet remotely, without the need for face-to-face contact. All Buckden Parish Council, Planning and Advisory Group meetings will be online only for the moment. If a member of the public wishes to attend an online meeting, the instructions are on the web site www.buckdenpc.org.uk .	
(2020-21) 09-47	Apologies for absence To receive and accept apologies for absence. Cllrs C Underwood, E Scott and A Howell-Jones sent apologies for absence.	
(2020-21) 09 - 48	County and District Councillor Reports. 09-48/1 To receive report from County Councillor, report on PC website. The Chairman asked Cllr Downes to highlight the key issues in his report. He advised that significant challenges facing the County Council are: • A White Paper on the Structure of Local Government is expected imminently; this will directly affect County, District and indirectly Parish Councils • Cost pressures as a result of Covid – see report for further details Buckden-specific issues highlighted were: • Flooding: Suspension of street gulley clearing by CCC as a cost-cutting measure • Options for Buckden to Brampton cycle path; Cllr Downes to meet with CCC Highways shortly to discuss less expensive options and potential funding. See also Highways and Cycling AG report. 09-48/2 To receive report from District Councillor, report on PC website. The written report was received after the Agenda was circulated, and therefore the Chairman invited Cllr Masson to highlight key points from his Report. He noted the arrangements for inspections of the structure of the A1 Buckden underpasses.	

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	Taking this into account further action is required with respect to: • Potential options for re-decoration, and • Recording the appropriate contacts within Highways England that are to be used if matters relating to the underpasses' structure need to be reported District Councillor's report has been uploaded onto PC website. <i>HDC Cllr HM left the meeting.</i>	GPAG Clerk
(2020-21) 09-49	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. The resident registered to speak/ to address PC on two matters: 1) The availability of Councillors to respond to the public between meetings, other than through the Clerk - BPC has recently received external advice on how access for the public direct to Parish Councillors can be balanced with protecting Councillor's emails/devices from phishing etc. Agreed that options will be reviewed through the Compliance AG. 2) WELCOME TO BUCKDEN pack – Noted that this has recently been added to the website. Options for making this available, particularly to newcomers to the village were discussed and will be followed up outside the meeting.	CAG Clerk
(2020-21) 09-50	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 MH declared interest in Payment Agenda item 09-54/6. Cllr PS declared interest as a Trustee of Buckden Village Hall Trust in relation to Agenda item 09-56/3.	
(2020-21) 09-51	To note Councillor John Mulcrone resignation Notice of Vacancy in office of Parish Councillor on the Buckden Parish Council was submitted to HDC on 28 Aug 20. Notice is hereby given pursuant to section 87(2) of the Local Government Act 1972 that due to the resignation of Councillor John Mulcrone there is a vacancy on the Buckden Parish Council. If, within 14 statutory days after the date of this notice, a request for an election to fill the vacancy is made in writing, to the Returning Officer, Huntingdonshire District Council, Pathfinder House, Huntingdon PE29 3TN by ten electors of the Parish an election will be held although this cannot take place until 6 May 2021 as a result of the Coronavirus Act 2020 and the 2020 Regulations. If no such notice is given the parish council will fill the vacancy by co-option. If any member of the Parish would like to be considered for co-option please contact the Parish Clerk. It was noted that this resignation means there is also now a Vacancy on Planning Committee (small scale). Volunteer Councillor(s) will be sought as a replacement.	

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(2020-21) 09-52	Chairman's report 09-52/1 Risk Management Cllrs SA, AHJ and CU have regularly monitored and revised the Risk Management plan. The latest revision was completed 2nd September. The Clerk and Chair will review again at the end of September and contact Councillors where there may be a need for support to progress issues to lower the Risk rating. 09-52/2 Use of the Village Hall Several Councillors have mentioned that even if we return to physical meetings in the Village Hall it would be useful for Councillors to have the option of logging in remotely. Cllr Duncan has been asked to look at the feasibility of doing this. We may need to consider purchasing a large screen to facilitate this, we will consult with the Village Hall trustees about this and whether they would like to share the cost. Clerk might return to the office from October, this needs to be agreed with the VHT. Clerk to check if any of the regulations re the use of the hall has changed since the last notification. 09-52/3 A1 Safety Group meeting, verbal update A resident raised the issue of the flooding in the northern underpass and the fact that a cupboard in the underpass that houses electrical equipment is unlocked. This was reported on the Highway England website. The northern underpass was inspected in May this year, and further details are included in HDC Cllr HM report.	<i>Clerk</i> CU DD <i>Clerk</i>
(2020-21) 09-53	Minutes 09-53/1 To agree and sign the minutes of the Parish Council meeting held on 14 July 2020. Proposal: Proposed by BM, seconded by PS, all in favour and it was RESOLVED that the Minutes are approved. Carried. 09-53/2 To resolve any actions arising from the minutes of the Parish Council meeting, Clerk's report on matters arising from July Council meeting is attached Report noted and outstanding action agreed: Item 06/07 – review and revision of DPI if necessary <i>Member of the public left the meeting.</i>	<i>Clerk/ Cllr</i> AB
(2020-21) 09-54	Finance, report attached, Cllr S Ashwell <u>09-54/1: BPC SMALL BUSINESS COVID-19 GRANT RECEIVED</u> Proposal: That the Council agrees to hold this Covid-19 grant income as an Earmarked Reserve to be used when and if there is expenditure required to support local arrangements and requirements to deal with matters arising from Covid-19. Proposal: Proposed by JT, seconded by CG, all in favour and it was RESOLVED that the proposal is approved. Carried. <u>09-54/2: AGREEMENT OF NATIONAL LGA PAY SCALES FOR 2020-21 FINANCIAL YEAR</u> Proposal: That the Council note the information on the new pay scales and change to holiday allowances and that these are within the planned staff budget for BPC in 2020-21.	

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	Proposal: Proposed by SA, seconded by PS, all in favour and it was RESOLVED that the proposal is approved. Carried. 09-54/3 To note Cashbook, Bank Balances, Budget reports to 31 Aug 2020 and Bank Reconciliation as at 31 Jul and 31 Aug 2020 Bank Balance as at 31 Aug 2020 for Unity Trust current account was £102,467.13. UT current account was reconciled. All other PC accounts to be reconciled at the end of the 2nd Quarter when the Bank Statements received. 09-54/4 To note that Cllr P Steel verified the 1st quarter accounts, as per PC Financial Regulation 2.2. Cllr CG will verify the 2nd quarter accounts. 09-54/5 To note August 2020 Payments for Sanction Payments of £7,452.51 in total were approved and made in August 20 in line with the resolution of the Council (July 2020). Proposal: Proposed by SA, seconded by PS, all in favour and it was RESOLVED that the August payments are approved. Carried. 09-54/6 To Approve 8 September 2020 Payments for Sanction Payments of £7,140.17 in total to be made. Proposal: Proposed by JT, seconded by AB, all in favour and it was RESOLVED that the September payments are approved. Carried.	
(2020-21) 09-55	To Consider Update from Large Planning Committee, report received after the Agendas was circulated, Cllr M Hassall Note: The report received and uploaded onto the website. 09-55/1 Minutes of the meeting 20 July 2020 were attached to the Agenda. 09-55/2 To note that the Planning White Paper, is now out for public consultation. The paper sets out proposed planning reforms that the Government states will streamline and modernise the planning process. There are three papers: • Planning for the Future • Changes to the Current Planning System • Transparency and Competition Proposal: To approve the delegation of responsibility to the Large Planning Committee to submit BPC response to the consultation to support group 'Locality' https://locality.org.uk/services-tools/neighbourhood-planning/ and to NALC. To also consider submission of comments to HDC who are also collating a response to the White Papers. Proposal: Proposed by AJ, seconded by BM, all in favour and it was RESOLVED that the proposal is approved. Carried. 09-55/3 To note the update on large scale Planning Applications for Buckden. Highways England informed BPC that the hold, on the proposed Traffic Light modifications to the Buckden Roundabout, has been extended for a further 2 months to circa, end of October 2020.	

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	The holds on the proposed developments at Silver Street and Mill Road have been extended for a further 2 months until end October. Buckden Parish Council continues to have concerns about the proposals to mitigate the amount of traffic generated by these developments if they are approved, and the consequent traffic congestion that would be experienced in the village, particularly along the High Street and Church Road.	
(2020-21) 09-56	To Consider Planning Committee Report, Cllr S Ashwell 09-56/1 Minutes of the meeting 14 July 2020 were attached to the Agenda. 09-56/2 Verbal update on the Planning Meeting 8 Sep 2020: Cllr BM chaired this meeting, update provided by Cllr SA. Minutes of the Planning Committee meetings are available on the website. Guidance notes for members of the public on Public Attendance at Buckden Parish Council Planning Committee - attached to the minutes. 94-56/3 For information - See plans from HDC website attached to the Agenda. Re: Application for planning permission for Erection of metal storage units at Buckden Millennium Centre, Burberry Road Buckden, HDC Planning Reference 20/01478/FUL	
(2020-21) 09-57	Compliance Advisory Group, Cllr C Underwood 09-56/1 No meeting held. The next meeting is on Tuesday 20th October 2020.	
(2020-21) 09-58	General Purposes and Cemetery Advisory Group, Cllr B Millard Draft amended Cemetery Regulations attached to the Agenda 09-57/1 To Note the Risk Assessments carried out and documented by the Clerk in May 2020: • Grass cutting • Grass cutting-Strimmer-Brush cutter Noted by PC. 09-57/2 To Approve the amendments to the Draft Cemetery Regulations, implemented updates regarding the flat tablets' dimensions only in the new ashes area. No changes in fees apply. It was agreed to amend the wording of para 11.4.2 to read '<i>The New Part Ashes area: No memorials are permitted in the new Ashes Area, except a flat tablet not exceeding 0.4m x 0.4m</i>'. Proposal: Proposed by BM, seconded by PS, all in favour and it was RESOLVED that the changed are approved. Carried.	
(2020-21) 09-59	Climate Change Mitigation Advisory Group, Cllr A Jones 09-58/1 No meeting held. Green Homes Grant Scheme Note: The grants are split into primary and secondary categories. For more information please visit: https://www.simpleenergyadvice.org.uk/ <i>"Under the Government Green Homes Grant scheme, hundreds of thousands of people will be able to access vouchers of up to £5,000 and in some cases £10,000.</i>	

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	<i>The grants will be provided in the form of vouchers which can be used towards making energy-efficient improvements to homes.</i> <i>The Government grant scheme will cover at least two thirds of the cost that homeowners spend on energy efficiency green upgrades, while those on the lowest incomes will not have to pay anything.</i> <i>Grants for energy-saving improvements to your home including:</i> • Insulation: Solid wall, cavity wall, under-floor, loft, flat roof, room in roof, park home. • Low carbon heat: Air source heat pump, ground source heat pump, solar thermal • Draught proofing • Windows and doors: Double/triple glazing (where replacing single glazing), secondary glazing (in addition to single glazing), upgrading to energy efficient doors (where replacing doors installed prior to 2002). • Heating controls and insulation: appliance thermostats, hot water tank thermostats, hot water tank insulation, smart heating controls, zone controls, delayed start thermostat, thermostatic radiator valves Action to Cllrs AJ and MH to upload the info onto PC website.	MH AJ
(2020-21) 09-60	Highways and Road Safety Advisory Group, Cllr E Scott Report attached to the Agenda 09-59/1 Questions on the report. Highways England have now completed the cycleway that links Buckden to the Mere Lane Byway. This means that cyclists now have a minor road / cycle route to Brampton, Brampton Woods and Grafham. Many thanks to Cllr AB for continuing to press for this improvement. LHI 2021 AG were not able to have a meeting to discuss, but they would like to propose requesting funding for: • Yellow lines around the Green to complement the new pathway across and also ensure that the dropped kerbs can be used at all times – currently there is regular parking across the dropped kerbs at the Green • Yellow lines around other dropped kerbs in the village • Improvement to pavements that prevent those with mobility issues using them If approved, the AG will confirm the cost and BPC requested contribution to be included in the 2020-21 budget/Precept. Proposal: Proposed by SA, seconded by AB, all in favour and it was RESOLVED that the proposals are approved. Carried.	
(2020-21) 09-61	Rights of Way and Trees Advisory Group, Cllrs S Ashwell and P Steel 09-60/1 Proposal to approve the Tree Strategy The amendments recommended and agreed to para 2.4 and 3.1. Proposal: Proposed by BM, seconded by PS, all in favour and it was RESOLVED that the BPC Tree Strategy and Action Plan is approved with amendments to be implemented. Carried. 09-60/2 Proposal: Buckden Parish Council to commission Pear Technology to prepare and maintain digital mapping of the village, to include additional data sets.	

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	It was agreed that payment should not be made until we have seen the Cemetery mapping outputs, using our own data. The rationale is to confirm whether this option delivers functions required by BPC e.g. data output as pdfs. Proposal: Proposed by BM, seconded by PS, all in favour and it was RESOLVED that the proposal is approved with the condition that Cemetery mapping output is found satisfactory. Carried.	
(2020-21) 09-62	BPC-Village Hall Liaison group 09-61/1 Questions on the meeting notes attached to the Agenda. Cllr SA confirmed that legal advice re issue of the licensing will be obtained. Quotations for suitable, specialist professional advice are to be sought.	SA
(2020-21) 09-63	Allotments Advisory Group, Cllr S Studd Concern was raised that the production of compost by the Allotment holders was being compromised by non-compostable materials left by the Handymen. Clerk to arrange with the handymen to remove twigs and branches left at the composting area.	Clerk
(2020-21) 09-64	Digital Communications Advisory Group, Cllr M Hassall 09-63/1 No meeting held but a number of significant, beneficial actions completed by key AG members, Cllr DD supported by Cllr MH. The new Parish Council web site is www.buckdenpc.org.uk. Residents are invited to subscribe to the Newsletter service so that they are prompted regularly to look at information on the new and much improved website. Noted that the old Parish Council web site is no longer being supported, and BPC are now only running the new web site. Although the old website address still appears in Google, when anyone clicks on the link they are now redirected automatically to the new website. • Most importantly, if anyone sends an email to an old address it will be routed through to the corresponding <u>new</u> email address; for example, anything sent to clerk@buckdenparishcouncil.org.uk will be routed automatically through to clerk@buckdenpc.org.uk The above is a critical milestone and signifies that the safe migration from the old to the new web site is now complete. The use of the new site as a repository for the Neighbourhood Plan submission has already shown its flexibility and usefulness. The new web site has a lower annual cost and BPC no longer have to pay extra for new pages, file uploads and email addresses. In addition, the Parish Council now controls its own domain so could easily move to another provider if BPC so wished. BPC Communication and Digital AG will enhance the site so that it is tailored to the Parish Council's needs. This will require input from other Councillors. • All Councillors should now only use their new email addresses and any Councillors who have not yet taken up their new accounts should do so as a priority. Parish Councillors are asked to test the automatic email redirection by sending an email to their old email address to check that the email forwarding is working correctly. If Councillors need further technical assistance, or help posting AG/Committee news on the website please contact either Cllr D Duncan or Cllr M Hassall	All

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	PC thanked Cllr DD and Cllr MH for delivering the change over to the new website but also extensive support for Councillors learning the new system. Cllr SA offered special thanks (as Chairman of Finance AG) to Cllr DD for managing the re-direction of emails, as that is critical for Finance, by maintaining reliable communication with Banks, suppliers and people paying money into BPC that does not depend on those individuals or organisations making or maintaining a record of the change of BPC email addresses.	
(2020-21) 09-65	Correspondence, matters remaining unresolved 09-64/1 BT box High Street convert into Book Exchange, suggestion by a resident. The resident has been invited to consider how they might assist if this is the option chosen for use of the box since the defib had to be re-located. Noted that any proposal for shared use would need to take account of any/all ongoing guidance on making facilities Covid-Secure. Any ideas what the BT box could be used for, please email suggestions to the Clerk, so that all options can be considered before a final decision on use is made. Cllr AB noted that book exchange could be incorporated in the project at the Village Green, as discussed previously.	<i>All</i>
(2020-21) 09-66	Neighbourhood Plan, Cllr A Howell-Jones 09-65/1 Verbal update provided by Acting Chairman. - Buckden Neighbourhood Plan consultation is coming to a close. - HDC are appointing an examiner. - The Large Planning Committee members are looking into implication of Planning White Paper for Neighbourhood Plans (NP) as part of the future planning arrangements where the NP's value as part of the 'Local Plan' with a Buckden-specific perspective could be critical.	<i>Large Scale Planning Committee</i>
(2020-21) 09-67	Points of Communication to the parish, Cllr A Howell-Jones Agreed it would be helpful to have the following in PC section of The Roundabout magazine. - Repeat of guidance for tree/ hedges cutting back. It was also agreed to add info on managing trees with TPOs. Cllr SA will speak to Cllr AHJ. - Mere Lane cycle path extension – PC thanked Cllr AB. - Extension of hold on Silver Street.	<i>SA AHJ</i>
(2020-21) 09-68	<u>EXCLUSION OF THE PUBLIC AND PRESS</u> 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.	
	09-68/1 Staffing Advisory Group, Cllrs S Ashwell and A Howell-Jones Meeting notes provided to Councillors only. Verbal update provided. Noted by PC. 09-68/2 Update from HDC Verbal update provided. Noted by PC.	
(2020-21) 09-69	Date of the next meeting on Tue 13 October 2020 at 7.30pm via Zoom Conference call	

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Meeting finished at 9.18pm

Signature Date.....

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on **4 April**. They apply to local authority meetings that are required to be held, or held, before 7 May 2021.

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).