

BUCKDEN PARISH COUNCIL
Minutes – General Purposes Advisory Group
15th September 7pm Aragon Room BVH

Apologies: Lou O'Connor and Richard Salmon

In Attendance: (this meeting only)
Ramune Mimiene (Clerk)
Cllr Sue Ashwell, Chairman Finance AG
Dawn Packham, Village Resident

Present: Cllr Stephen Dickenson
Cllr Pauline Steel
Cllr Elaine Scott
Betty Millard (Village Member)

1. **New Group Chairman:** Cllr Lou O'Connor. Cllr Sue Ashwell chaired the meeting in Cllr O'Connor's absence.
2. **AOB**– see at end of agenda
3. **Purpose of the Advisory Group and role of AG members:**
 - 3.1. Fully discussed and explained by both Cllr Ashwell and Betty Millard. GP about village maintenance. Issues to be brought to GP AG for discussion and possible solution agreed. Chair to report back to Clerk and PC whichever appropriate. The Clerk is responsible for directing the Handymen.
4. **Budget for work overseen by GP and Cemetery Advisory Group:**
 - 4.1. A copy of the 2021/2022 budget had been circulated and the difference between mandatory and discretionary elements of the budget were discussed. **See Attachment with notes**
 - 4.1.1. Mandatory elements include water for the cemetery, electricity for street lights (Buckden quarterly bills and Diddington annually)
 - 4.1.2. Discretionary elements include replacement/additional bins, repairs, improvements amount of work to be undertaken by handymen and/or contractors
 - 4.2. Proposals for budget (and Precept) 01/04/22 to 30/03/2023 to be submitted to AG Chairman by end September 2021. GP&AG members to suggest any improvements changes they would like to see around the village from 01 April 2022 to 30 March 2023 **Action: GP&C members**
Discussed – Grass cutting budget. The sit on mower will soon need replacing. The pros and cons regarding a new mower or contractors to undertake more grass cutting was discussed. Quotes to be obtained for both new mower and contractors and to be available to Chair GP first week in October. **Action: Clerk**
5. **Minutes of meeting GP&C AG 21 July 2021**
 - 5.1. Matters of accuracy – Agreed.
 - 5.2. Matters arising including feedback on discussion of points raised by members of Staffing AG (Cllrs Anne Howell-Jones (AG Chair), Caroline Underwood (BPC Chair). Sue Ashwell (Finance AG Chair) and Lou O'Connor (Chair GP and Cemetery AG)
 - **Cemetery**
 - (i) Reference group for the Clerk in her role as Burial Clerk. Agreed Cllr Dickenson and Betty Millard to write a report on present situation of cemetery to include planting of flowers and shrubs by residents in what is a "Lawn Cemetery". To included photos if possible. The Clerk already has in hand notifying residents who are not complying with current regulations. Agreed this is a sensitive situation.
Action: Cllr Dickenson and Betty Millard
 - (ii) Pear Technology in process of completing mapping.
(post meeting – an update posted by the Clerk (17/09/2021) regarding present situation)
 - (iii) It was unanimously agreed that the Cemetery should remain a Lawn Cemetery and not become "wild".

- **Churchyard**

- (i) This is a closed Churchyard and BPC responsible for mowing and maintenance of the walls. There are presently no new burials. CofE will arrange interment of Ashes in specified area
- (ii) Wildflower area in the churchyard has been created with support of GP & Cemetery AG for the expenditure. Many favourable comments from residents.

- **Street Lights**

- (i) AG members role is Advisory Only – Clerk manages contractors. If a light is out, reported by a resident or observed, should be reported to the Clerk.
- (ii) Street lights included on BP Asset Register.
- (iii) Maintenance carried out by CCC-appointed contractor after being reported by Clerk.
- (iv) Payment for Electricity for street lights for Diddington and Buckden, by BPC

- **Christmas Lights**

- (i) Budget will stay with GP
- (ii) Cllr Scott reported that there is a meeting of the Christmas Market Committee next week but with the present situation she thinks that the market will probably not take place this year. Betty Millard reported that the Lights switch on is separate to the market and managed by PC and will still be switched on in any event on first Sunday in Advent. **Action: Cllr Scott**

- **Play Area**

- (i) There was much discussion about the equipment that has been repeatedly been accidentally broken so probably not fit for purpose. It was agreed that it was not viable to keep replacing the two pieces of spring equipment and suggested that they should be replaced with a small roundabout. Dawn Packham to explore options and Clerk to price, GP AG members to comment before final decision is made through proposal to full Council
Action: Dawn Packham supporting GPAG Chairman and Clerk
- (ii) Annual Safety Review is carried out by Fenland Leisure. The equipment is most commonly provided by Wicksteed, subject to relevant tendering procedures.
- (iii) The new project of a wall and zip wire for children age 12+. Implementation to be supported by Dawn, using her previous experience with similar activities. **Action: Cllrs AB & SA with Dawn Packham**
- (iv) The play equipment, poured safety surface, low fencing and gate is owned by BPC. The high fencing is owned by VHT.
- (v) All play equipment is owned by BPC is insured and maintained by BPC.

- **Handyman Tools**

The handyman tools are recorded in the Asset register.

Staffing AG supports Clerk in ensuring that work is carried out safely and with appropriate insurance is in place e.g. handymen not allowed to bring their own tools to use for BPC work. Currently this means no use of chain saw as NK is yet to be able to secure a place on a suitable chain saw course to get needed certification to use the equipment for paid work (for BPC).

Betty suggested that it is helpful to have a brush-cutter available to deal with undergrowth. To be checked whether this was replaced after theft from handyman's container storage.

Green Infrastructure and Biodiversity AG will be contributing to discussion on work to be carried out, within the guidance that will be available in the BPC Biodiversity Strategy.

GP AG members were asked to comment on balance between work carried out by the handymen and how much may more effectively or efficiently be undertaken by contractors. Handymen hours and costs are considered when staffing AG are asked to make decisions on whether the work stays in house or contractors are used. Noted that staying in-house (handymen) would involve more hours, with possibly equipment, additional training and risk assessments. If the work goes out to contractors the aforementioned would become the contractors' responsibility.

Quotes to be obtained for replacement mower. **Action: Clerk**

- **Bins**

- (i) The bins in the cemetery do overflow but bigger bins could be obtrusive.
- (ii) There does not appear to be anywhere that a 1100 Litre bin could be sited in this area but Cllr Dickenson and Betty Millard producing a report on the cemetery which will include the bins in the cemetery.
- (iii) Dog bins were discussed and it was noted that there are no dog bins on the new Lucks Lane estate and there are a lot of dogs. Possible new dog bin at the entrance to the estate. It would appear that a dog bin at the entrance to Cranfield Way had been removed, possibly by contractors. Dawn volunteered to follow up what is planned by Bloor Homes re Lucks lane new homes. **Action: GPAG members to report on potential locations for extra bins**
Post-meeting note: Dawn reported that both rubbish and dog bins will be added to the site. Site manager is to ask the 'adoption team' for the locations and number and that will be reported back to GP via dawn.
- (iv) An additional 1100 Litre bin was discussed and the allotments could be a suitable location. **Action Clerk in discussion with Allotments AG Chairman**
- (v) The budget for bins and Amey charges for emptying would need to be taken into account for additional bins. Clerk suggested that we continue with the same larger black bins as installed in 2020-21 and prices will be reported for budget setting. **Action: Clerk**
 GPAG members to advise: are these items urgent or could they wait for next year's budget?

Defibrillators

There are two Defibrillators – one at the Village Hall overseen by Ramune and one at the Lion which is presently being recovered and a suitable location to be agreed. It would appear that the maintenance of this one is possibly out of date and a suggestion that it could be repositioned at the school. In any event maintenance requirements need to be effective.

A.O.B.

- It was discussed whether a BPC Notice Board should be sited by the new Lucks Lane entrance. Quotes to be obtained and to be put forward for discussion re budget 2021-22. **Action: Clerk**
- Cllr ES shared proposal that volunteers be invited again to help to clear hedge overhanging cycleway/footpath at Silver Street entrance (A1 end). ES agreed to coordinate re HiViz and insurance.
 ES will notify date. **Action: ES and Clerk**

Date of next meeting: To be advised

Other post-meeting updates:

- *DP: contacted a couple of companies enquiring about play equipment for less able children, I will update you once I've collated all the details, sizes and prices etc.*
 - SA: To be considered for grant applications or budget – needs discussion and agreement with BVHT
- *DP Picture of the broken dog waste bin on Lucks Lane, sent to Clerk for information*



- *DP: measured the roundabout, its 4ft, so ideal for us (picture attached). I'm currently enquiring about the area required around the equipment for safety reasons, along with prices.*