

BUCKDEN PARISH COUNCIL

Assistant Parish Clerk: Jessica Thomson Buckden Village Hall Burberry Road Buckden PE19 5UY. Tel; 01480 819407

Notice of meeting: **Village Maintenance Committee**

Time: 9.30am

Date: 9th May 2025

Venue: Aragon Room – Village Hall

The meeting is open to the public (including press).

Jessica Thomson
Assistant Clerk to Buckden Parish Council
30th April 2025
assistant.clerk@buckdenpc.org.uk

Members of the public may have up to three minutes each. If you wish to talk then you must notify us at least **3 working days in advance** of the meeting by emailing assistant.clerk@buckdenpc.org.uk

If any member of the public wishes to join this meeting remotely, please contact the assistant clerk providing your name, email address and contact number by emailing to assistant.clerk@buckdenpc.org.uk at **least 24 hours prior to the meeting**.

AGENDA

- 1 Apologies**
To receive and accept apologies for absence.

- 2 Minutes**
To agree and sign the minutes of the Village Maintenance Committee meeting held on 21st March 2025

- 3 Public participation**
Members of the public may have up to three minutes each. Items to be addressed should be notified to the Assistant Clerk three working days in advance of the meeting.

- 4 St Mary's Churchyard**
 - Update on plans moving forward with contractor and Groundsmen
 - Review of documents sent by Diocese of Ely

- 5 Bloor Estate**
 - Update on dog bin situation
 - Progression of proposed Noticeboard update
 - Update about broken item in the play area as reported by resident

- 6 Cemetery Matters**
 - Gravel for ashes area
 - Burst pipes on both taps – update following Anglian Water attending and installing a stop tap

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- Regulations review – numbering on memorials, rules around what is allowed on graves, making sure we explain about Groundsmen clearing graves in Feb – feedback from group

7 **Play Area**

- Update from break out group meeting
- Update from Cllr Underwood about meeting with Village Hall Trust
- Plan for Roundabout article
- Groundsman repair work on play area
- Group to decide on how to proceed with the quote for other repairs following the annual risk assessment, full report sent to members

8 **Streetlighting Matters**

- Update on progression of Maintenance Contract for streetlights
- Input from group on what to put in the Roundabout article
- Update from Cllr Legette, on his conversations with private residents whose foliage is obscuring streetlight on footpath

9 **BT Phone Contract (Landline)** Update on installation of digital line

10 **Hiscox AJG Community Scheme Insurance Policy** Update on revised premises and contents included in the policy following review

11 **Risk Assessments / First Aid Training / Health and Safety**

- To review following Risk Assessments:
 - *Litter picking Risk Assessment*
 - *Daily Risk Assessment*
 - *Grass cutting and Strimmer*
 - *Shredder*
 - *H&S*
 - *Lone Working Policy*
- First Aid and Health and Safety Training is required for clerk / other staff

12 **Dog Mess / Bin provision**

- Update on Bin provision for Mill Road close to the Marina
- Input from group on proposed Roundabout article

13 **Terms of Reference**

- To review and agree proposed new Terms of Reference

14 **Green Infrastructure and Biodiversity** – update from Cllr Underwood

15 **Shed Alarm**

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Shed alarm has been activated a couple of times recently – plan on how to respond when this happens
Review Alarm Monitoring quote

16 Next Village Maintenance Meeting

17 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.’**