

# BUCKDEN PARISH COUNCIL

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

**Notice of meeting:** Parish Council Meeting  
**Time:** 7.30pm  
**Date:** Tuesday 9 April 2019  
**Venue:** Buckden Village Hall – Millard Suite

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. The meeting is open to the public (including press).

**Ramune Mimiene**  
Clerk  
Buckden Parish Council  
4 April 2019

## AGENDA

(2019-20) 228	<b>Apologies</b> To receive and accept apologies for absence.
(2019-20) 229	<b>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.</b>
(2019-20) 230	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary and other interests, and the nature of those interests relating to items on the agenda.
(2019-20) 231	<b>Minutes</b> 231.1 To agree and sign the minutes of the Parish Council meeting held on 12 March 2019. 231.2 To resolve any actions arising from the minutes of the Parish Council meeting held on 12 February 2019.
(2019-20) 232	<b>County and District Councillor Reports.</b> 232.1 To receive report from County Councillor. 232.2 To receive report from District Councillor.
(2019-20) 233	<b>Chairman's report</b> 233.1 To receive Chairman's report – report attached.
(2019-20) 234	<b>Councillor Email addresses and Committees &amp; Advisory groups</b> 234.1 To further consider Email addresses and Advisory groups
(2019-20) 235	<b>Finance.</b> <b>235.1 To receive Finance Advisory Group Report and note Bank Balances:</b> Bank Reconciliation to 31 Mar 2019  <b>235.2 Motion 1 RE LAPTOP:</b> The Council is asked to approve a budget of up to £900 ex VAT for the purchase of a new windows laptop which can cope effectively with on-line planning documentation and with the speed and RAM needed to enable effective access to the on-line Finance system and facilitate efficient use of the time of the Clerk. An allowance for this essential expenditure has been included in the budget plan for 2019/20. Once approval for purchase has been given by the Council, advice will be taken to ensure that we secure, at a fair price, a new laptop which has sufficient speed and capacity to enable a

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	<p>number of years' use for all foreseeable tasks including, where necessary and appropriate flexible working by our Clerk.</p> <p><b>235.3 Motion 2 RE EPITAPH:</b> The Council is asked to approve engaging through EDGE IT Systems Ltd a specialist on burial records their computer-based module known as "Epitaph". The specialist is a retired cemetery clerk with over 20 years of experience. He has worked with the Epitaph system for many years.</p> <p>The Council is asked to approve a budget of up to £900 ex VAT for consultancy to bring our burial records system up to standard. Of this cost at least £480 ex VAT would be incurred if we used their on-line consultancy, with additional work required on site by our Clerk. The full cost includes travel and subsistence necessarily incurred by the specialist (who is based in Exeter). The price also covers the necessary 2hours of hands-on training that is needed for optimal use of the system.</p> <p>This is a significantly more efficient use now, and in the future, of our Clerk's time as it has been estimated that undertaking the work without this specialist help would be expected to consume.</p> <p><b>235.4 To review PC Assets Register</b></p> <p><b>235.5 To Approve Payments for Sanction.</b></p>
(2019-20) 236	<p><b>To Consider Planning Committee Report</b> Verbal report</p>
(2019-20) 237	<p><b>Compliance Advisory Group, report attached, Cllr Underwood</b> <b>Proposals for Parish Council</b></p> <ul style="list-style-type: none"> <li>• That the Parish Council approves the formal summary of the Risk Management arrangements for the year 2018-19</li> <li>• That the Parish Council approves the plan for the Compliance Advisory group to draft Risk Management Plan for 2019-20 to present for approval at the meeting in May 2019 and thereafter the annual risk management arrangements will be presented to council annually in March of each year.</li> </ul>
(2019-20) 238	<p><b>Update on Council Strategy, report attached</b> Cllr C Underwood answer questions</p>
(2019-20) 239	<p><b>General Purposes Advisory Group</b> Written Report from the Chairman of the Advisory Group Betty Millard.</p> <p><b>Proposal for Parish Council:</b> The Advisory Group would also recommend the PC accept the Quotation of 18<sup>th</sup> March 2019 for the erection/taking down of lights for 2019 of £3050</p>
<p><b><u>EXCLUSION OF THE PUBLIC AND PRESS</u></b> 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.</p>	
(2019-20) 240	<p><b>Staffing Advisory Group</b> Written report provided to PC members only. Consider the staffing matter.</p>
(2019-20)	<p><b>Cemetery Advisory Group, verbal report from Cllr Shirley</b> Verbal report.</p>

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<b>241</b>	
<b>(2019-20) 242</b>	<b>Highways and Road Safety Advisory Group</b> Report from Cllr E Scott
<b>(2019-20) 243</b>	<b>Rights of Way and Trees Advisory Group, Cllr C Underwood</b> Report will be sent out.
<b>(2019-20) 244</b>	<b>Allotments Advisory Group, Cllr C Underwood</b> Verbal update by Cllr C Underwood.
<b>(2019-20) 245</b>	<b>The Buckden Cycle Route Advisory Group</b> Verbal Report.
<b>(2019-20) 246</b>	<b>Transport Advisory Group</b> Included in Chairman's Report.
<b>(2019-20) 247</b>	<b>Update on Neighbourhood Plan, report attached, Cllr A Howell-Jones</b> A written report attached.
<b>(2019-20) 248</b>	<b>RELATIONSHIP WITH VILLAGE HALL TRUST</b> Following the recent criticisms about the Council made by the Chairman of the VHT. The Chairman proposes that a meeting be arranged between representatives of the Council and the Trust in order to ensure an amicable future relationship between the two bodies . He further proposes that this meeting be held as soon as possible.
<b>(2019-20) 249</b>	<b>REQUEST FROM ROYAL ORDINANCE CORPS ASSOCIATION (ROCA)HERITAGE TEAM</b> The Chairman proposes that the Council supports the ROCA Heritage teams application to Heritage England for the ex Royal Observer Corps (Orlit) Post located in Lodge Farm field be listed as an historic building. This is a rare piece of Cold War heritage and the only well preserved one in the East of England. This would endorse a previous letter of support from the Council in 2015. The Chairman will provide more details at the meeting.
<b>(2019-20) 250</b>	<b>2 Resignations received</b>
<b>(2019-20) 251</b>	<b>Buckden Parochial Charities – To Confirm Cllr B Millard as a nominated Trustee by the parish Council to serve on the Charity Trust Board for another 4 years period</b>
<b>2019-20) 252</b>	<b>Correspondence received</b>
<b>(2019-20) 253</b>	<b>Date of the next meeting</b> Tue 23 Apr Annual Parish Meeting at 7pm Next parish Council Meeting is on Tuesday 14 May 2019 at 7.30pm at the VH