

BUCKLAND PARISH COUNCIL

Clerk: Mrs Jane Lewis, Buckland Parish Council, Village Hall, New Road, Buckland, HP22 5JB Tel. 01296 630962 email: -clerk@buckland-pc.gov.uk www.bucklandpc.gov.uk

Members of the Council are summoned to attend the

Annual Meeting of Buckland Parish Council

On Monday 13th May 2024

at Buckland Village Hall @ 6.30pm

Issue date: 8th May 2024

Please have mobile phones on silent during the meeting

Agenda

24.75 Review of Cremation plots within the Burial Ground

This part of the meeting will be held at the Burial Ground.

24.76 Election of Chairman for 2024-2024

24.77 Election of Vice Chairman

24.78 Apologies

24.79 Declarations of interest

24.80 Open Forum

For Members of the public to ask questions and raise any issues. Items not included on the agenda which require decisions will need to be included on the agenda for the next meeting.

24.81 Minutes

To agree and sign the minutes of the meeting of the Parish Council meeting held on 18th April 2024.

24.82 Allocation of responsibility for:-

- a. Assistant Clerk
- b. Burial ground
- c. Environmental services
- d. Footpaths, bridleways, rights of way
- e. Lower Buckland and Community Orchard/nature reserve
- f. Planning
- g. Primrose Copse, Grasskeep, Allotments
- h. Remembrance Sunday
- i. Roads, ditches and drains

24.84 Appointment to External Bodies:

- a. Arla Liaison Group
- b. BOST
- c. Wendover Community Board

24.85 Review of Banking Arrangements:

- a. Direct Debits and Standing Order
- b. Bank signatories
- c. External accountant

24.86 Annual Governance and Accounts Return 2023-24:

- a. End of year bank reconciliation to 31st March 2024
- b. Internal audit report
- c. Review and sign Governance Statements in Annual Update on accounts 2023-24
- d. Review and sign Accounting Statement
- e. Dates for public inspection of accounts (6 weeks)

24.87 Review of Policies:

- a. Standing Orders
- b. Code of Conduct
- c. Communications Policy
- d. Data Protection and Privacy Policy
- e. Data Protection Policy
- f. Environmental Policy
- g. Equality and Diversity Policy
- h. Financial Regulations
- i. Health and Safety Policy
- j. Information Security Policy
- k. Privacy Policy
- l. Risk Assessment
- m. Social Media Policy

24.88 Finance

- a. To approve payments and agree bank balances
- b. Non-payment of funeral costs
- c. Appointment of external accountant
- d. Castle Water Update

24.89 Clerk's Report

For the Clerk to report on any items not covered within the agenda

24.90 Planning Applications/Matters

- Planning Appeal APP/J0405/W/24/3342894 - Land north of Brandon Close, Aston Clinton
- 23/02840/APP, Arla's application for the LNG refuelling station
- Land Ownership detail

24.91 Consultations

24.92 Roads and Transportation

Updates on:

- Tring Hill/ Buckland Wharf
- New Road

24.93 Maintenance of Land Holdings

To receive reports and agree any actions relating to the Parish Council's Land Holdings:

- a. **Burial Ground maintenance** and clearance of site for cremated remains
- b. **Lower Buckland**
- c. **Grass keep Copse and Allotments** grazing licence review

24.94 Footpaths and Environment

- a. To receive reports and agree any actions – Footpath audit
- b. Bridleway Update
- c. Update on Canal and Rivers Trust Meeting

24.95 Website, Social Media and Communications

- IT Review
- Broadband

24.96 Grants

Wendover Community Board

24.97 Arla/Olleco

- a. To receive reports and agree any actions required

24.98 Matters of Report

For Councillors to report any additional issues not included on the agenda. Any decisions will need to be included on the next agenda.

24.99 Correspondence and circulars

Circulars will be available at the meeting but will not be discussed unless required.

24.100 To agree Parish Council meeting dates for 2024-25

24.101 Date of next Parish Council Meeting on 10th June at 7.00pm in Buckland Village Hall.