

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

Annual Meeting of Buckland Parish Council

On Monday 13th May 2024

at Buckland Village Hall @ 6.30pm

PRESENT: Cllr Nigel Hayward (Chair), Cllr Jon Sainsbury (Vice Chair), Cllr Carole Paternoster, Cllr Fiona Livingston, Jane Lewis (Clerk)

There were eight members of the public in attendance.

24.75 Review of Cremation plots within the Burial Ground

Cllrs met at the burial ground to discuss site for cremated remains within the Burial Ground. Site was approved at entrance on right hand side. This area will be cleared by Silverspades during Burial ground grass cutting. They will initially allow for 21 plots in 3 rows, with each plot measuring 45cm by 45cm and with 45cm by 45 cm space between plots. There will be 90cm pathways between rows and between back row and hedge to allow for disabled access.

24.76 Election of Chairman for 2024-2024

Cllr Nigel Hayward was nominated by Cllr Fiona Livingston and seconded by Cllr Jon Sainsbury for the position of Chairman of the Parish Council for the ensuing year. There were no further nominations and Cllr Hayward was unanimously elected Chairman. He then accepted the position and took the chair.

24.77 Election of Vice Chairman

Cllr Jon Sainsbury was nominated by Cllr Nigel Hayward and seconded by Cllr Carole Paternoster for the position of Vice Chairman of the Parish Council. Cllr Sainsbury was elected unanimously.

24.78 Apologies

Apologies were received from Cllr Heather McKenna and Buckinghamshire Councillor Mike Collins.

24.79 Declarations of interest

None

24.80 Open Forum

Eight residents from New Road attended the meeting to ask for the Parish Council's help in stopping vehicles using the road as a cut through to Aston Clinton. This is occurring regularly by vehicles during school hours, usage has also increased recently due to traffic lights in Aston Clinton. New Road is an unadopted road and does not fall under the remit of Buckland Parish Council or Buckinghamshire Council Highways. BPC has investigated the cost of installing signs at either end of New Road, but these would have to be on residents' land with their agreement. Residents were happy for this to happen. BPC will seek funding for signs from Wendover Community Board. Residents asked if BOST could encourage hall users to turn right out of the car park instead of using New Road.

ACTION: Clerk to contact Wendover Community Board for sign funding. Clerk to put notices on Facebook and in newsletters regarding usage of road

24.81 Minutes

The minutes of the meeting of the Parish Council held on 18th April 2024 were agreed and signed by the Chair.

24.82 Allocation of responsibility for:-

- a. Assistant Clerk – Carole Paternoster
- b. Burial ground – Nigel Hayward
- c. Environmental services – Jon Sainsbury
- d. Footpaths, bridleways, rights of way – Fiona Livingston and Heather Mckenna
- e. Lower Buckland and Community Orchard/nature reserve – Fiona Livingston and Carole Paternoster
- f. Planning – Carole Paternoster
- g. Primrose Copse, Grasskeep, Allotments – Jon Sainsbury
- h. Remembrance Sunday – Nigel Hayward
- i. Roads, ditches and drains – All Councillors
- j. Finance – Jane Lewis and Jon Sainsbury

24.84 Appointment to External Bodies:

- a. Arla Liaison Group – All Councillors
- b. BOST – Nigel Hayward and Carole Paternoster.
- c. Wendover Community Board – Carole Paternoster

24.85 Review of Banking Arrangements:

A list of payments made to third parties via direct debit and standing orders was approved.

Bank signatories are: the Clerk, Cllrs Hayward and Paternoster

External Auditor PKF Littlejohn

Internal Auditor – Bridget Knight from Ivinghoe PC was approved.

24.86 Annual Governance and Accounts Return 2023-24:

Members considered and were satisfied with the effectiveness of internal control that has been in place during the year under review

Members resolved to approve the Annual Governance Statement

Members considered the Accounting Statements for 2023/24

Members approved the Accounting Statements for 2023/24

The Chairman signed the appropriate documents

Dates for public inspection of accounts (6 weeks) from Monday 3rd June 2024 to Friday 12th July 2024 were approved.

Chair wished to note that under explanation of Variance staff costs are lower than previous year. Current Clerk is not claiming overtime and working 3 hours per week less than previous clerk. Inadequate wifi facility within office is reducing productivity resulting in considerable time in lieu. Council will need to review this if it continues as it is not acceptable for the Clerk.

24.87 Review of Policies:

All policies were reviewed, minor alterations are required on some. These will be presented at the June meeting and displayed on the website. New policies are required for Gifts and donations, Complaints

- a. Standing Orders - Approved
- b. Code of Conduct – to be reviewed at later meeting.
- c. Communications Policy - approved
- d. Data Protection and Privacy Policy - approved
- e. Data Retention Policy - approved
- f. Environmental and sustainability Policy - approved
- g. Equality and Diversity Policy - approved
- h. Financial Regulations – to be updated in line with recent changes.
- i. Health and Safety Policy – Approved. Clerk to purchase Accident book.
- j. Information Security Policy - Approved
- k. Privacy Policy - Approved
- l. Risk Assessment – To be updated
- m. Social Media Policy - approved

It was noted that noticeboards need to be updated with councillor email addresses. **ACTION: Clerk to update**

24.88 Finance

- a. Payments and balances for April were approved.

2/4/2024	BOST – Office Rent		£250.00
3/4/2024	Wendover Community Board Grant	£370.00	
3/4/2024	SSE		£331.12
5/4/2024	Silverspades		£1380
8/4/2024	Hugo Fox		£23.99
10/4/2024	BAS Payroll		£68.40
11/4/2024	Castle Water		£49.68
11/4/2024	BMALC		£131.04
12/4/2024	Buckinghamshire Council – Precept	£18823.67	
16/4/2024	Cloudy IT		£74.16
24/4/2024	HMRC VAT refund	£4219.27	
25/4/2024	B Knight		£150.00
26/4/2024	SSE		£292.02
30/4/2024	One Com		£65.28
30/4/2024	BOST		£250.00

Opening Balance	£29988.62
Income	£23412.94
Outgoings	£4110.09
Closing Balance	£49291.47

On advice of internal auditor payments to clerk including pension will not be displayed within the minutes.

Castle Water Update

Clerk reported that formal complaint had been made to Castle Water relating to closure of account and their failure to action. **ACTION: Clerk to update at June meeting.**

24.89 Clerk's Report

The Clerk handed Chair sealed and dated envelope with passwords for security. This envelope must only be opened in presence of two other councillors.

Insurance renewal has been received and will be reviewed by Clerk.

24.90 Planning Applications/Matters

- Planning Appeal APP/J0405/W/24/3342894 - Land north of Brandon Close, Aston Clinton Appeal notice has been received but no date has been set. Cllr Paternoster offered to attend on behalf on BPC.
- 23/02840/APP, Arla's application for the LNG refuelling station – Council noted that this application had been approved yet BPC had not received any notification from ARLA confirming. **ACTION: Cllrs to raise at ARLA liaison meeting**
- Land Ownership detail – Cllr Paternoster had completed the Land Ownership detail for land at Lower Buckland. Clerk thanked Carole for collating the information which is valuable to the council. Council agreed to carry out this review every 5 years.

24.91 Consultations

None

24.92 Roads and Transportation

Updates on:

- Tring Hill/ Buckland Wharf – Clerk has sent a letter to Richard Barker at Buckinghamshire Council in response to recent reply relating to speeding traffic.
- New Road – See Open Forum. It was agreed that BPC will seek funding for signs from Wendover Community Board.

24.93 Maintenance of Land Holdings

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

- Burial Ground maintenance** and clearance of site for cremated remains was discussed at Burial Ground. Silverspades will clear the site later in the week.
- Lower Buckland** – Cllr Paternoster and Cllr Livingston met with Chiltern Society to discuss how Chiltern Society could help with Community Orchard. Lots of opportunities for CS to work with BPC and get more volunteers involved. A site visit will take place very soon.
- Grass keep Copse and Allotments** grazing licence review - Clerk will be writing to tenant relating to increase of Grazing Licence from £450 pa to £500.

24.94 Footpaths and Environment

- To receive reports and agree any actions – Footpath audit will be carried out when ground is dryer.
- Meeting with Silverspades has taken place to discuss grass cutting. Recent heavy rainfall has meant that verges are growing rapidly. Cllrs agreed to cut in Churchyard and Burial ground

this week. Buckinghamshire Council will be cutting verges in June and July. Council to approach the Church to discuss costs of cutting grass in Church yard.

c. Bridleway Update – bollards are still missing. Cllr Sainsbury will follow up with Dacorum regarding bollards. Cllrs were disappointed at lack of response from Rights of Way officers at Buckinghamshire Council in assisting with issues in the area.

d. Update on Canal and Rivers Trust Meeting – Cllrs had met with Wendover Canal Trust to hear plans re possible improvement of canal from Wendover to Buckland Wharf to allow for the passage of narrow boats. Project is in the very early stages of planning and no formal plans have been drawn up. WCT were unaware of Thames Water Pumping Station plans and implications on the new pipeline crossing the canal at Buckland Wharf. Any improvements at Buckland Wharf would mean replacing the low bridge accessing Wharf Cottages.

24.95 Website, Social Media and Communications

- New laptop has been received.
- Broadband – awaiting update from BOST and Gigaclear

24.96 Grants

Wendover Community Board grant money has been received for the Sound system.

24.97 Arla/Olleco

a. Clerk reported that ARLA had cleared rubbish by ARLA entrance. ARLA liaison meeting in June to be attended by councillors.

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.

Chair reported that formal complaint has been received by Parish Council relating to recent burial in All Saints/Burial Ground. Clerk to send letter of apology to Parish Administrator and family. Council agreed that in future any burial request for people who have left Buckland Parish and wish to be buried in the burial ground must be approved by a Full Council meeting. **ACTION: Clerk to review burial ground rules and also costs relating to funerals etc.**

Cllr Livingston raised the issue of the Buck Pub and increased rent by BOST. The increased charges are making the event less viable. Noted that this is a Parish event and would be a shame to lose. The cost of the rental is a matter for BOST.

24.99 Correspondence and circulars

There were none.

24.100 To agree Parish Council meeting dates for 2024-25

These were agreed and will be displayed on the website.

24.101 Date of next Parish Council Meeting on 3rd June at 7.00pm in Buckland Village Hall. The meeting date for June was changed due to lack of Councillor availability on 10th June.
Clerk to notify the public accordingly

The meeting closed at 9.25pm

