

BUCKLAND PARISH COUNCIL

*Clerk: Mrs Fiona Richardson, Chair: Cllr Mr Nigel Hayward,
Buckland Parish Council, Village Hall, New Road, Buckland, HP22 5JB Tel. 01296 630962
email: clerk@bucklandpc.org.uk, bucklandpc.org.uk*

Minutes of the Buckland Parish Council Meeting
held on **Monday 14th February 2022** at Buckland Village Hall @ 7.00pm

Attendees

Cllr N Hayward (Chair)
Cllr Mrs C Paternoster
Cllr Mrs S Gillingham
Cllr Mrs F Livingston
Cllr J Sainsbury
Clerk: Mrs Fiona Richardson

Cllr Mike Collins, Buckinghamshire Council

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22.021 No Apologies

22.022 No declarations of interest were declared

22.023 Open Forum

Cllr Sainsbury noted there have been concerns reported about a dog walking company using a field opposite Lower Buckland Community Orchard. Adverts on the field entrance promote the company Puppy love Aylesbury. People have been seen regularly walking many dogs in the field, at the same time leaving several dogs in a vehicle by the gate The dogs left in the vehicle are agitated and fighting which distresses passers-by for the safety of the dogs. Puppy-love are using the field, which has agricultural use only, to run a business.

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Action: Clerk to report the matter of dogs being left unattended in a vehicle on a regular basis to the dog warden.

22.024 Minutes

The minutes of the meeting of the Parish Council held on 10th January 2022 were agreed and signed without comments

22.025 Clerk's Report

The clerk has continued to review systems, documents, finances and procedures and the Parish Council website.

In order to operate securely and efficiently the email systems currently used require improvement. It is agreed that the Clerk and the Cllrs each have an MS 365 email account, with cloud document storage which is backed up and with a high standard of encryption. Email should be migrated from Google to MS365. Documents should be stored in SharePoint in a coherent manner and made available to all Cllrs. A local company, CloudyIT has been selected to carry out this work. They specialise in work with local councils and have been recommended by other local councils. Cllrs should also benefit from using the communication tools MS365 has to offer.

Action: Clerk to engage with CloudyIT to migrate emails across, set up accounts for all Cllrs, and provide training to ensure all Cllrs are confident in the use of the new software

22.026 Finance

- a. Payments made by cheque in December 2021 and January 2022 totaling £8,087.80, together with the Clerk's salary for the period 4th – 24th January 2022 for £840, were proposed by Cllr Gillingham, seconded by Cllrs Livingston and Sainsbury, and agreed by all. No bank statements for this period had been received.
- b. It was agreed by all to approve the mandate variations on the Lloyds Bank accounts dated 3rd February 2022.

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Access to the bank accounts has still not been possible due to Lloyd's bank not responding to the mandate variations as requested. Currently, the only access to the Parish Council's current bank accounts is via cheques, with Cllrs Hayward and Paternoster as signatories. It was unanimously agreed that a new bank account be opened with Metro Bank and funds be moved from Lloyds to the new account. The precept for 2022/23 which is due to be paid shortly will be paid into the new bank account allowing the Parish Council to have access to its funds. The initial signatories for the account will be Cllr Hayward, Clerk, Mrs F Richardson, Cllr Paternoster, all three will have equal full access rights to the account.

The Clerk has gained access to the Rialtas database account and has reviewed the content, invoices need to be added from the period of Sept 2021 onwards. Financial information ceased to be updated from the 1st of Sept 2021 onwards by the previous Clerk. It is not possible to reconcile the accounts until the invoices are added and the bank statements from Sept 2021 are available and inputted.

The Clerk noted that VAT was not submitted for 2020-2021

The Clerk noted that a budget has never been set and proposes a budget is agreed and added into the database for the purpose of enabling efficient and transparent review of finances on a monthly basis. This was agreed by all and the budget will be on the agenda at the next meeting.

The Clerk has been unable to access BrightPay payroll software. It was agreed by all that the Parish Council should use the services of BAS Associates, local accountancy firm who work with other local councils and offer a competitive Payroll service for a small monthly charge. The key benefits of engaging this service: Best practice standards / legislation, professional transparent service.

It was agreed by all that an internal audit of the accounts and accounting systems should take place.

Action:

Clerk: to check Halton for post regularly.

Signatories: to visit Metro Bank, Aylesbury to set up bank account.

Clerk: Invoices to be located and inputted into Rialtas database. Bank Statements to be located and financials to be inputted into the Rialtas database

Clerk: Perform missing monthly reconciliations and year end 2021

Clerk: Submit Tax Return / Reclaim Tax 2020-2021

Clerk and Cllrs: to produce a draft budget based on previous years finances

Clerk: to engage company for payroll BAS Associates

22.027 Planning Applications/Matters

22/00085/AGN Lot 1 Grand Union Canal HP22 5JA

Planning has been refused; Agricultural permitted development rights can only be used on holdings of 5 hectares or more.

22/00432/ATP Rannoch House Lower Icknield Way Buckland Buckinghamshire HP22 5LR

The Cllrs discussed the proposed works to the horsechestnut tree at Rannoch house with no objections.

22.028 Neighbourhood Plan

- a. Buckinghamshire Council's Neighbourhood Plans officer has confirmed that the regulation 16 consultation has closed and that the revised Buckland Neighbourhood Plan will be passed to an examiner. Once a date is known for the eventual referendum the parish council will begin a campaign to engage parishioners and the Parish Council website, social media and print marketing will be used for this purpose.

22.029 Policies and Procedures

To consider and agree any changes to policies and procedures. Nothing to review at this meeting.

22.030 Consultations

Luton Airport – Documents have been received from Luton Airport outlining plans to double the capacity of the airport from 18 to 32 million flights per annum.

The 1st phase will involve the expansion of the existing terminal, the 2nd phase will be the creation of a new terminal. This will also substantially increase parking at the airport, which will increase the level of road traffic to and from the terminal.

Buckland is under the flight paths of easterly arrivals and westerly departures. It was noted there will also be an increase in flights from Heathrow airport. On the 16th of March 2022 there will be an exhibition showcasing the plans at the Victoria Hall in Tring, papers are available in Wendover library and the consultation closes on the 4th of April 2022. The following objections were agreed by all.

Objections: Increase of aircraft noise in rural setting, increase in pollution over a rural setting, possible discharge of fuel, increased aircraft in conjunction with the increase of Heathrow and the accumulative effect.

Action:

Clerk: to complete the consultation online form raising the agreed objections

22.031 Roads and Transportation

- a. It was noted that the road surface was full of potholes when coming from the A41 towards Buckland crossroads on the Lower Icknield Way. This has been reported to Lewis Minney, in person, in September 2021 and also on Fix my street. No progress has been made since then despite the Clerk and Councillors following up. This, together with the potholes on London Road outside Buckland Wharf cottages, would be reported again via Fix my street as a reminder.

Subsidence has been reported on the bypass bridge

Action:

Cllr Sainsbury: volunteered to photograph and report ~~pot holes~~ potholes on Fix my Street

22.032 Maintenance of Land Holdings

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a. Burial Ground

It was proposed that a padlock should be placed on the wooden gate leading into the burial ground to avoid people walking through burial ground as there is no longer a footpath there. People are walking across graves and allowing dogs to foul on graves. Proposed by Cllr Paternoster, seconded by Cllr Hayward, and agreed by all.

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a.b. Lower Buckland – There is a requirement to establish how the Parish Council will water the trees and plants in the Lower Buckland Community Orchards currently there is no water source on site. It was agreed to ask the Clerk to investigate if a well could be constructed on site. It was suggested that wildflowers could be sown in the field this year. Costs to be sought before a decision can be made.

It was recommended that the Parish Council apply for a grant from Wendover community board to purchase a commemorative oak tree to be planted in the Parish in recognition of the Queen’s Jubilee.

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Parish residents have shown an interest in donating and planting trees in the copse in dedication to their loved ones. Cllrs agreed this is something the Parish Council would support; plans will be required to illustrate where trees and can be planted and the varieties already approved by the planners. Information to be added to the Buckland Parish Council website to advertise the opportunity.

Action:

- Cllrs: to review the burial ground entrance and paths and decided how best to direct walkers
- Cllr: Paternoster to purchase a lock for the gate
- Clerk: to get a quote for bore hole.
- Cllr: Livingston and Clerk to write a letter of ~~thanks for~~ thanks for the trees.
- Clerk: to get a quote for wildflower seeds to cover an area of approximately one acre?
- Clerk: to contact Michelle Parker from Wendover Community board for grant opportunities for trees.

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22.033 Footpaths and Environment

a. FP7 diversion out of the burial ground: a letter had been received from Buckinghamshire Council’s rights of way officer asking the Parish Council to remove the old stile leading from the green lane into the burial ground entrance, as well as the farm gate beside it. It was agreed that the stile should be removed, but it would be necessary to keep the gate to allow continued agricultural access into the Glebe. Cllr Gillingham to ask Matt Nicholls if he would remove the old stile

Cllr Livingston reported that she is still waiting for information from the rights of way officer about the stile near Cherry Farm.

Action:

Cllr Gillingham to contact Matt Nicholls re removal of the stile

22.034 Website

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The Clerk reported that the website has been reviewed and the office address, dates and papers have been updated and out of date posts removed. All Cllrs agreed that the site is not currently fit for purpose and the site’s software is out of date. The Clerk proposed reviewing options for the build of a new website,

with initial preferences being to utilise a provider specialising in services for local councils. Clerk to propose options and a brief for a new website at the next meeting. This was agreed by all. **035 Arla/Olleco**

- a. Bad smells of gas were noted on date of the meeting. It was agreed at meeting that Cllr Sainsbury will send an email to Olleco which has been approved by all councillors.

The letter received from Leigh Davis was noted, i.e. that a legal solution to the position at Olleco will not be pursued.

Action:

Clerk: to add a form to website which allows parish residents to report/log smells easily to the Parish Council.

22.036 Parish Council Office

- a. It was reported that the transfer has gone well, apart from the fact that Buckland Parish Council's mail appears to still be going to Halton. The office still requires a key cupboard, and the Parish Council requires a further set of keys to the parish noticeboards.

Action:

Clerk: key cupboard and noticeboard key to be cut.

22.037 Platinum Jubilee Celebrations

It was noted that applications are welcomed by the Wendover Community board to enable Jubilee Celebrations. The Parish Council would like to apply for funds for 8 picnic tables, gazebos, bunting and an Oak Tree

Action:

Clerk to request further information from Wendover Community board about the opportunities available.

22.038 Matters of Report

There were no matters to report

22.039 Correspondence and circulars

There were no circulars or further correspondence.**22.040 To agree dates of Parish Council meetings for 2022**

The dates were agreed by all.**22.041 Date of next Parish Council Meeting** 14th March 2022 at 7.00pm in Buckland Village Hall

22.042 Confidential Item: *To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be conducted.*

Grass Keep, Primrose Copse and Allotment

There were no current changes to report

The meeting closed at 21.15

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Chairman's signature

Date

Fiona Richardson

Clerk to Buckland Parish Council

