

Buckworth Parish Council

Chairman: Bob Hart
Address: Holly Cottage
Barham Road
Buckworth

Clerk: Karen Peck
19 High Street
Aldreth, Cambs
CB6 3PQ

Email: bob.hart@talk21.com

Email: clerk.buckworthpc@gmail.com

Annual Meeting of Buckworth Parish Council

to take place on **Monday 3rd May 2021, Virtually via Zoom at 7pm**

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via a Zoom Meeting (<https://zoom.us/>). The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020 ("the Regulations 2020"), enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. To join the Parish Meeting the meeting ID 83651727739 and password 102005.

Members of the public are welcome to attend and speak on any item on this agenda for the first 10 minutes of the meeting. They are then welcome to remain and observe the rest of the meeting.

MINUTES

030521/1 TO ELECT A CHAIRMAN

Councillor Henderson-Begg, and Councillor Hateley seconded that Councillor Hart should be elected as Chairman for the coming year. Motion carried unanimously.

030521/2 TO ELECT A VICE CHAIRMAN

Councillor Morrison proposed, and Councillor Hateley seconded that Councillor Henderson-Bedd should be elected as Vice Chairman for the coming year. Motion carried unanimously.

030521/3 TO RECORD APOLOGIES FOR ABSENCE

There were no apologies for absence.

030521/4 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

030521/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

The minutes of Buckworth Parish Council Meeting held on 8th March 2021 were circulated to all Councillors and were taken as read. Councillor Morrison proposed, and Councillor Henderson-Begg seconded, that the minutes should be signed as a true record of the meeting. Motion carried unanimously.

030521/6 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS

No report had been received for the meeting.

030521/7 OPEN FORUM FOR PUBLIC PARTICIPATION

Please note all issues to be raised in this section must be sent to the Clerk via email 24 hours before the meeting is due to commence. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

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030521/8 TO APPROVE AND ADOPT THE STANDING ORDERS

Councillor Henderson-Begg proposed, and Councillor Hateley seconded to approve and adopt the Councils Standing Orders. Motion carried unanimously.

030521/9 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2021/22

Councillor Ward proposed, and Councillor Morrison seconded to approve and adopt the Councils Financial Regulations, Internal Financial Controls, New Financial Years Assurances and Signatories for 2021/22. Motion carried unanimously.

030521/10 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS

Councillor Henderson-Begg proposed, and Councillor Ward seconded to approve and adopt the Councils Standards and Code of Conduct for Members. Motion carried unanimously.

030521/11 TO APPROVE ALL COUNCIL POLICIES

Councillor Ward proposed, and Councillor Henderson-Begg seconded to approve and adopt all of the Councils Policies. Motion carried unanimously.

030521/12 INTERNAL AUDIT REPORT 2020/21 TO BE ACCEPTED AND APPROVED

Councillor Morrison proposed, and Councillor Ward seconded to approve and adopt the Councils Internal Audit Report 2020/21. Motion carried unanimously.

030521/13 INTERNAL AUDIT REVIEW 2020/21

Councillor Ward proposed, and Councillor Hateley seconded to approve and adopt the Councils Internal Audit Review 2020/21. Motion carried unanimously.

030521/14 AGAR 20/21: EXTENAL AUDIT CERTIFICATE OF EXEMPTION

Councillor Henderson-Begg proposed, and Councillor Hateley seconded that the AGAR 20/21: External Audit Certificate of Exemption, as circulated to all Councillors, should be approved. Motion carried unanimously.

030521/15 AGAR 20/21: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED

Councillor Henderson-Begg proposed, and Councillor Ward seconded that the AGAR 20/21: Annual Governance stated, as circulated to all Councillors, should be approved. Motion carried unanimously.

030521/16 AGAR 20/21: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED

Councillor Henderson-Begg proposed, and Councillor Morrison seconded that the AGAR 20/21: Annual Accounting Statement, as circulated to all Councillors, should be approved. Motion carried unanimously.

030521/17 APPOINTMENT OF INTERNAL AUDITOR 2021/22

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Councillor Hateley proposed, and Councillor Ward seconded that S& J Accounting Ltd should be appointed as Independent Internal Auditor for 2021-22. Motion carried unanimously.

030521/18 PLANNING

TO CONSIDER:

21/00327/FUL Manor Lodge, Barham road, Buckworth

Construction of a detached building for the use as a chiropractic clinic, change of use to class E to allow for clinic use

The Parish Council discussed the application and concluded they were not opposed to the application but would like the District Council to outline the planned drainage outlets for the development. It is believed there is already an outlet into the bordering ditch that is of concern and any additional outlets could cause issue.

21/00664/S73 Holly Lodge Farm, Hamerton Road, Buckworth

Variation of conditions 2 (plans), 3 (materials), 4 (landscape) to 19/02503/FUL for amended plans and removal of conditions 28 (Hol lets only), 29 (hol lets no more than 59 days per year) and 30 (register for hol lets) to 19/0503/FUL as holiday lets no longer being developed

The Parish Council discussed the application and concluded its support for the application

TO UPDATE: none

030521/19 MATTERS ARISING:

- a) Anglian Water Update – no update is available at this time and the Parish Council hope to hear from Anglian Water towards the end of May 2021.
- b) Grass Cutting of Village Verges -to ratify commencement of contract and schedule. Councillor Hart proposed and Councillor Henderson-Begg seconded that the contract and schedule should be approved. Motion carried unanimously.
- c) Remote Meetings and Acceptance of Delegation Scheme – appendix 1 circulated Councillor Ward proposed and Councillor Morrison seconded to approve the delegation scheme. Motion carried unanimously.
- d) Village Website – Councillor Hart advised that village website is undertaking maintenance and the Parish Council would like to thank Peter for his continued efforts. Peter is working on a new version of the website which the village will use to replace the current website, no web address will change.

030521/20 FINANCE

- a) To approve bank Reconciliation for March and April 2021 – circulated before meeting. Councillor Henderson-Begg proposed, and Councillor Ward seconded that the bank reconciliation should be approved. Motion carried unanimously.

b) PAYMENTS:

HMRC, Wages and Expenses	£141.12 BACS
CAPALC Affiliation Fee	£132.09 BACS

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PWW Design – Hosting and Domain	£71.00 BACS
S&J Accountancy- Audit	£35.00 BACS

c) DIRECT DEBITS PAID:	None
d) INCOME	None

Councillor Morrison proposed, and Councillor Ward seconded that the payments should be approved. Motion carried unanimously.

030521/22 **DIARY DATES** – The next meeting of the Parish Council will be 12th July 2021 7pm

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K Peck
Karen Peck
Clerk & Responsible Finance Officer
Buckworth Parish Council
12th July 2021

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B Hart
Bob Hart
Chairman
Buckworth Parish Council