



Buckland & Chipping Parish Council

Clerk: Sarah Kubica

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MEETING No 345 of BUCKLAND & CHIPPING PARISH COUNCIL

Tuesday 21 July 2026, 7.30pm, St Andrew's Church, Buckland

Present: Cllrs Helen Dauris, Jeff Kenyon (chair), Mark Seymour (vice chair)

In attendance: Sarah Kubica (clerk), Caroline Scott (candidate for co-option), 1 member of the public

MINUTES

345.1 Apologies

To receive or accept apologies for absence
County Cllr Terry Smith, District Cllr Vicky Burt

345.2 Interests and dispensations

1. To receive declarations of interest from councillors on items on the agenda
2. To receive and consider members' written requests for dispensations for declarable interests; and
3. To grant any requests for dispensation as appropriate **None**

345.3 Co-option of parish councillor

To review applications and co-opt a new parish councillor

The council considered Caroline Scott as a candidate for co-option

Resolved, to co-opt Caroline Scott to fill the vacancy for the office of Parish Councillor for Buckland and Chipping Parish Council, two vacancies remain. Proposed Cllr Kenyon, seconded Cllr Seymour. Agreed unanimously

Cllr Scott signed the Declaration of Acceptance of Office and joined the meeting

345.4 Minutes

1. To confirm the minutes of [343](#) the Annual Meeting of Buckland and Chipping Parish Council, 11 May 2026 as an accurate record of proceedings

Resolved, proposed Cllr Seymour, seconded Cllr Kenyon. Agreed unanimously

2. To confirm the minutes of [344](#) Meeting of Buckland and Chipping Parish Council, 15 July 2026 as an accurate record of proceedings

Resolved, proposed Cllr Seymour, seconded Cllr Kenyon. Agreed unanimously

345.5 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies

1. Crime Report [May](#), [June](#) 2026

June, Buckland: 1x Theft (Other) – Items recovered, victim unsupportive. Police focus on ASB in Buntingford and checking vehicles are road-worthy. Reminder to residents to sign up to hertsconnected.co.uk, keep vehicles locked, windows closed and do not leave valuable items in vehicles. Advice not to engage the services of cold callers.

Future crime reports will detail the full 184 square miles covered by the East Herts Rural Team. If the parish is not listed that means no crimes reported **Noted**

2. Councillor reports

Cllr Nicholls emailed a [report](#) detailing; Local Government Reorganisation (LGR) for Hertfordshire to create four new unitary councils with a Mayor for Hertfordshire, hertfordshire-lgr.co.uk; grant funding available at veolia.co.uk/sustainability-fund; BetterPoints Reward App launched to encourage residents to swap out car journeys for sustainable options, points redeemed at participating businesses or donated to charity. Read Cllr Nicholls' full report: bucklandandchipping-pc.gov.uk/meetings

Public Comments: Limited to 15 minutes

Members of the public and councillors can raise matters of concern **None**

345.6

Finance

1. To note receipt of income and authorise [payments](#) in accordance with the budget

PAYMENTS SINCE THE LAST MEETING

30/04/2026	Bank Service Charge	£7.00
20/05/2026	Newsletter printing 5874	£52.00
20/05/2026	HAPTC subscription	£160.90
20/05/2026	Zurich Insurance Renewal	£566.60
20/05/2026	INV3200 room hire	£20.00
20/05/2026	Litter Pick Buckland	£190.00
20/05/2026	Grass cut 2 (0044)	£228.00
31/05/2026	Bank Service Charge	£7.00
11/06/2026	Grass cut 3 (0033)	£228.00
11/06/2026	Litter Pick Chipping final	£95.00
25/06/2026	East Herts fee dog bin	£815.20

EXPECTED PAYMENTS TO NEXT MEETING

Chipping Litter June	£95.00
Chipping Litter July	£95.00
Chipping Litter August	£95.00
Buckland Litter June	£95.00
Buckland Litter July	£95.00
Buckland Litter August	£95.00
HAPTC audit fee	£200.36
GRASS CUT 4/5 (0059)	£360.00
GRASS CUT 6	£228.00
GRASS CUT 7	£228.00
Newsletter May-Jun	£52.00
Newsletter Jul-Aug	£52.00
Venue hire 25 April	£30.00
Venue hire 11 May	£30.00
Venue hire 15 July	£30.00
Bank fees Jul-Aug	£14.00
Clerk salary May-Jul	£863.68
EHDC 2023 election fee	£54.15

Resolved, to approve

2. To sign bank reconciliation and bank statements

Signed by Cllr Seymour

3. To review signatories on the bank mandate
Resolved, to add Cllrs Scott and Seymour, once added remove Cllr Baxter-Newman. Agreed unanimously
4. To consider the transfer of funds to an interest bearing [Notice](#) account(s)
Resolved, clerk to set up and transfer £15k into 32 day notice, £5k into instant access. Agreed unanimously
5. To set up a variable direct debit for PAYE payments to HMRC
Resolved, agreed unanimously
6. To set up litter pick payments by monthly standing order
Resolved, agreed unanimously
7. To note Hertfordshire Internal Audit Service unavailable for BCPC 2026-27 **Noted**

Planning

1. To review [planning](#) applications and decisions
3/25/0705/HH 22B Hill View, Buckland, single storey rear extension - granted
2. [Village Hierarchy Study](#), consider; updating [Chipping](#) information; adding Buckland
Resolved, no changes required. Agreed unanimously

345.7 Council Documents

To consider and adopt if agreed, the draft [IT and Email Policy](#)
Resolved, agreed unanimously

345.8 Reports from Working Parties and Committees, Parish Matters

1. To confirm arrangements for September 'Browse and Collect' Event
Resolved, request churchyard use, Sunday 13 September, 1.30 set up, event 2-4pm. Agreed unanimously
2. To consider container purchase and permissions for churchyard installation
Resolved, requires planning permission, consider alternative options. Agreed unanimously
3. To agree date for a walking assessment of highways and parish assets
Resolved, 2pm, 27 August, Buckland. Agreed unanimously
4. Assign councillor roles and responsibilities: parish councillors make collective decisions on behalf of the community, having areas of interest assists with admin
Resolved, Cllr Scott - Newsletter and Litter, Cllr Kenyon - Highways and Defibrillators, Cllr Dauris - Church liaison and Staffing, Cllr Seymour - Footpaths and Risk Assessments. Agreed unanimously
5. To consider arrangements for Autumn fireworks Event
Resolved, Saturday 7 November, clear up Sunday 8 November. Agreed unanimously
6. To consider requirements for setting up a [Community DriveSafe](#) group
Resolved, publicise requirements in the newsletter to encourage volunteers and discuss actions at next meeting. Agreed unanimously
7. To receive an update on the request for Highway safety improvements
Email response from Cabinet Member for Highways confirming a large number of schemes progressing this year. Yet to confirm where the parish fits in with the roll out **Noted**
8. To review clerk and councillor training and consider [training](#) opportunities
Next free cybersecurity workshop is 11 August, nalc.gov.uk/resource

Resolved, to approve E-Learning courses at £17 per delegate for Cllrs Seymour and Scott: New Councillor Induction and Cllr Dauris: Data Protection Essentials GDPR.
Agreed unanimously

9. July-August Newsletter:

- 1.** to discuss content - local photo, Community Drivesafe, The Diary, Browse and Collect 13 September, Fireworks 7 November, WhatsApp group, New councillor
- 2.** to agree an editor - Cllr Kenyon
- 3.** to agree delivery date - 8 August

345.9 To note items for future agendas: and to receive any other items for information only
HAPTC quarterly LGR briefing 1 Thurs 13 Aug 10.30 zoom, website improvements underway, noticeboards and parish furniture, update on enforcement and hedgerow

345.10 Dates of next meetings

Date proposed	Meeting	Venue
Monday 7 September 2026	Parish Council Meeting 7.30pm	St Andrew's Church, Buckland
Monday 2 November 2026	Parish Council Meeting 7.30pm	Manor House, Buntingford
Tuesday 12 January 2027	Parish Council Meeting 7.30pm	Manor House, Buntingford
Monday 1 March 2027	Parish Council Meeting 7.30pm	Manor House, Buntingford
Monday 10 May 2027	Annual Parish (Community) Meeting 7pm followed by Annual Parish Council Meeting 7.30pm	St Andrew's Church, Buckland

Meeting closed at 21.20