



Buckland & Chipping Parish Council

Clerk: Sarah Kubica

email: clerk@bucklandandchipping-pc.gov.uk

www.bucklandandchipping-pc.gov.uk

MEETING No 346 of BUCKLAND & CHIPPING PARISH COUNCIL Monday 7 September 2026, 7.30pm, St Andrew's Church, Buckland

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

In attendance: Sarah Kubica (clerk), 1 member of the public

MINUTES

346.1 Apologies

To receive or accept apologies for absence
County Cllr Terry Smith
(District Cllr Vicky Burt received after the meeting)

346.2 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

346.3 Minutes

To confirm the minutes of [345](#) Meeting of Buckland and Chipping Parish Council, 21 July 2026 as an accurate record of proceedings **Resolved**, proposed Cllr Scott, seconded Cllr Seymour, agreed unanimously

346.4 Reports to the Council

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

1. Crime Report July, August - none received, new format covering entire East Herts area awaited. Clerk attended Local Policing Priorities Setting meeting online 27 August, the last of this type of engagement. Police urge everyone to sign up to hertsconnected.co.uk to report ongoing priorities. Focus on flytipping, hare coursing and poaching, anti-social behaviour in Buntingford
2. Councillor reports

None

346.5 Public Comments: Limited to 15 minutes

Members of the public and councillors can raise matters of concern

None

346.6 Finance

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

Payments since the last meeting

30/06/26 Bank fee	£7.00	31/07/26 Litter Bu July	£95.00
30/07/26 cllr training	£51.00	31/07/26 salary May-Jul	£863.68
30/07/26 2023 election	£54.15	31/07/26 Bank fee	£7.00
30/07/26 grass cuts	£360.00	03/08/26 church hire	£60.00
30/07/26 audit fee	£200.36	03/08/26 Newsletter	£52.00
30/07/26 Litter Ch June	£95.00	31/08/26 Bank fee	£7.00
30/07/26 Litter Bu June	£95.00	01/09/26 Litter Ch Aug	£95.00
31/07/26 Litter Ch July	£95.00	01/09/26 Litter Bu Aug	£95.00

Expected payments to next meeting

Chipping Litter Sep	£95.00
Chipping Litter Oct	£95.00
Buckland Litter Sep	£95.00
Buckland Litter Oct	£95.00
GRASS CUT 6,7,8,9	4x £228.00
Newsletter Sep-Oct	£52.00
Electricity tbc	£189.71
Bank fees Sep-Oct	£14.00
Fireworks estimated	£500.00
HMRC Sep estimated	£92.80
Salary Aug-Sep est'd	£319.00

2. To sign bank [reconciliation](#) and bank statements
Statements signed by Cllr Seymour, reconciliation - wait for September statement
3. To provide an update on bank instructions
Bank apology for delays in setting up cllr access (completed) and new interest bearing account (not completed) due to new systems
4. To review half year [budget](#) position **Resolved**, adequate, adjust salary/PAYE to £3622, agreed unanimously
5. To review quotes for 2026-27 Internal Audit. Four received of five quotes requested; one discarded as software-specific; £200; £195; preferred option SILC Ltd member of [Internal Audit Forum](#) which works with NALC, £175 if fixed for 3 years **Resolved**, to accept preferred option, subject to a testimonial, agreed unanimously
6. To approve payment for defibrillator electricity supply **Resolved**, not approved as the charge is for the supply of continuous lighting to the kiosk and there is no lighting, agreed unanimously
7. To approve a donation of £50 to Citizens Advice East Herts **Resolved**, proposed Cllr Scott, seconded Cllr Dauris, agreed unanimously

346.7 Planning

1. To review [planning](#) applications and decisions **None**
2. To review East Herts planning guidance for a churchyard shed. **Resolved**, to follow advice to request guidance on permission for a shed on land maintained by BCPC for council functions based on The Town and Country Planning (General Permitted Development) (England) Order 2015, PART 12, agreed unanimously

346.8 Council Documents

To locate signed minutes prior to 2009 and for May 2012-November 2014. Clerk advised no records held in Hertford County Archives (HALS). BCPC has digital copies from 2005. Cllr Kenyon confirmed that previous clerks had failed to locate signed minutes. Clerk to print all minutes and deposit with HALS

346.9 Reports from Working Parties and Committees, Parish Matters

1. To note PCC requirements for September 'Browse and Collect' Event. Cllr Kenyon confirmed as event steward and responsible for Risk Assessment, tables to be located away from graves
2. To suggest storage options for council assets. **Resolved**, await planning advice, agreed unanimously
3. To confirm 8/9/26 for walking assessment of highways and parish assets **Noted**
4. To source funding for Autumn fireworks Event. £250 confirmed from Cllr Smith's locality budget
5. To review volunteer numbers for [Community DriveSafe](#) scheme. Additional information required for the named volunteers. **Resolved**, Cllrs Dauris and Kenyon as Lead Volunteers, agreed unanimously
6. To discuss concerns over waste team's treatment of empty food waste caddies. Bins thrown and broken, raise with district cllr and request photos and reports from residents
7. To receive an update on enforcement action regarding hedgerows. Update from Cllr Seymour next meeting
8. To consider locations prone to flooding and any mitigation measures **None**

9. To remove previous clerk email address which is forwarding junk email to the clerk. Agreed to check gmail forwarding rules and contact web host to review forwarding instruction on old email
10. September-October Newsletter:
 1. to discuss content - events: bonfire, Remembrance Day, food caddy issues, CAB, DriveSafe
 2. to agree an editor - Cllr Dauris
 3. to agree delivery date - 10 October

346.10 **To note items for future agendas:** and to receive any other items for information only

346.11 **Dates of next meetings**

Date proposed	Meeting	Venue
Monday 2 November 2026	Parish Council Meeting 7.30pm	Manor House, Buntingford
Monday 4 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

346.12 **Resolution to exclude the public for item 346.12 as per Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, Schedule 12A, Part 2**

[LOCAL GOVERNMENT SERVICES PAY AGREEMENT 26-27](#)

To confirm the new hourly rate for the clerk and backdate to employee start date of 1 May 2026

Resolved, to increase in line with the pay agreement for SCP18, agreed unanimously

Meeting closed at 21.19