



MINUTES OF THE MEETING OF BUNTINGFORD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MANOR HOUSE, BUNTINGFORD AT 7.30pm ON THURSDAY 26TH JANUARY 2023.

Present: Councillors, D. Wallace, G. Waite, Mrs P. Furness, M. Furness, S. Bull, G. Bonner, S. Bowman, B. Lemay, Mrs S.Coote (7.44pm).

Officer Present: J. Jones (Town Clerk)

Also Present: 2 members of the public, County Councillor J.Jones.

361. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.

Apologies from Councillor Mrs Danagher and Councillor Ling.

362. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST.

No declarations.

363. TO APPROVE AS A TRUE RECORD AND AUTHORISE THE CHAIRMAN TO SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 5TH JANUARY 2023.

Councillor Mrs Furness noted that in Minute 314 Councillor M.Furness had stated that the Council had followed the democratic process, the word democratic had not been minuted.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the minutes are a true record and the Chairman authorised to sign them.

364. TO RECEIVE ANNOUNCEMENTS FROM THE CHAIRMAN.

The Chairman reported that he had attended the Late Night Shopping and Lights of Love event and offered congratulations to the Chamber of Commerce for a successful evening. Other events included: On the 5th December together with Councillor Waite, the Priority Setting Forum where traffic related issues had featured.

On the 3rd December, officially opened the dug outs at the Bury which had been grant funded by the Town Council. On the 5th December, the Herts Fire and Rescue Service and Police carol concert at All Saints Church in Hertford.

On the 14th December, Councillor Mrs Furness and Councillor M.Furness had attended the Isabel Hospice Carol Service at Haileybury College.

On the 17th December the Carol service at St Peter's Church. An enjoyable afternoon on the 22nd December together with Councillors Mrs Furness and M.Furness, a senior citizens lunch at the Woodman in Nuthampstead, thanks to Councillor Jones for organising. On the 24th December a Nativity at St Peter's Church.

This month a Zoom meeting organised by the 20's Plenty campaign.

Moving forward we have been working with the British Legion for their Civic Service on Saturday 4th February to celebrate their centenary year. Meeting have started in preparation for the Coronation event in May. On the 5th December the Chairman reported that he had met with Councillor Jones and the Park Run organisers who would like to organise a junior park run. On the 8th December the commemorative trees were planted in Layston Court Gardens. A project meeting with the pump track contractors is planned and today a meeting with Herts and Middlesex Wildlife Trust and the Friends of the River Rib regarding further work to enhance the recent river works.

365. TO RECEIVE A REPORT FROM THE POLICE.

The Chairman referred to a report from PCSO Dearman which indicated a slight increase in recent crime since the 4th December up to 29 from 26. Two priorities had been set at the Priority Setting forum, the Church Street junction and speeding both of which remain concerns.

A further update was received from Sgt Alcock who reported on the past year which had seen a dramatic reduction in anti-social behaviour, 86 dropped from 123 in 2021. A crime reduction of 6%,

dwelling burglaries up by 3, vehicle crime down and violence against a person increased, mainly domestic incidents. Drug crime increased mainly due to a more proactive approach.

366. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE AMENITIES COMMITTEE HELD 5TH JANUARY 2023.

Following a proposal, second and a unanimous vote it was
RESOLVED

That the report of the meeting of the Amenities Committee held on 5TH January 2023 be adopted.

367. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON THE 12TH JANUARY 2023.

Following a proposal, second and a unanimous vote it was
RESOLVED

That the report of the meeting of the Resources Committee held on 12TH January 2023 be adopted.

368. TO RECEIVE AND CONSIDER THE REPORTS OF THE MEETINGS OF THE PLANNING COMMITTEE HELD ON 24TH NOVEMBER 2022, 8TH DECEMBER 2022 AND 12TH JANUARY 2023.

Following a proposal, second and a unanimous vote it was
RESOLVED

That the reports of the meetings of the Planning Committee held on 24th November 2022, 8th December 2022 and 12th January 2023 be adopted.

369. TO RECEIVE REPORT OF PAYMENTS MADE DECEMBER 2022/ JANUARY 2023 AND THE JANUARY 2023 BUDGET MONITORING REPORT.

Following a proposal, second and a unanimous vote it was
RESOLVED

That the reports of payments made December 2022/January 2023 and the Budget Monitoring Report January 2023 be received. (Copies attached).

370. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR.

Councillor Bull stated that he had nothing to report. Councillor Jones referred to the forthcoming elections on the 4th May and reported that there will now be three Buntingford members, up from two. The Conservative candidates will be decided by Conservative party members next week.
7.44pm Councillor Mrs Coote joined the meeting.

371. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR.

Councillor Jones reported as follows:

The Head of Passenger Transport has confirmed that Arriva has confirmed it will not renew the contract to run the 331 bus service when it expires on the 26th March. There are a large number of students using the service which is also a vital link for the villages. The County Council are tendering for the service, which closes on the 8th February, the County Council is duty bound to provide transport to entitled students which currently is 50 coming in to Freman College and 30 going out to other colleges. If no responses are received to the tender, then HCC will negotiate with the current provider. Further updates will be made when available.

HCC has agreed that their contractor may use the redundant household waste site whilst they are re-surfacing the nearby footpath.

Surface dressing preparation work has been undertaken on the whole length of The Causeway, Complaints have been received on how this has been left and also a complaint from a resident that there has been damage to her property. Councillor Jones had arranged for the contractor to visit the resident, who is happy with their response. Councillor Jones had pointed out to the contractor that

water is pooling opposite the cemetery entrance. An email has been received stating that the contractor is returning to address the issues. Final surface dressing will be undertaken in the better weather.

Coronation grants are available from the National Lottery Fund, applications have to be made by mid-February.

The County Council has released a press statement regarding pot holes asking for help from the public in reporting pot holes.

In response to a question from Councillor Waite, Councillor Jones agreed that the road surface in Snells Mead should be reinstated following heavy use from construction vehicles accessing the Wheatley site.

With regard to the Neale Drive issue, the Road Safety Audit Team still need more information from Redrow. Councillor Jones stated that he had asked the Highways Engineers to contact Redrow regarding this and also with regard to the bollards on the A10 on which the reflectors have failed. Discussions are underway with HCC and Pigeon Investment Management regarding a SEND School on land next to Freman College, there are negotiations underway with the landowner to lift a covenant that is on the land.

Complaints have been received regarding street lights out opposite the Bowls Club, this is probably due to Gigaclear works. It's a UK Power Networks issue and hopefully they will be on site on the 9th February.

372. TO APPROVE THE 2023/2024 BUDGET.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the 2023/2024 budget be approved (copy attached).

373. TO APPROVE THE 2023/2024 PRECEPT REQUEST.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the 2023/2024 Precept request be agreed at £ 326,323.00

374. TO INVITE MEMBERS OF THE PUBLIC TO ASK QUESTIONS

In response to a question from a member of the public, Councillor Jones responded that he had not heard anything about HCC refusing permission to site cameras on their land to enforce the new ULEZ expanded area.

Councillor Bull asked if discussions have been held regarding a new location for the fair. The Chairman responded that this is included on the next Amenities agenda.

In response to a statement from Councillor Bonner, Councillor Jones encouraged people to report litter and leaves on the pavements to EHDC.

Councillor Bull stated that a pedestrian crossing is needed at the top of Baldock Road. Councillor Jones responded that evidence is needed to support this.

In response to a question from Councillor Bonner, Councillor Jones stated that he is pushing the lack of EV charging points with the District Council on a regular basis, he felt that all EHDC car parks should have EV charging points.

Meeting Closed: 20:34

Next meeting of the Full Council 23rd February 2023.

Accounts paid: Dec 22/Jan 23		Full Council Meeting: 26th January 2023						
Committee	Budget	Payee	Details	Amount	Budget total	Budget Bal.	Notes	
Expenditure								
Resources	Contingency	DBL	Pappy wreath	50.00				
Resources	Contingency	Knowdoh	IT Remembrance day	60.00	500.00	235.00		
Amenities	Open areas	C&S	Open areas maint	500.93				
Amenities	Open areas	C&S	Open areas maint	375.96	4514	130.66		
Amenities	Cemetery exp	C&S	Cemetery maint & Planting	1356.11				
Amenities	Cemetery exp	C&S	Maintenance	978.91	15000	3996.88		
Resources	Salaries	Barclays	November salaries	10610.86				
Resources	Salaries	HMRC	Tax NEC Nov	4122.74				
Resources	Salaries	HCC	S Ann Nov	3807.73				
Resources	Salaries	Barclays	Salaries Dec	8606.38				
Resources	Salaries	HMRC	Tax NEC Dec	2483.09				
Resources	Salaries	HCC	S Ann Dec	2871.76	160000	31978.27		
Resources	Manor House Maintenance	Dynerod	Blocked drains	330				
Resources	Manor House Maintenance	Barclaycard	Xmas decs	30.41				
Resources	Manor House Maintenance	Barclaycard	Bulbs	15.99				
Resources	Manor House Maintenance	Barclaycard	Bulbs	9.49	10500	8195.34		
Amenities	Tree maint	Blue Tree	Surveys	1065				
Amenities	Tree maint	Blue Tree	Remove tree HSRPF	475				
Amenities	Tree maint	Blue Tree	Surgery MW/Gateway	3150			all reserves	
Resources	Advertising	LA Publishing	Advertise new town guide	270	300	-24		
Resources	Oil	Certes	Oil	1485.32	5000	1833.56		
Amenities	Garden maint	Horness Roses	Roses LGS's	650.71				
Amenities	Garden maint	Barclaycard	Cable ties	10.82	5000	797.92		
Resources	CCTV	AV Gays	Replacement monitor	190	1800	226.23		
Resources	Grants	J Smith	Grant	275	5000	2671.42		
Resources	Mayor's allow	Isabel Hospice	Concert tickets	40.00				
Resources	Mayor's allow	Barclaycard	Catering Xmas event	136.25	1250	957.75		
Amenities	Dog/Litter	Barclaycard	Dispenser bags	64.9				
Amenities	Dog/Litter	Barclaycard	Dispenser bags	149.5				
Amenities	Dog/Litter	County Supplies	bin bags	33.68	3000	-1322.26 purch new bins NRRF		
Resources	Software	Barclaycard	Misfee subs	64.99				
Resources	Software	Sage	Software support	23.2				
Resources	Software	Sage	Software support	33	750	-346.15		
Resources	Cleaning	Barclaycard	Cleaning	15.69				
Resources	Cleaning	Barclaycard	Cleaning	13				
Resources	Cleaning	Barclaycard	Cleaning	10.82				
Resources	Cleaning	Barclaycard	Cleaning	2.33				
Resources	Cleaning	Barclaycard	Cleaning	36.64	700.00	168.53		
Resources	Stationery	Barclaycard	Stationery	6.66				
Resources	Stationery	Barclaycard	Stationery	15.82				
Resources	Stationery	Barclaycard	Stationery	3.58	750.00	513.44		
Amenities	Churchyard maintenance	C&S	C/yard maint	306.00				
Amenities	Churchyard maintenance	C&S	C/yard maint	150.00	8000.00	5249.00		
Resources	Electricity	British Gas	Electricity MH	379.92				
Resources	Electricity	British Gas	Electricity MH	426.73	7000.00	3863.95		
Resources	Water	Castle Water	Water MH	134.76	500.00	270.30		
Resources	Communications	BT	Broadband/landline	49.94				
Resources	Communications	BT	Broadband/landline	49.94	750.00	250.60		
SWCC	Capital reserves	P Allum	Outside lighting	150.00	20000.00	17700.00		
Resources	Fire precautions	BDT	Alarm maintenance	230.50	1000.00	-6.93		
Amenities	PG Maintenance	Brodmoad	Inspections	140.00				
Amenities	PG Maintenance	Barclaycard	Aras fencing	426.61			Allocated reserves	
Resources	Rates	CHDC	2/2 rates	3743.00	7600.00	115.00		
Resources	Hospitality	Petty Cash	LCL Catering	16.20	1500.00	272.44		
Amenities	Fuel	Petty Cash	Fuel	13.63	100.00	-83.42		
Resources	Subscriptions	SLCC	2023 subs	409.00	1600.00	-53.04		
Amenities	Pitch maintenance	A T Bone	Pitch maintenance	1140.00	11250.00	0.00		
Council	NHB	Graphix	Warm Space banners	244.60			NHB	
Council	NHB	Kedel	Picnic bench ICG's	1043.60			NHB	
Amenities	Equipment maint	Wrights	Service all equipment	1017.39			Allocated reserves	
Council	S106	Prulodic	HSRPF S106 works	38494.11				
Amenities	Playground refurb	Prulodic	HSRPF pg refurb	42407.11			allocated res 10% withheld	
INCOME								
08/11/2022	JMAS	rent		247.50	06/12/2022	Space Pods	rent	1680.00
09/11/2022	HCC	Grant for planters		1400.00	09/12/2022	JMAS	rent	247.50
14/11/2022	Orbital	rent		594.00	09/12/2022	Kashec	hire	8.75
15/11/2022	Judkins	rent		356.00	28/12/2022	Civic	hire	17.50
15/11/2022	Kashec	rent		361.00	30/12/2022	Brainstorm	rent	304.00
15/11/2022	Civic	hire		52.50	02/12/2022	Carers	hire	35.00
16/11/2022	EHCAS	rent		3195.00	05/12/2022	TWS	rent	247.50
30/11/2022	Brainstorm	rent		304.00	05/12/2022	Nutrition Cons	rent	273.00
01/12/2022	AK Cones	rent		403.00	05/12/2022	Everyone Act	reimb elec	402.06
01/12/2022	Ecom	rent		150.00	05/12/2022	Orbital	re	594.00
01/12/2022	Regency House	rent		115.00				

Buntingford Town Council Budget 2023/2024

Final Draft	Budget 21/22	Budget 22/23	Predicted 22/23	Budget 23/24	
RESOURCES COMMITTEE					
RESOURCES EXPENDITURE					
Salaries	149,000	160,000	167,000.00	183,000	Increase following Liaison recommendations & Union increase
MH Loan Principal	4,500	0	0	0	
MH Loan Interest	540	0	0	0	
Other Loans principal	3,410	3,400	3,400	3,400	
Other Loans Interest	1,072	939	873	809	Interest decreases each year
Manor House Rates	7,600	7,600	7,485	7,600	
Manor House Electricity	4,500	7,000	7,360	11,800	60% increase built in
Manor House Oil	5,000	5,000	8,000	10,000	60% increase built in
Manor House Water	800	900	500	500	
Manor House Communications	750	750	600	700	
Insurance	6,000	5,600	6,000	6,000	
Legal & other fees	200	200	200	0	sufficient allocated reserves (£6,000)
Advertising	300	300	300	300	
Town Promotion	100	100	100	100	
Travelling Clerk	100	100	100	0	sufficient allocated reserves (£2300)
Travelling Councillors	0	0	0	0	
Training	200	200	200	0	sufficient allocated reserves (£3600)
Audit Fee	2,200	2,700	2,800	2,800	
Mayor Allowance	1,250	1,250	1,250	1,250	
Stationery	1,000	750	750	300	build up of allocated reserves
Computer Software	300	750	1,200	1,300	remote software support (Zoom/Teamviewer)
Computer Hardware	500	500	500	500	reserves need to be maintained, comps will need replacing
Office equipment	200	200	100	100	
Copier Maint/Lease	400	350	350	350	
Postage	450	450	450	450	
Subscriptions	1,400	1,600	1,600	1,600	
Publications	25	25	25	25	
MH Maintenance	10,500	10,500	10,500	7,500	
MH reserves	10,000	7,500	7,500	7,500	
Refuse Collection	2,100	2,300	2,400	2,400	
Cleaning Materials	900	700	700	0	build up of allocated reserves
Window cleaning	400	400	400	400	
Fire precautions/ Alarms	1,000	1,000	1,000	1,000	
Neighbourhood Plan	0	0	0	0	
TC prizes	100	100	100	100	
Grants	5,000	5,000	5,000	5,000	
Elections	250	0	0	0	build up of allocated reserves
Hospitality	1,500	1,500	1,500	1,500	
Contingency	500	500	500	500	
Chain of Office	100	100	100	100	
Reserve Fund	12,175	14,000	14,000	10,000	reduced to free up funds for increased energy
Youth Council	0	0	0	0	
Newsletter/Website	2,000	1,500	1,500	1,500	
Christmas Lights	750	800	800	800	
CAS grant	3,090	3,090	3,090	4,000	Increased due to occupation of third office
PCSO Funding	16,000	16,000	16,400	16,600	
CCTV Servicing	2,000	1,800	1,800	1,800	
Total Resources Expenditure	266,912	274,254	285,833	300,784	
RESOURCES INCOME					
Agency Services	9,580	9,700	10,180	10,200	
Manor House rental	49,000	48,000	47,000	48,000	
Interest Investment Account	400	367	5	5	
Interest Bank	2,500	1,012	96	96	
Hire of Council Chamber	750	500	1,000	1,000	
Total Resources Income	62,230	59,579	58,281	59,301	
COMMUNITY CENTRE					
Community Centre Expenditure					
Capital reserves	20,000	20,000	15,000	15,000	build up of allocated reserves
Subsidy	750	750	15,000	15,000	Increase in staff and energy costs
TOTAL	27,500	27,500	30,000	30,000	
AMENITIES COMMITTEE					
Amenities Expenditure					
LCG Maintenance	5,000	5,000	5,000	5,000	
LCG Water	60	60	60	60	
Grass cutting	1,911	1,511	1,511	1,511	3 year fixed contract
Garden equip purchase	3,000	1,000	1,000	1,000	
Garden equip maintenance	200	500	500	500	
Fuel	100	150	150	150	
Pavilion Maintenance	1,500	1,500	1,500	1,500	Building up reserves for future maintenance
Protective clothing	100	200	200	200	
Tree Maintenance	5,000	5,000	5,000	6,000	Increased due to additional work required
Churchyard maintenance	8,000	8,000	8,000	7,500	
Contingency	500	500	500	500	
MGA Refurbishment	7,500	7,500	7,500	0	Reserves held of £100k possible S106 funding available.
Pitches	11,250.00	11,250	11,250	11,250	3 year fixed contract
HSRPF Car Park	500	500	500	500	
Repairs non specific	300	300	300	300	
PG Equip& Ramp Maint	2,000	2,000	2,000	2,000	
War Memorial	1,000	1,000	1,000	500	Allocation for future replacement
Dog/Litter bins & Litter picking	3,000	3,000	3,000	3,000	
Clock Maintenance	160	155	155	155	
Playground/Ramp refurb.	15,000	20,000	20,000	10,000	Replenishing reserves following HSRPF upgrade
Reserves	500	500	500	500	
MUGU Running/Maintenance	0	0	0	0	
Bowls SWCC RO Post O W/life	4514	4514	4514	4514	3 year fixed contract
LCG Footpath	500	500	500	500	Building reserves toward future re-laying of path
Town Planting	2,000	500	700	700	
Total Amenities Expenditure	73,195	75,090	75,340	57,840	
Amenities Income					
MUGA Hiring Income	0	0	0	0	Uncertain if site will be available
Deans Fair Circus	225	0	225	0	
Total Amenities Income	225	0	225	0	
CEMETERY					
Cemetery Expenditure					
	5,000	15,000	12,000	12,000	
	5,000	15,000	12,000	12,000	
Cemetery Income					
	3,000	15,000	15,000	15,000	
	3,000	15,000	15,000	15,000	
SUMMARY OF TOTALS					
EXPENDITURE					
RESOURCES COMMITTEE	266,912	274,254	285,833	300,784	
COMMUNITY CENTRE	27,500	27,500	30,000	30,000	
AMENITIES COMMITTEE	73,195	75,090	75,340	57,840	
NHB Spend	0	0	0	0	
Cemetery	5,000	15,000	15,000	12,000	
TOTAL EXPENDITURE	372,607	391,844	406,173	400,624	
INCOME					
RESOURCES	62,230	59,579	58,281	59,301	
COMMUNITY CENTRE	0	0	0	0	
AMENITIES COMMITTEE	225	0	225	0	
New Homes Bonus	0	0	0	0	
Cemetery	3,000	15,000	15,000	15,000	
TOTAL INCOME	65,455	74,579	73,506	74,301	
Precept Requirement	307,152.00	317,265		326,323	Final Precept request 2023/24
		2022/2023		2023/2024	
15/16 Tax Base	£2,067.84		Band D equivalent	15/16 = £98.70	No change
16/17 Tax Base	£2,161.75		Band D equivalent	16/17 = £ 98.70	No change
17/18 Tax Base	£2,398.25		Band D equivalent	17/18 = £98.70	No change
18/19 Tax Base	£2,620.92		Band D equivalent	18/19 £ 98.55	Representing 0.15% decrease
19/20 Tax Base	£2,845.81		Band D equivalent	19/20 £ 98.20	Representing 0.35% decrease
20/21 Tax Base	£3,071.25		Band D equivalent	20/21 £ 97.94	Representing 0.26% decrease
21/22 Tax Base	£3,136.50		Band D equivalent	21/22 £ 97.92	No change
22/23 Tax Base	£3,241.43		Band D equivalent	22/23 £97.87	No change
23/24 Tax Base	£3,342.84		Band D equivalent	23/24 £97.62	No change

