



**MINUTES OF THE MEETING OF BUNTINGFORD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MANOR HOUSE, BUNTINGFORD AT 7.30pm ON THURSDAY 30<sup>TH</sup> MARCH 2023.**

**Present:** Councillors, D. Wallace, Mrs P. Furness, G. Waite, S. Bull, M. Furness & B. Lemay.

**Officer Present:** J. Jones (Town Clerk) A. Georgiou (Admin Officer)

**Also Present:** 4 members of the public.

**475. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.**

Apologies from Councillors J. Ling, G. Bonner, S. Bowman, Mrs J. Danagher and County / District Councillor Jones.

**476. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST.**

No declarations.

**477. TO APPROVE AS A TRUE RECORD AND AUTHORISE THE CHAIRMAN TO SIGN THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 23<sup>RD</sup> FEBRUARY 2023.**

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.**

**478. TO RECEIVE ANNOUNCEMENTS FROM THE CHAIRMAN.**

The Chairman reported that on 28<sup>th</sup> February he attended the Woodman for civic duties.

3<sup>rd</sup> March attended the East Herts rural barn meet.

4<sup>th</sup> March attended a quiz night at St Peter's Church.

5<sup>th</sup> March attended the Ware Civic Service.

9<sup>th</sup> March attended the High Sheriffs awards evening at County Hall.

11<sup>th</sup> March attended the Mayor of Hertford's Civic Dinner.

18<sup>th</sup> March attended the Battle of the Bands final at Freman College, the winners of which will be performing at the Council's coronation celebrations.

23<sup>rd</sup> March attended the University of Hertfordshire for a legal lecture focusing on the way the legal system is going in the UK.

It was reported that some time ago a child went into cardiac arrest and off duty firefighters managed to save the child. On 29<sup>th</sup> March the firefighters were presented with an award from the High Sherriff and the chairman attended the ceremony.

It was reported that the council received a letter from Millfield School regarding the naming of the new Buntingford First School. They feel the name given an unfair advantage when searching for schools online.

Footfall data for Buntingford High Street was recently released, it was reported that there is a very high footfall in the town, however interestingly the footfall was not affected by the Wednesday early close in the High Street.

Council was reminded that elections are coming up in May.

It was reported that the London Road works are continuing well.

Council received a letter questioning parking enforcement on the High Street. It was reported that in in December there were 53 tickets issued, 59 in January and 70 in February.

Meetings regarding the coronation event in May are ongoing.

The Chairman and the Clerk have a meeting scheduled next week with Buntingford Cougars.

A question was asked if anyone knew why an air ambulance landed on Norfolk Road Playing Fields recently. It was reported that there was a collision in the car park which ended up only being slight injuries.

It was reported that children have been getting into the pump track despite it not being officially open. The pump track is due to have a RoSPA inspection on Monday.

It was asked if any further information has been given regarding the name of the first school. There is no update, however it was believed that the school will be named something else. Once the Council have a definite on this the Clerk will respond to Millfield.

**479. TO RECEIVE A REPORT FROM THE POLICE.**

The report was circulated to Council. It was noted that vehicle thefts have been on the increase all over Hertfordshire.

It was noted that the next Police Priority Forum is taking place in April. The Chairman stated that he would circulate any information he receives.

**480. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE AMENITIES COMMITTEE HELD 2<sup>ND</sup> MARCH 2023.**

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

**That the report of the meeting of the Amenities Committee held on 2<sup>nd</sup> March 2023 be adopted.**

**481. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON THE 9<sup>TH</sup> MARCH 2023.**

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

**That the report of the meeting of the Resources Committee held on 9<sup>th</sup> March 2023 be adopted.**

**482. TO RECEIVE AND CONSIDER THE REPORTS OF THE MEETINGS OF THE PLANNING COMMITTEE HELD ON 23<sup>RD</sup> FEBRUARY 2023 AND 9<sup>TH</sup> MARCH 2023.**

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

**That the reports of the meetings of the Planning Committee held on 23<sup>rd</sup> February 2023 and 9<sup>th</sup> March 2023 be adopted.**

**483. TO RECEIVE REPORT OF PAYMENTS MADE MARCH 2023 AND BUDGET MONITORING REPORT.**  
Following a proposal, second and a unanimous vote it was **RESOLVED**

**That the reports of payments made March 2023 and budget monitoring report be received. (Copy attached).**

**484. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR - NO REPORT DUE TO PURDAH RESTRICTIONS.**

No report.

**485. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR - NO REPORT DUE TO PURDAH RESTRICTIONS.**

No report.

It was reported that there had been an issue with the roadworks on the junction of London Rd / Aspenden Rd. This was sorted very quickly by the County Councillor.

**486. TO CONSIDER AND APPROVE THE COUNCIL'S SYSTEM OF INTERNAL CONTROL.**

The document was circulated to Council.

Following a proposal, second and a unanimous vote it was

**RESOLVED**

**That this Council is satisfied that it has a robust system of internal control.**

**487. TO RECEIVE AND APPROVE THE REVIEW OF THE COUNCIL'S POLICIES AND RISK ASSESSMENTS.**

It was noted that there were very little changes.

Following a proposal, second and a unanimous vote it was

**RESOLVED**

**That this Council approves the review of the Council's policies and risk assessments.**

**488. TO CONSIDER A COUNCIL COMMUNITY AWARD SCHEME.**

The Chairman stated that there are lots of people in the community that do lots of good work and he would like to see the council recognise and reward some of these people.

It was suggested that there are lots of groups in the town and although councillors are happy in principle there will need to be some sort of criteria and panel.

Following a proposal, second and a unanimous vote it was

**RESOLVED**

**That this council agree with the awards scheme in principle and will investigate the idea further.**

**489. TO INVITE MEMBERS OF THE PUBLIC TO ASK QUESTIONS.**

It was asked if there were any further developments regarding the proposal for 58 dwellings at the land adjacent to Neale Drive.

It was reported that District Councillor Jones will be attended DMC next week when the proposal will be put to the District Council. It was reiterated that Buntingford Town Council could not consider the development until the issues regarding the opening of Neale Drive were addressed.

It was asked if the fair had been asked what time they would stop. The Clerk has spoken to the fair and asked for all noise to stop by 10pm. The fair said that they would usually aim to close for the night at 9pm.

It was asked if the Council could advertise their meeting on Facebook so that more people are aware of them. It was noted that all meetings are advertised on the council website and on the notice board. The Clerk suggested it was something that the council would consider.

It was asked if the warm spaces had been a success. It was stated that occasionally a couple people had been in however not as many as initially thought. It was noted that there is something going on most days in the town.

It was asked if the London Road scheme will be coming all the way down to Hare Street Road, it was also asked what was going to happen to the banks on London Road. It was stated that the scheme was going to Hare Street Road and the council were unsure exactly how the banks would be incorporated into the scheme.

It was asked if there was any update with the medical centre closing and Nevetts being empty. It was stated that nothing has changed, Nevetts remains a County Council asset which they are looking to

dispose of.

Meeting Closed: 20:19

Next meeting of the Full Council 27<sup>th</sup> April 2023.

1	2	3	4	5	6	7	8	9	
1	Accounts paid:	Mar-23	Full Council Meeting:	30th March 2023					
2	Committee	Budget	Payee	Details	Amount	Budget total	Budget Bal.	Notes	
3	<b>Expenditure</b>								
4	Resources	Salaries	Barclays	Feb Salaries	8606.38				
5	Resources	Salaries	HMRC	Tax NIC Feb	2483.29				
6	Resources	Salaries	HCC	S. Ann Feb	2871.76				
7	Resources	Salaries	Barclays	March salaries	8606.58				
8	Resources	Salaries	HMRC	Tax NIC March	2396.29				
9	Resources	Salaries	HCC	S. Ann March	2871.76	160000	-9732.42		
10	Resources	Window	Classique	Window cleaning	85	400	145		
11	Resources	Web site newsletter	Think Creative	Print newsletter	500	1500	-705		
12	Community Centre	Major repairs	Alpha ironworks	50% deposit staircase	11738			Allocated reserves	
13	Amenities	Repairs non specific	CGS	Repair bench NRPF	247	300	-45.6		
14	Amenities	Dog/Litter	County Supplies	Bin Bags	18.5				
15	Amenities	Dog/Litter	PMC	Dog bags	267.5				
16	Amenities	Dog/Litter	Barclaycard	Dispenser bags	248			use of all res, overspent due to new bins purchased.	
17	Council	SI06	C&K	Payment 3 Pump Track	30000			SI06 funded	
18	Amenities	Reserves	Prestige Sash	Deposit rep's the Cage	459.99			Amenities reserve	
19	Amenities	Trees	Blue Tree	Tree surgery	4645				
20	Amenities	Trees	Blue Tree	Tree surgery	565			allocated reserves	
21	Amenities	Wildlife Area	CGS	Pond liner	285		-285	wl budget now combined	
22	Resources	Communications	BT	Landline/Broadband	49.94	750	150.72		
23	Resources	Software	Sage	Support	33			Allocated reserves	
24	Amenities	Garden equipment	Barclaycard	Blower	212.49			Allocated reserves	
25	Resources	Stationery	Barclaycard	Stationery	43.79				
26	Resources	Stationery	County Supplies	Stationery	37.97	750	419.23		
27	Resources	Cleaning	Barclaycard	Cleaning	31.5	700	35.7		
28	Resources	Manor House	Barclaycard	Marquee roof/doors	529.93				
29	Resources	Manor House	GLC Drainage	Clear drains	200	10500	7091.95		
30	Amenities	Water	Castle Water	Water LCG's	44.03	60	-33.83		
31	Amenities	Cemetery	Hertfordshire Display	Signs for cemetery	64				
32	Amenities	Cemetery	CGS	Maintenance	978.91	15000	676.15		
33	Resources	Training	J. Smith	Personal Licence cost	37	200	16.2		
34	Resources	Contingency	ICO	Data prof fee	35	500	380.81		
35	Amenities	Open area	CGS	Open areas maintenance	375.96	4514	-997.22		
36	Resources	Electricity	British Gas	Electricity MH	478.62	7000	2816.7		
37	Resources	Xmas Lights	N Power	Supply to lights past 2 years	537.3	8000	1042.7		
38									
39	<b>INCOME</b>								
40	07/02/2023	Orbital	rent		594.00	24/02/2023	Matthews	cemetery fees	1350.00
41	07/02/2023	JMAS	rent		247.50	13/02/2023	Judkins	rent	356.00
42	07/02/2023	BRINC	hire		8.75	16/02/2023	Kashec	rent	361.00
43	07/02/2023	Civic Soc	hire		17.50	23/02/2023	Smith	cemetery fees	600.00
44	08/02/2023	NE H erts Cons	hire		35.00	24/02/2023	Judkins	rent	356.00
45									

Sage code	Description	dept.	cc	inc/exp	Department	Cost Centre	Budget	Allocated Reserves	spent	Budget left	Total Left
1030	Hiring - fairs,etc.	a	nrf	i	Amenities	Norfolk RPF			225.00	225.00	225.00
1040	Income & grants	a	rev	i	Amenities	Revenue - misc			156.04	156.04	156.04
1050	Layston Cemetry income	a	rev	i	Amenities	Revenue - misc	-15,000.00	27,950.00	18,200.00	3,200.00	31,150.00
1515	Layston Cemetry expenditure	a	rev	e	Amenities	Revenue - misc	15,000.00	0.00	-14,323.85	676.15	167.15
1505	Garden maintenance	a	lcn	e	Amenities	Layston Court Gardens	5,000.00	16,043.00	-4,202.08	797.92	16,840.92
1507	Water	a	lcn	e	Amenities	Layston Court Gardens	60.00		-93.83	-33.83	-33.83
1514	LCG Footpath	a	lcn	e	Amenities	Layston Court Gardens	500.00	6,702.00	0.00	500.00	7,202.00
1510	Grass cutting	a	ma	e	Amenities	Miscellaneous - Amen	1,511.00	2,005.00	-1,511.66	-0.66	2,004.34
1511	Pitches	a	ma	e	Amenities	Miscellaneous - Amen	11,250.00	4,220.00	-11,250.00	0.00	4,220.00
1512	Clock maintenance	a	ma	e	Amenities	Miscellaneous - Amen	155.00	545.00	-155.00	0.00	545.00
1513	Reserves	a	ma	e	Amenities	Miscellaneous - Amen	500.00	35,196.00	-1,150.00	-650.00	34,546.00
1520	Litter/dog bins	a	ma	e	Amenities	Miscellaneous - Amen	3,000.00	307.00	-5,333.67	-2,333.67	-2,026.67
1525	Equip. maintenance	a	gdn	e	Amenities	Gdn. Equip, etc.	500.00	1,006.00	-1,229.90	-729.90	276.10
1530	Mower fuel, etc.	a	gdn	e	Amenities	Gdn. Equip, etc.	100.00	807.00	-183.42	-83.42	723.58
1535	Misc. repairs	a	ma	e	Amenities	Miscellaneous - Amen	300.00	1,619.00	-345.60	-45.60	1,573.40
1540	Protective clothing	a	gdn	e	Amenities	Gdn. Equip, etc.	200.00	819.00	-67.63	132.37	951.37
1545	Tree maintenance	a	ma	e	Amenities	Miscellaneous - Amen	5,000.00	8,051.00	-18,081.00	-13,081.00	-5,030.00
1550	Churchyard maint	a	lay	e	Amenities	Layston Church	8,000.00	7,200.00	-3,057.00	4,943.00	12,143.00
1555	Contingency	a	ma	e	Amenities	Miscellaneous - Amen	500.00		0.00	500.00	500.00
1560	Pavilion maint	a	nrf	e	Amenities	Norfolk RPF	1,500.00	18,108.00	-610.50	889.50	18,997.50
1569	MJGA exp & maint	a	nrf	i	Amenities	Norfolk RPF		16,741.00	1,875.43	1,875.43	18,616.43
1562	Play equip. & ramp maint	a	play	e	Amenities	Playgrounds	2,000.00	3,744.00	-4,489.11	-2,489.11	1,254.89
1565	Play equip & ramp refurb	a	play	e	Amenities	Playgrounds	20,000.00	49,832.00	-42,407.11	-22,407.11	27,424.89
1575	Multi-games refurb	a	nrf	e	Amenities	Norfolk RPF	7,500.00	84,237.00	-480.00	7,020.00	91,257.00
1580	War memorial	a	ma	e	Amenities	Miscellaneous - Amen	1,000.00	16,815.00	0.00	1,000.00	17,815.00
1596	Car park	a	nrf	e	Amenities	Norfolk RPF	500.00	6,967.00	0.00	500.00	7,467.00
1570	Equip. Replace	a	play	e	Amenities	Playgrounds	1,000.00	800.00	0.00	1,000.00	1,800.00
1597	Amenity Land	a	ma	e	Amenities	Miscellaneous - Amen	4,514.00	2,320.00	-5,511.22	-997.22	1,322.78
1585	Town Planting	a	ma	e	Amenities	Miscellaneous - Amen	500.00		0.00	500.00	500.00
2583	Major repairs	c	mc	e	Community Cen	Miscellaneous - Comm.C	20,000.00	91,366.00	-14,318.00	5,682.00	97,048.00
2584	Subsidy	c	mc	e	Community Cen	Miscellaneous - Comm.C	7,500.00		-11,202.14	-3,702.14	-3,702.14
3510	Refuse & misc exp.	m	m	e	Market	Miscellaneous-Market	0.00	700.00	0.00	0.00	700.00
4000	Precept	r	rev	i	Resources	Revenue - misc	-317,265.00		317,265.00	0.00	0.00
4003	New homes bonus	r	rev	e	Resources	Revenue - misc			0.00	0.00	0.00
4004	Community Transport	r	rev	i	Resources	Revenue - misc			-167.50	-167.50	-167.50
4009	New homes balance out	r	rev	i	Resources	Revenue - misc		318,762.00	-30,725.64	-30,725.64	288,036.36
4010	Misc. Income -gov grant	r	rev	i	Resources	Revenue - misc			1,147.07	1,147.07	1,147.07
4011	Agency fees	r	rev	i	Resources	Revenue - misc	-9,700.00		10,178.48	478.48	478.48
4020	Rent	r	mh	i	Resources	Manor House	-48,000.00		48,785.45	785.45	785.45
4021	Car park	r	mh	i	Resources	Manor House			0.00	0.00	0.00
4025	Chamber bookings	r	mh	i	Resources	Manor House	-500.00		977.50	477.50	477.50
4050	PO interest	r	rev	i	Resources	Revenue - misc	-367.00		47.84	-319.16	-319.16
4051	Bank interest	r	rev	i	Resources	Revenue - misc	-1,012.00		1,765.60	753.60	753.60
4060	Civil Ceremonies	r	rev	i	Resources	Revenue - misc			0.00	0.00	0.00
4500	Wages	r	wage	e	Resources	Salaries & Wages	96,000.00		-169,732.42	-73,732.42	-73,732.42
4501	Tax & nic	r	wage	e	Resources	Salaries & Wages	30,000.00		0.00	30,000.00	30,000.00
4502	Superannuation	r	wage	e	Resources	Salaries & Wages	34,000.00		0.00	34,000.00	34,000.00
4670	S106 Funding	r	bank	e	Resources	Banking		175,802.00	-164,014.44	-164,014.44	11,787.56
4791	PCSO Funding	r	wage	e	Resources	Salaries & Wages	16,000.00		-21,950.00	-5,950.00	-5,950.00
4510	MH principal	r	mh	e	Resources	Manor House	0.00		0.00	0.00	0.00
4511	MH interest	r	mh	e	Resources	Manor House	0.00		0.00	0.00	0.00
4512	Other principal	r	loans	e	Resources	Loans	3,400.00		-2,400.00	1,000.00	1,000.00
4513	Other interest	r	loans	e	Resources	Loans	939.00		-842.40	96.60	96.60
4520	Audit fee	r	mr	e	Resources	Miscellaneous - Res	2,700.00	0.00	-3,068.00	-368.00	-368.00
4530	Staff expenses	r	wage	e	Resources	Salaries & Wages	100.00	2,106.00	0.00	100.00	2,206.00
4540	Stationery	r	admin	e	Resources	Administration	750.00	2,181.00	-330.77	419.23	2,600.23
4541	Computer software	r	admin	e	Resources	Administration	750.00	0.00	-1,538.15	-788.15	-788.15
4542	Office equipment	r	admin	e	Resources	Administration	200.00	1,112.00	0.00	200.00	1,312.00
4543	Computer hardware	r	admin	e	Resources	Administration	500.00	806.00	-187.50	312.50	1,118.50
4550	Postage	r	admin	e	Resources	Administration	450.00	235.00	-340.71	109.29	344.29
4560	Publication	r	admin	e	Resources	Administration	25.00		0.00	25.00	25.00
4570	Telephone	r	admin	e	Resources	Administration	750.00		-599.28	150.72	150.72
4571	Electricity	r	mh	e	Resources	Manor House	7,000.00	1,722.00	-4,183.30	2,816.70	4,538.70
4572	Oil	r	mh	e	Resources	Manor House	5,000.00	3,895.00	-6,169.66	-1,169.66	2,725.34
4573	Rates	r	mh	e	Resources	Manor House	7,600.00		-7,485.00	115.00	115.00
4574	Water	r	mh	e	Resources	Manor House	500.00	1,600.00	-229.70	270.30	1,870.30
4575	Insurance	r	admin	e	Resources	Administration	5,600.00		-6,941.72	-1,341.72	-1,341.72
4576	Refuse collection	r	mh	e	Resources	Manor House	2,300.00	0.00	-2,615.60	-315.60	-315.60
4580	Restoration	r	mh	e	Resources	Manor House	7,500.00	51,676.00	0.00	7,500.00	59,176.00
4581	Maintenance	r	mh	e	Resources	Manor House	10,500.00	19,449.00	-3,408.05	7,091.95	26,540.95
4582	Window cleaning	r	mh	e	Resources	Manor House	400.00	845.00	-255.00	0.00	990.00
4583	Fire precautions & Alarms	r	mh	e	Resources	Manor House	1,000.00	1,153.00	-1,006.93	-6.93	1,146.07
4585	Cleaning mats	r	mh	e	Resources	Manor House	700.00	2,791.00	-684.30	35.70	2,826.70
4600	Mayoral allowance	r	cllr	e	Resources	Councillors	1,250.00	0.00	-745.05	504.95	504.95
4601	Councillors travel	r	cllr	e	Resources	Councillors	0.00	300.00	0.00	0.00	300.00
4602	Training	r	cllr	e	Resources	Councillors	200.00	3,256.00	-183.80	16.20	3,272.20
4603	Mayors chain	r	cllr	e	Resources	Councillors	100.00	1,011.00	0.00	100.00	1,111.00
4604	Elections	r	cllr	e	Resources	Councillors	0.00	7,011.00	0.00	0.00	7,011.00
4610	Hospitality	r	mr	e	Resources	Miscellaneous - Res	1,500.00	4,462.00	-1,262.80	237.20	4,699.20
4630	Photocopier	r	admin	e	Resources	Administration	350.00	3,903.00	-337.16	12.84	3,915.84
4635	Subscriptions	r	admin	e	Resources	Administration	1,600.00	0.00	-1,653.04	-53.04	-53.04
4640	Legal fees	r	admin	e	Resources	Administration	200.00	5,600.00	0.00	200.00	5,800.00
4662	Grant	r	grant	e	Resources	Grants and Loans	5,000.00	1,296.00	-2,328.58	2,671.42	3,967.42
4002	Senior Xmas lunch	r	mr	e	Resources	Miscellaneous - Res		1,392.00	0.00	0.00	1,392.00
4663	TC Prizes	r	grant	e	Resources	Grants and Loans	100.00		-100.00	0.00	0.00
4685	Contingency	r	mr	e	Resources	Miscellaneous - Res	500.00		16.56	516.56	516.56
4012	Cemetery	r	admin	i	Resources	Administration			0.00	0.00	0.00
4686	Reserves	r	mr	e	Resources	Miscellaneous - Res	14,000.00	119,295.72	0.00	14,000.00	133,295.72
4740	Advertising	r	mr	e	Resources	Miscellaneous - Res	300.00	336.00	-534.00	-234.00	102.00
4770	Youth Council	r	youth	e	Resources	Youth Council		896.00	0.00	0.00	896.00
4792	CAB grant	r	mr	e	Resources	Miscellaneous - Res	3,090.00		-3,090.00	0.00	0.00
4799	CCTV Servicing and New	r	mr	e	Resources	Miscellaneous - Res	1,800.00		-1,795.52	4.48	4.48
4793	Newsletter/Website	r	mr	e	Resources	Miscellaneous - Res	1,500.00	6,752.00	-2,205.00	-705.00	6,047.00
4794	Christmas Lights	r	mr	e	Resources	Miscellaneous - Res	8,000.00	783.00	-6,957.30	1,042.70	1,825.70
4795	Town Plan	r	mr	e	Resources	Miscellaneous - Res		316.00	0.00	0.00	316.00
4796	Wedding promotion	r	mr	e	Resources	Miscellaneous - Res		3,661.00	0.00	0.00	3,661.00
4797	Town Promotion	r	mr	e	Resources	Miscellaneous - Res	100.00	1,687.00	0.00	100.00	1,787.00
6000	Misc. income	y	my	i	Youth Council	Miscellaneous - Youth C			0.00	0.00	0.00
6500	YC expenditure	y	my	i	Youth Council	Miscellaneous - Youth C			0.00	0.00	0.00
6501	Miscellaneous	y	my	i	Youth Council	Miscellaneous - Youth C		4,443.86	0.00	0.00	4,443.86
6513	Summer festival	y	my	i	Youth Council	Miscellaneous - Youth C			0.00	0.00	0.00
6514	BGT	y	my	i	Youth Council	Miscellaneous - Youth C	0.00		0.00	0.00	0.00

1,154,636.58 -189,196.07 965,440.51

Date: 27/04/2023

Agreed as a true record: