

# Buckworth Parish Council

Chairman: Bob Hart  
Address: Holly Cottage  
Barham Road  
Buckworth

Clerk: TBA

Email: [bob.hart@talk21.com](mailto:bob.hart@talk21.com)

Email: [clerk.buckworthpc@gmail.com](mailto:clerk.buckworthpc@gmail.com)

## **Buckworth Parish Council Meeting Took place on 11<sup>th</sup> September 2022, at 6.30pm at Buckworth Cricket Club**

**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 welcomed to remain and observe the rest of the meeting.**

### **MINUTES**

#### **111022/1 TO RECORD APOLOGIES FOR ABSENCE**

Apologies received from Florence Bull

#### **111022/2 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **111022/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 6<sup>th</sup> September 2022**

The Parish Council Minutes from 6<sup>th</sup> September 2022 were proposed by PW, seconded by MB as a true and accurate record of the meeting. Motion carried

#### **111022/4 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS**

No reports were received

#### **111022/5 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.

A member of the public commented that Draft Minutes from the meeting of 6<sup>th</sup> September had not been posted.

PW responded stating that minutes had been posted on the website but apologised for not posting on the notice board

#### **111022/06 PLANNING TO CONSIDER: none**

**TO UPDATE: none**

# Buckworth Parish Council

Chairman: Bob Hart  
Address: Holly Cottage  
Barham Road  
Buckworth

Clerk: TBA

Email: [bob.hart@talk21.com](mailto:bob.hart@talk21.com)

Email: [clerk.buckworthpc@gmail.com](mailto:clerk.buckworthpc@gmail.com)

## **111022/7 MATTERS ARISING:**

- a) Anglian Water Update  
Work has now commenced
  
- b) Resignation of Clerk  
The Clerks last working day will be the 21<sup>st</sup> October.  
BH has sent an email to the Clerk, requesting that the Clerk use the remaining contracted hours to prepare a handover document, with particular reference to:
  - Banking arrangements
  - Scribe
  - Redshoes PAYE
  - Email sign in and passwordsIt was noted that the PC needs to urgently establish a 3<sup>rd</sup> person within the PC to raise payments for authorisation by 2 other councillors  
  
The PC will also need to determine who will cover the responsibilities of the RFO until a new clerk can be appointed  
  
Options for a replacement clerk were considered, these being:
  - Recruit a paid or volunteer replacement
  - Share the workload between the councillors
  - Appoint an interim clerk from CAPALC at a cost of £34-£40 per hourThe decision made was to advertise for an unpaid volunteer to replace the clerk but not take on the RFO responsibilities – these would be picked up by a councillor.  
  
BH to create the ad  
PW to place on 'Next Door' and the PC Website  
PB to place on social media  
  
A review meeting to be held in 2 weeks
  
- c) Parish Council Insurance Renewal  
Proposed by PW, seconded by BH – adopted
  
- d) Village Survey/Questionnaire on villagers' requirements of the PC  
PW presented a draft questionnaire which was discussed and amended during the meeting. It was agreed that the questionnaire would be delivered by hand by 22<sup>nd</sup> October with a closing date of 4<sup>th</sup> November.  
PW to finalise and distribute with assistance from other councillors
  
- e) Budget 2023-24 discussions  
The PC have been advised that submission of the 2023 – 24 budget and proposed precept is to be completed by 16<sup>th</sup> December 2022  
BH outlined the content of previous budgets and lengthy discussion took place without resolution.

# Buckworth Parish Council

Chairman: Bob Hart  
Address: Holly Cottage  
Barham Road  
Buckworth

Clerk: TBA

Email: [bob.hart@talk21.com](mailto:bob.hart@talk21.com)

Email: [clerk.buckworthpc@gmail.com](mailto:clerk.buckworthpc@gmail.com)

The budget will be further reviewed after the PC has received the handover document from the Clerk

## **111022/8 FINANCE**

- a) To approve bank reconciliation up until September 2022 – circulated before meeting.
  - b) PAYMENTS:
    - CGM - Grass Cutting £115.14 BACS
    - HMRC - Wages £109.89 BACS
    - Redshoes - Payroll £45.00 BACS
    - Unity Bank – Service charge £18.00 BACS
  - c) DIRECT DEBITS PAID: None
  - d) INCOME None
- PW proposed, PB seconded to approve all bank reconciliations, payments be approved.  
Motion carried

## **111022/9 DIARY DATES –**

A meeting to review the level of responses to the ad will held on 25<sup>th</sup> October

The next full council meeting will be held on 29<sup>th</sup> November

Meeting closed 7.55pm

.....  
B Hart

**Bob Hart**  
**Chairman**  
**Buckworth Parish Council**  
**November 2022**