

BUXHALL PARISH COUNCIL

Council Members:

You are hereby summoned to attend a meeting of BUXHALL PARISH COUNCIL to be held in Buxhall Village Hall on Monday September 18th 2017 at 7.30pm

Members of the press and public are welcome to attend and may address the council during public participation

Tina Newell
Clerk & RFO to the council
11th September 2017

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AGENDA

1. To receive and consider apologies for absence
2. To receive declarations of interest in accordance with the councils Code of Conduct for the items on the agenda and to consider any requests for dispensations relating to discloseable pecuniary interests
3. Public Forum
4. To receive report from District Councillor John Matthissen
5. To receive report from County Councillor Penny Otton
6. **Correspondence:** To consider correspondence received and action as appropriate. Details of correspondence circulated are appended to the agenda report 017/018
7. **Planning Applications:** To consider and comment on applications made to the Local Planning Authority: None received
8. **Planning Decisions:** To note determinations by the Local Planning Authority (MSDC): An appeal to the Secretary of State has been made in respect of the following planning application: 1226/17 'for outline planning permission, with all matters reserved, for the erection of two, two storey, four bedroom houses. Location: Cottage Farm Barn, Mill Road, Buxhall IP14 3DW'. The council sent a response to the original application minute number 2017/038 following 18th April 2017 meeting.
9. **Matters Arising for information only:**
 - New Years Honours nomination has been completed and sent for consideration
 - Annual Return 2016/17: Internal auditor's comments on Section one and two were with regards to the amendment required in item 3 'total other receipts'.

Clerk had initially included the internal transfers within this figure but was advised by internal auditor to exclude them as they were not a true receipt simply a movement in banking.

- Invoices for the recharge of water used at the Mill Road allotment site have been issued. Both invoices have been paid in full. See Finance report attached
- Proposal for second VAS machine is covered in agenda item 10 below
- Clerk invited a member of Police Safer Neighbourhood Team to attend the meeting. The response to this invitation was 'there will be no police officer on duty in the evening of the 18th September from the SNT. We ask that any police matter from the meeting be forwarded on via email to ourselves so that we can have a look if needs be'. There is a meeting at Stowmarket Police Station on 23rd November and 5th December where Parish Councils can attend to discuss such matters.
- Clerk cancelled attendance at Planning Workshop on 04.09.2017 due to an unplanned holiday
- Asset register for insurance purposes requires further discussion. See correspondence list and agenda item 12
- Allotment plan has been amended to show plot Y and Z as three plots and plot X as three plots (See report 017/019 appended)
- Letters were sent to the two tenants of plots previous marked as Y, Z and X to inform them that whilst the updated plan has been amended to a total of six plots the charge to them would remain the same as in previous years, for as long as they remain tenants.
- Clerk has issued invoices for allotment rent to all tenants
- Clerk has reported the footpath sign to the side of the first bungalow heading into Great Finborough from Buxhall being down to the Great Finborough Clerk
- Cllr Otton agreed to investigate the appearance of a black box located near the site of Kevin Mayhew
- Clerk contacted Stowmarket Town Football club regarding their request to use the playing field. Martin Huggins, Chairman confirmed that they will not now be needing to use the field however he wished to pass his thanks to the committee for looking into their initial request and asked that if things changed could the committee be equally receptive
- Clerk emailed the clerk to Felsham Parish Council regarding the rota for sharing the VAS machine. This will be an agenda item on their next meeting and they will update us shortly after

10. Road Safety:

- To consider the requirements needed to apply for a second location for VAS machine. Report appended to agenda 017/020.
- Update on the repairs to Edmunds Road pot holes

11. Playing Field: To receive the play inspection report (clerk currently awaiting copy)

12. Insurance: To consider and agree on the asset values for insurance purposes. We are required to insure all assets at current replacement value rather than historic cost price. Small items of movable electronic office equipment and the defibrillator have a standard automatic cover of £5k. See report 017/021 appended

13. Joint Local Plan:

- To confirm the briefing for Buxhall to be on 20th September 2017 at 6.30pm in Rickinghall
- Two spaces are available at the briefing. Cllr Arthur Hicks has confirmed his availability.

14. **Annual Return:** Clerk to give an update on the External Auditors report

15. **Training:** To consider and agree on Clerk and Councillors training requirements and/or opportunities (Report 017/022)

16. **Locality Funding:** To confirm if any applications for funding from the Cllrs Locality Award are required (closing date for applications 30 Sept 2017)

17. **Finance:**

- To receive the Financial Report (Clerk/RFO) to include account balances and expenses over budget year ended March 31st 2017. See report 017/023

To approve and authorise payment of the following:

17.08.17	Buxhall Village Hall Hall Hire	£12.50
26.01.17	SALC Publication 'Local Council Explained'	£20.99
	Clerk salary & expenses August & September	£394.72

(report 017/024 attached to agenda)

- To update council on the the transparency grant application
- To confirm Santander have changed the correspondence address to that of the current clerk
- To update council on the request for Barclays to change the correspondence address to the current clerk

18. **Dates and start time of future meetings:**

- To consider and agree to moving the dates of all future meetings to the first Monday of the month of the meeting
- To resolve to change the start time of all future scheduled meetings to 7pm (see minute 2017/142)

19. **Employment:**

- To resolve to appoint the permanent position of Clerk and Responsible Financial Officer and issue contract of employment
- Clerk to confirm that the Declaration of Compliance has been met under the Pensions Act 2008

20. **Matters to be brought to the attention of the council**

21. **Close the meeting**