

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held

On 31st July 2017

in the Village Hall

Present:

Cllr David Steed (chair)

Cllr Jacqui Taylor

Cllr Anne Hicks

Cllr Malcolm Manning

Cllr Arthur Hicks

Cllr Chris Hall

Cllr Hubert Mitson

Tina Newell - Clerk

County Cllr Penny Otton

0 members of the public

- 2017/106 **To receive and consider apologies for absence:** – Cllr John Matthissen
- 2017/107 **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 interest:** Anne Hicks item 2017/131 Allotments
- 2017/108 **To confirm and sign the minutes of Parish Council Meetings of May 15th and June 26th 2017 as a true record:** It was proposed by Cllr Steed that the minutes of May 15th 2017 and June 26th 2017 were approved with all in favor and these were signed by the Chair as a true record.
- Public Forum:**
- 2017/109 To receive reports from County and District Councillors:
County Councillor Penny Otton gave her report which is appended to these minutes (Report 017/015).
- 2017/110 Clerk read out the report received from District Councillor John Matthissen. See Report 017/016 appended to these minutes
- Correspondence**
- 2017/111 New Years Honours nomination for unsung heroes. Cllr Manning proposed to nominate Cllr Mitson seconded by Cllr Arthur Hicks with all in favour. Clerk to complete and submit nomination form. Cllr Mitson expressed his thanks. Report 017/008.
- Planning Applications**
- 2017/112 DC/17/02821 Extensions and alterations to dining hall Finborough Hall, The Hall, Finborough Park, Great Finborough School, Great Finborough. The council have no comment on this application.

2017/113 DC/17/03270 Prior approval application under Part 3, Class of Town & County Planning (General Permitted Development) (England) order 2015. Conversion of existing office building to 4 no. C3 residential units. Buildings and Land at Maypole Farm, Mill Road, Buxhall IP14 3DJ. The council has no objections to this application based on the information available.

Planning Decisions

2017/114 To note determinations by the Local Planning Authority (MSDC): There were no decisions to note

Matters Arising for information only

2017/115 Cllr Arthur Hicks commented on the Internal Auditors Report and requested confirmation that the following sections were to be completed by External auditor: Section 1 stated as incomplete and Section 2 as draft. Clerk to look into and report back at next meeting.

Finance

2017/116 The Finance Report for July 2017 was approved. See report 017/009 appended to these minutes.

2017/117 Clerk to confirm length of probationary period and to draft a letter offering a permanent position. Clerk will email this letter to the staffing committee for agreement at the next full council meeting.

Council resolved payment of the following with all in favour:

2017/118	Clerk	Salary and expenses July (report 017/010)	£354.45
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2017/119	SALC	Clerks ILCA training	£118.80
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2017/120	BVH	Hall hire June & July	£25.00
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2017/121	Anglian Water	Allotment Water 15.04.17 – 14.07.17	£28.14
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2017/122	Eon	Electricity (direct debit)	£38.69
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2017/123 Clerk received signed letters of authority from each councillor to Santander regarding change in correspondence address. Clerk to send these to Santander.

2017/124 Council agreed to issue allotment water recharge invoices to two allotment holders in line with the signed Allotment water agreement.

Governance:

2017/125 Clerk confirmed the Period for the Exercise of Public Rights expired 31st July 2017. Clerk will ensure a notice is on line and on public display on the notice board with the Clerks contact details should anyone wish further information.

Road Safety:

2017/126 Cllr Otton confirmed that she had contacted Highways regarding a possible speed check from Great Finborough to Buxhall village however they were too busy to deal with it at that time.

2017/127 It was agreed that the current speed limit in the village cannot be enforced and therefore to request an extension of this from Buxhall Vale to Great Finborough village, at this time, would also be hard to enforce. It was agreed

- the clerk would look into the requirements for proposing a second location for the VAS machine.
- 2017/128 It was confirmed that the council had previously looked into a Community Speed Watch programme but not enough volunteers came forward and therefore this was not a viable option.
- 2017/129 The clerk will invite a member of the Police Safer Neighbourhood Team to attend the next meeting.
- Electoral review:**
- 2017/130 Cllr Arthur Hicks considered Cllr Matthissen response to phase 2 consultation request to be very good and proposed the council repeat this verbatim with all in agreement (appended to agenda as report 017/011)
- Playing Field:**
- 2017/131 Clerk confirmed the Annual Playground Inspection has been booked for w/c August 7th 2017. Following Cllr Arthur Hicks request to be present at the inspection the clerk will forward further information regarding date and time to Cllr Hicks..
- Training:**
- 2017/132 Cllr Halls was unable to attend the recent training at SALC due to family circumstances whilst the clerks attendance at the Planning Workshop on 13.07.2017 was cancelled due to lack of numbers.
- 2017/133 It was approved for the Clerk to enrol on the following training:
SALC Planning Workshop 04.09.2017
SALC Budgeting Workshop 21.09.2017
- 2017/134 Councillors noted the clerks enthusiasm for training whilst there was no take up of training by councillors for September (see report 017/012)
- Insurance**
- 2017/135 Council considered the asset register (report 017/013) and confirmed the assets and values to be correct. The clerk will seek confirmation that the VAS machine is insured and will seek renewal quotes and report back at September meeting.
- Allotments**
- 2017/136 017/136 The allotment plan and tenant list was confirmed as correct (report 017/014. For clarity of plots and ease of administration the plan has been amended to record plots numerically.
- 2017/137 It was agreed the allotment charge would remain as in the previous year (Stowmarket Town Council charge £20 per half plot so Buxhall is in line with local charges)
- 2017/138 The two tenants of plots Y Z and X would be sent letters to confirm that these allotments show as six plots on the updated plan however the parish council will honour their charges (as in previous years) whilst they remain the tenants of these plots.
- 2017/139 As no letters to quit had been received clerk will issue invoices with an updated plan to include approximate dimensions

Parish Council Notice Board

- 2017/140 It was agreed that less information be displayed on notice board. The information displayed should be: the meeting schedule for the current year, the agenda for the forthcoming meeting, and the clerks contact details (both email and postal address along with telephone number/s)
- Parish Liaison Meeting**
- 2017/141 Clerk gave a brief overview on the Parish Liaison Meeting attended on 27th June 2017. A copy of the presentation and leaflet is available upon request.
- Matters to be brought to the attention of the council:**
- 2017/142 Cllr Taylor proposed to move the meetings to a 7pm start time. No objections were raised to this request and it was agreed to make this an agenda item for the next meeting.
- 2017/143 Cllr Arthur Hicks informed the council that a footpath sign was down to the side of the first bungalow heading into Great Finborough. Clerk to inform the Parish Clerk to Great Finborough.
- 2017/144 Clerk suggested a presence of the Parish Council at the forthcoming Buxhall and Shelland Fete. Due to this being a church fete it was suggested the Community Councils Produce Show in August may be more suitable as this is primarily a village show. It was agreed to consider the councils presence at the 2018 SHOW.
- 2017/145 Cllr D Steed closed the meeting at 9.11pm

The next Meeting of the Parish Council will take place on Monday 18th September at 7.30pm