

BUXHALL PARISH COUNCIL

Minutes of the Extra Ordinary Meeting held on 4th December 2017 in the Village Hall

Councillors Present: Cllr David Steed (Chairman), Cllr Arthur Hicks, Cllr Jacqui Taylor, Cllr Malcolm Manning, Cllr Chris Hall

In Attendance: Tina Newell (Clerk), District Cllr Matthissen and zero members of the public

To receive and consider apologies for absence:

2017/237 Vice Chairman Cllr Hubert Mitson and Cllr Anne Hicks gave their apologies

2017/238 **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 disclosable pecuniary interest:** None declared

2017/239 **To confirm and sign the minutes of the Parish Council meeting of 13th November 2017 as a true record.** It was resolved to accept the minutes of the Parish Council Meeting of November 13th 2017 with all in favour. The Parish Council Meeting minutes of November 13th 2017 were duly signed as a true record by the Chairman.

Public Forum:

2017/240 District Cllr Matthissen informed the Council of a complaint he had received from a resident along Brettenham Road regarding a vehicle, thought to be a lorry, making contact with their garden. It was thought this was an isolated incident and no further action was required.

2017/241 District Cllr Matthissen asked if the Council required him to put a case forward for enforced action on two village properties. Council confirmed that whilst these properties were vacant they were not in derelict condition and therefore no action should be taken.

2017/242 Cllr Manning asked Cllr Matthissen for the length of time Council owned properties should be left vacant in relation to a house in Edmunds Road. Cllr Matthissen confirmed that the turn round time was longer than ideal on this property but explained that major work was being completed.

2017/243 Cllr Manning requested that the Brown Bin charge of £55.00 be frozen. Elsewhere locally the charge is £42.00.

2017/244 **Correspondence** The correspondence list was reviewed (report 017/033).

2017/245 **Matters arising for information only:** It was resolved to make a half yearly charge to one allotment holder following their present poor state of health

Planning Applications: To consider and comment on applications made to the Local Planning Authority:

2017/246 **DC/17/05486** Householder Application - Erection of two storey side extension Spring Cottage, Mill Road, Buxhall, Stowmarket Suffolk IP14 3DWBuxhall Parish Council have **NO COMMENT** on this application based on the information available

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- 2017/247 **DC/17/05519** - Reserved Matters - Submission of details under Outline Planning Permission 2900/16 and (Appeal - App/W3250/W/16/3163111) for 1.5 storey dwelling- details of access, appearance, landscaping, layout and scale Oaks Cottage, Rattlesden Road, Buxhall, IP14 3DP Buxhall Parish Council wish to submit a response of **no comment** to this application based on the information available.
- 2017/248 **DC/17/05681** - Householder Planning Application- Erection of first floor side extension Willow Tree Cottage (Formally Known As 1 Drive Cottages), Rattlesden Road, Buxhall, IP14 3DR Buxhall Parish Council resolved to submit a response of Buxhall Parish Council have no comment to make on this application based on the information available.
- 2017/249 **Planning Decisions:** Buxhall Parish Council noted the determination by the Local Planning Authority (MSDC) on application number **1226/17** for Outline Planning Permission, with all matters reserved, for the erection of two, two storey, four bedroom houses has been **REFUSED**
- 2017/250 **Defibrillator** – It was proposed by Cllr Manning and seconded by Cllr Hall to gift the defibrillator and cabinet to the Village Hall Management committee noting responsibility would also be passed over.
- 2017/251 The Parish Council agreed to make an annual allowance for the maintenance and running costs. The amount of the allowance to be confirmed once costs incurred had been received.
To review Internal Controls including Standing Orders and Financial Regulations: It was agreed to make the following amendments to the NALC Model Standing Orders (MSO) and Financial Regulations (FR):
- 2017/252 MSO 3 x **A meeting shall not exceed 3 (three) hours**
- 2017/253 MSO 17 To adopt the most recent version of ‘**Governance and Accountability for Local Councils – A Practitioners Guide (England)**’
- 2017/254 MSO 22b To adopt ‘**Subject to standing order 22 (a) above, the council’s common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses**’
- 2017/255 FR 1.14 ‘**The Council must approve any grant or a single commitment in excess of £100.00**’
- 2017/256 FR 2.2 It was resolved to appoint **one Councillor to sign bank reconciliations.** Cllr Halls was appointed.
- 2017/257 FR 3.2 ‘The RFO must, each year, by no later than **December**, prepare detailed estimates of all receipts and payments’
As Buxhall Parish Council do not have a finance committee these words can be removed from the statement
- 2017/258 FR 4.1. “Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by **the Council for all items.**
- 2017/259 FR 4.4 It was agreed to adopt **December** as the month for reviewing salaries annually
- 2017/260 FR 4.5 The Council were advised and agreed to accept this statement with no amendment

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- 2017/261 FR 5.1 It was agreed that credit references in respect of members or employees who act as signatories is not required. This sentence will therefore be removed.
- 2017/262 FR 6.15 It was resolved to remove RFO as Buxhall Parish Councils Clerk is also the RFO
- 2017/263 FR 9.10 It was agreed to remove this statement completely as this is not relevant to Buxhall Parish Council
- 2017/264 Cllr Arthur Hicks asked why FR 11 k was no longer included
- 2017/265 **To confirm the effectiveness of Internal Controls:** A review of the effectiveness of councils governing arrangements and systems of internal control was carried out. All controls in place were felt to be effective and no areas for development were identified
- 2017/266 **To review Register of Interests and notify Clerk of any changes:** Clerk informed Cllrs 2015 was the last time Register of Interests forms were completed. All Cllrs confirmed they had no changes in circumstances which would result in any updates.
- 2017/267 Clerk to confirm Cllr Taylor had submitted her Register of Interest on line.
Finance:
- 2017/268 The finance report for December 2017 was discussed and approved (report 017/032). It was noted that no payments had been made to the Buxhall Broadcast or David Davidson for cutting of footpaths and hedges. Cllr Manning to contact David Davidson and request his invoice.
- 2017/269 It was confirmed that there would be no invoice for strimming on the playing field as this was being done, and included in the cost from current playing field contractor (MSDC). The invoice for this has been chased by the Clerk. Council resolved payment of the following with all in favour:
- 2017/270 Clerks December Salary (see report 017/032)
- 2017/271 Hall Hire £12.50
- 2017/272 Clerk confirmed Barclays Bank have amended the address on file to her address. This has been confirmed in writing by a staff member at the Stowmarket Branch of Barclays
- 2017/273 The Clerk has received the tax base for 2018/19. It was noted that the precept is the balancing figure between planned income and expenses. It was resolved to set the precept at £4.023.50 a 3% increase on last year's request. This would be an increase for the whole year on a band D household of £0.63.
- 2017/274 It was resolved to transfer £600.00 from reserves to allow the increase in precept to be minimum to parishioners
- 2017/275 Clerk to complete documentation and send to Mid Suffolk Council (the Precept upon Charging Authority)
Matters to be brought to the attention of the council:
- 2017/276 Cllr Arthur Hicks expressed thanks to County Cllr Otton for her help in purchasing the projector
- 2017/277 District Cllr Matthissen confirmed money was still available from his locality budget. It was agreed the Clerk would apply for £250.00 from this fund towards the playing field equipment maintenance
- 2017/278 Meeting closed at 21:28 hrs

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**The next Full Parish Council meeting will take place on Monday January 15th at 7.30pm
in Buxhall Village Hall**

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