

# BUXHALL PARISH COUNCIL

## Minutes of the Extra Ordinary Meeting held On 13<sup>th</sup> November 2017 in the Village Hall

**Councillors Present:** Cllr David Steed (Chairman), Cllr Hubert Mitson, Cllr Anne Hicks, Cllr Arthur Hicks, Cllr Jacqui Taylor, Cllr Malcom Manning

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

**To receive and consider apologies for absence:**

2017/191 County Cllr Penny Otton

2017/192 **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

2017/193 **To confirm and sign the minutes of the Extra Ordinary Parish Council meeting of 30<sup>th</sup> October 2017 as a true record.** It was resolved to accept the minutes of the Extra Ordinary Parish Council Meeting of October 30<sup>th</sup> 2017 with all in favour. The Extra Ordinary Parish Council Meeting minutes of October 30<sup>th</sup> 2017 were duly signed as a true record by the Chairman.

**Public Forum:**

2017/194 District Cllr Matthiesson gave his report which is appended to these minutes. The Council were informed that the majority of the employees from Mid Suffolk District Council are now set up in Ipswich.

2017/195 Cllr Manning asked Cllr Mathieson how easy it would be to contact those employees working from home. As all employees have been supplied with mobile telephones and/or tablet computers Cllr Mathieson was confident it would be easier now to make contact with individuals.

2017/196 Cllr Mitson asked Cllr Mathieson why the Combs Lane road closure couldn't have traffic lights to enable the road to remain open. He also expressed concerns that this road closure was adding as much as 20 minutes to the time it takes to get to Buxhall from Stowmarket.

2017/197 The Clerk asked for Cllr Matthiesson's thoughts to the Precept Consultation as received from SALC. Cllr Mathieson confirmed he will look at this and reply to The Clerk

2017/198 **Correspondence** The correspondence list was reviewed with no further action require (report 017/025)

2017/199 **Matters arising for information only:** no comments

2017/200 **Planning Applications:** To consider and comment on applications made to the Local Planning Authority: **none received**

2017/201 **Planning Decisions:** To note determinations by the Local Planning Authority (MSDC): **none received**

2017/202 **Allotments:** The Clerk confirmed there was only one outstanding payment for the 2017/18 allotment season. It was agreed the Clerk would send a final reminder letter and review it in two weeks time. If no payment has been

- received the Clerk will send a letter of notice to give back the allotment in accordance with the Terms and Conditions of the Allotment letting.
- 2017/203 **Footpaths:** Cllr Manning confirmed there was nothing to report.
- 2017/204 **Playingfield:** Cllr Arthur Hicks confirmed that the Playing Feld Inspection report 2017 (report 017/026) had shown the risks had decreased to a low level from a medium level last year.
- 2017/205 A coat of preservative paint may need to be applied before the spring next year.
- 2017/206 Cllr Arthur Hicks has received a quote for the replacement of the handle and foot plates to the motorbike for £62.00. Cllr Mitson proposed to purchase these seconded by Malcolm Manning with all in favour. Cllr Arthur Hicks will order these and arrange for the invoice to be sent to the Clerk.
- 2017/207 It was resolved that the field is accessible to all users with disabled access being via Edmunds Road.
- 2017/208 **Road Safety:** To receive a report from Cllr Arthur Hicks on the proposed second location of the VAS machine. Cllr Arthur Hicks proposes to apply for two sites; Hollybush Cottage to Leeks Cottage and along Rectory Road. Cllr Arthur Hicks will forward completed applications to Clerk who will submit and chase. The Chairman expressed thanks to Cllr Arthur Hicks for his time and hard work with this project.
- 2017/209 It was confirmed that the recent speed checks along Mill Road were carried out by the Police and that there was a large number of fixed penalty notices issued as a result. This could provide enough evidence that this site would be suitable for our VAS.
- 2017/210 Cllr Mitson was concerned that displaying our own VAS machine may stop the police from carrying out there own speed checks
- 2017/211 **To review Internal Controls including Standing Orders and Financial Regulations:** It was agreed that the Clerk would forward these on to all Cllrs highlighting any amendments issued by NALC. These will be reviewed at the next meeting.
- 2017/212 **To confirm the effectiveness of Internal Controls:** It was agreed these would be confirmed once the Standing Orders and Financial Regulations have been reviewed and agreed.
- 2017/213 **Training: To discuss training requirements and availability see schedule 017/027:** From the selection offered no training was required.
- 2017/214 **Finance:** The finance report for November 2017 was discussed and approved (report 017/028). It was confirmed that the Transparency funding would not be received for future years.
- 2017/215 Clerk will look into the electricity costs as the charges seemed rather high. Clerk will report back at the next meeting
- 2017/216 It was agreed by all Cllrs to re-allocate £10.00 from the allotments budget to Subscriptions. Clerk explained that this was allowed as we cannot spend money when there is not enough in the budget to allow the expenditure  
Council resolved payment of the following with all in favour:

- 2017/217 Clerks October and November Salary (see report 017/029)
- 2017/218 Hall Hire £25.00
- 2017/219 SALC £57.73
- 2017/220 Eon Electricity direct debit £52.16
- 2017/221 Anglian Water £14.99
- 2017/222 One Suffolk Website Hosting £60.00
- 2017/223 Came & Company Insurance £352.39
- 2017/224 Clerk confirmed receipt of two letters from Barclays dated 27.10.17; one being the latest bank statement and one confirming the change in correspondence address could not be actioned. Clerk to visit local Barclays branch for confirmation of position.
- 2017/225 Clerk confirmed that the Annual Return has been completed with no issues arising.
- 2017/226 Clerk has requested a discounted invoice due to the length of time BDO have taken to complete this.
- 2017/227 The first draft budget for 2018/19 was discussed with no amendments made (report 017/030) It was resolved to review this when the tax base rate had been received from MSDC.
- 2017/228 The Clerk showed Cllrs two of three quotations for the maintenance of the playing field grass for 2018/19 season. MSDC were unable to submit an estimate in time. The Council discussed the estimates and resolved to accept MSDC estimate if it were in the region of this years cost i.e. £400.00. This decision was taken as MSDC delivered such high quality of work and in a timely manner that the Council received numerous compliments from residents. It was therefore resolved to continue with the current contractor.
- 2017/229 **To consider a response to the Precept Consultation** (report 017/031): This was discussed with District Cllr Mathieson who has agreed to come back to the Clerk with further information (see minute 2017/197). At the present time it is thought this is more for District, County and Unitary Councils.  
**County Cllr Otton entered the meeting**
- 2017/230 **Matters to be brought to the attention of the council:**  
Cllr Arthur Hicks referred to the minute of the September 19<sup>th</sup> 2016 meeting which states that the maintenance of the defibrillator would be passed to the Village Hall Committee. All Cllrs agreed that at the time it was there intention to gift the defibrillator to the committee. The gifting of the Defibrillator will be an agenda item for the next meeting.
- 2017/231 Cllr Arthur Hicks asked the Clerk if the electricians invoice for the installation of the Defibrillator had been paid. Clerk confirmed no invoice had been received and therefore no payment made.
- 2017/232 Cllr Steed informed the Council that the Parish Council have been invited to take part in the Village Carol Concert on 10<sup>th</sup> December in St Marys Church. It was agreed the Clerk would read a passage given by the organisers and the carol proposed was 'We Saw Three Ships Come Sailing In'.
- 2017/233 Cllrs Arthur Hicks and Taylor confirmed they are happy to receive all paperwork electronically. Cllr Arthur Hicks requested that everything comes together at the same time.

- 2017/234 County Cllr Otton discussed her recent email to The Clerk regarding a number of Scams currently circulating. Cllr Anne Hicks confirmed a resident had recently been targeted. Clerk agreed to include this within her report in the Buxhall Broadcast and on the village website.
- 2017/235 Cllr Anne Hicks asked if we had received a response to our comment on The Joint Local Plan. Clerk confirmed that we hadn't and that we would be unlikely to.
- 2017/236 Meeting closed at 20.59 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**