

BUXHALL PARISH COUNCIL

Minutes of the full Council meeting held on 12 September 2022 in Buxhall Village Hall

Councillors Present: David Steed (DS) (Chairman), Malcolm Manning (MM), Les Basham (LB), Michael Drury (MD), Steve Farrell (SF), Chris Hall (CH) and Scott Martin (SM).

In Attendance : District and County Councillor Penny Otton (PO) and Tina Newell (TN) (Clerk).

120922/01 We start our meeting this evening as Buxhall Parish Council joins the nation in mourning the death of Her Majesty Queen Elizabeth II. We extend our deepest condolences to the Royal Family. Our sadness at this time is shared by people across the Parish, the Nation and the world. I invite you now to stand and share in a minutes silence as we remember with affection and gratitude the lifetime of dedicated service given by our late Queen.

One minute silence.

May she rest in peace and rise in glory.

120922/02 **Apologies for absence:** All Councillors were in attendance.

120922/03 **Declarations of Interest:** There were no declarations of interest received for consideration.

120922/04 **Dispensation considerations:** There were no requests for dispensations to consider.

120922/05 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Parish Council meetings held on 11 July 2022 and 18 August 2022 prior to the meeting. MD proposed to accept these as a true record of the decisions made seconded by LB; with all Councillors in favour DS signed the minutes (reference 110722/01 to 130622/37 and 180822/01 to 180822/12).

Public Forum:

120922/06 All Councillors confirmed receipt of PO's report prior to the meeting noting its lack of content due to Council being in recess. Due to the death of Her Majesty the Queen the District and County Council are in a period of mourning.

120922/07 PO left the meeting.

Planning:

120922/08 All Councillor's noted there were no planning applications made to the Local Planning Authority to consider.

Councillors noted the following determinations made by the Local Planning Authority:

120922/09 DC/22/03098 Buxhall Vale, Purple Hill, Buxhall

MSDC: GRANTED BPC: Supported

120922/10 DC/22/03851 Land South of Mill Road, Buxhall

MSDC: Formal approval of the details of the proposed development is NOT required.

120922/11 DC/22/02146 Buxhall Vale, Purple Hill, Buxhall

Discharge of Condition Satisfied.

Finance:

120922/12 **Bank Reconciliations:** The bank reconciliation for the period ended 26 August 2022 as supported by bank statements was available to all Councillors at the meeting. CH confirmed the bank reconciliations as presented agreed to the bank statements showing a balance of £106,848.70; £36,567.60 in the Community Account, £20,128.29 in the Business Premium Account and £50,152.81 in the Nationwide Maturity Reserve Account.

120922/13 **Budget to Actual:** TN talked through the budget to actual payments and receipts line by line and with no questions all Councillors accepted the budget to actual report for the period ended 26 08 2022

120922/14 **Reserves:** TN talked through the reserves account line by line with no questions Councillors accepted the reserves account noting the General Reserve is currently 48 % of the Precept and within JPAG guidance.

120922/15 Councillors noted there have been no receipts since the last meeting.
All Councillors approved the following payments to be made by internet banking:

	Payee	Description	£
120922/16	Tina Newell	Clerks Salary and re-imburements	465.91
120922/17	Miles Garrod Electrical Ltd	Emergency repairs at playing field	198.00

120922/18 All Councillors agreed to reimburse the Clerk £40.00 being the cost of the Posy that was placed on the table of condolence (receipt shown and signed).

- 120922/19 All Councillors noted the current interest rate on the Nationwide account is 0.01% compared to Barclays Business Premium paying 0.20%. Nationwide offer a range of notice accounts paying up to 1.7% gross. After consideration SF proposed to transfer the full balance of £50,152.81 to a 35-day Notice Account offering 1.5% interest noting withdrawal and movement of money cannot be made in high street branches. Seconded by LB with all Councillors in favour it was resolved to complete the paperwork to request the transfer after the meeting. CH wished it be minuted that the delay in reviewing the investment of this money was due to a request from Support the Crown group for funding to purchase the Crown which is now not proceeding.
- 120922/20 It was resolved to add a further signatory to the mandate and all Councillors agreed to add MD. It was agreed to complete the mandate change request form after the meeting.
- 120922/21 All Councillors received a copy of the asset register and thanked CH for carrying out a physical asset check. All Councillors resolved to agree with CH's report and make the following amendments to the asset register: item 8 'Swing Seats' was possibly replacement seats on the already installed swings and to add this cost to item 10 'Swings' to make this line £1,556.35; item 4 on the asset register should read 'multi use games area including basketball post and backboards' and the 'football goals' should be added at a cost of £1,050.00 purchased on 19 11 2019 with an insurance value of £1,500.00.
- CH asked if the Village Hall should be included on the asset register as the website confirmed East Suffolk County Council conveyed the Buxhall closed school to Buxhall Parish Council for £500 in December 1961; in August 1962 Buxhall Village Hall was established by Trust Deed and registered as a Charity; a management committee was then formed. All Councillors resolved to add the village hall to the asset register at zero cost and to ask the Village Hall Committee for a copy of the current insurance certificate.
- With the amendments above all Councillors agreed to insure the Parish Council owned assets for a total of £97,011.96.
- 120922/22 All Councillors agreed to renew the insurance noting this is the final year of the three-year long-term agreement (121020/15) . Councillors noted the Fidelity cover is £250k and covers cash from £100k up to £250k; assets are insured on the

policy up to £100k therefore providing adequate cover for the assets of the Parish Council. After consideration to the above all Councillors agreed the level of cover provided in the renewal is adequate for the Parish Councils need and resolved to accept and pay the premium of £402.19.

120922/23 Councillors received a request from Buxhall and District Community Council (not Buxhall Village Hall as on the agenda) (BCC) to agree sponsoring them with the remaining funds originally set aside for HM The Queen's Platinum Jubilee celebrations (£1,156.56). After consideration all Councillors agreed in principal to this request and requested a full proposal to be given when any plan is known for final consideration.

120922/24 All Councillors noted the allotment invoices for the season 2022/23 have been delivered.

Governance

120922/25 Councillors received notification that Buxhall Parish Council are able to opt-out of the centralised procurement for external auditors. After consideration all Councillors agreed with the Clerk's recommendation not to opt out.

120922/26 An invitation has been received from Rattlesden Gliding Club Airfield Liaison Committee to appoint a representative from Buxhall Parish Council on to the Committee. LB expressed an interest in taking up this position and with no other Councillor interested all Councillors resolved to appoint LB to the position. The Clerk will inform the Gliding Club.

120922/27 All Councillors agreed to carry out the Clerk's annual staff appraisal on Monday, 14 November at 7pm.

120922/28 **Cost of living crisis:** Councillors agreed to sign post residents in need to the Garnham Salter Trust, Stowmarket food bank and the coffee caravan.

To receive reports from Working Parties and/or Representatives and take action as appropriate:

120922/29 **Footpath officer:** No update.

120922/30 **Road Safety:** TN has contacted the manufacturer of the Speed Indicator Device (SID) who have confirmed the SID was purchased without a data collection facility however this can be fitted retrospectively at a cost of £450 plus £55 for collection and delivery. The data collection would be via bluetooth and can only be received on an android phone before being sent via software to a computer for analysis.

After consideration Councillors resolved the benefit would not be commensurate with the cost.

- 120922/31 **Future of the SID:** All Councillors agreed to gift the Vehicle Activated Sign purchased in 2016 and shared with Felsham Parish Council (FPC) to FPC; once acceptance to this gift has been received the asset will be disposed of from the asset register.
- 120922/32 **Tree Warden:** Nothing to report.
- 120922/33 **Playing Field:** MD completed a visual check and suggested the safety matting under the toddler swings will require replacing soon. TN will ask the contractors who are quoting on installing safety matting under the picnic benches if they can quote for this too.
- 120922/34 MD confirmed two new basketball nets were needed. All Councillors approved the ordering of these nets at a cost of £10.16 to ensure the play equipment is safe and fit for purpose.
- 120922/35 The faulty bin on the playingfield has been removed.
- 120922/36 Quotes are still being sought to replace the surface dressing under the benches and tables on the playing field. The Clerk is hoping to meet on site with contractors with quotes available for consideration at the next meeting.
- 120922/37 The cabinet housing the electricity meter is in poor condition and requires some urgent maintenance. Councillors agreed to spend up to £50.00 on paint and LB and MD agreed to carry out the required work.
- 120922/38 Councillors agreed to have a smart meter installed on the playing field now that the emergency electrical works had been completed and suggested a date of Tuesday, 27 September .
- 120922/39 **Correspondence:** Councillors noted all previous correspondence forwarded and agreed no action required whilst expressing hope for the re-opening of The Crown public house noting during the 6-week interim moratorium period no community group expressed any intention to place a bid to purchase The Crown.
- 120922/40 **Any other matters for information, to be noted, or for inclusion on a future agenda:** Budget and Precept.
- 120922/41 **To note the date for the next scheduled meeting:** 14 November 2022. MD has given apologies for the meeting.

120922/42 The Chairman closed the meeting at 20.44.

Signed: *David Steed*

Date: *14 November 2022*