

## BUXHALL PARISH COUNCIL

### Minutes of the full Council meeting held on 13 March 2023 in Buxhall Village Hall

**Councillors Present:** David Steed (DS) (Chairman), Les Basham (LB), Michael Drury (MD), Steve Farrell (SF) and Chris Hall (CH)

**In Attendance :** Tina Newell (TN) (Clerk) and ten members of public.

130323/01      **Apologies for absence:** Councillor Malcolm Manning (MM) tendered apologies for absence prior to the meeting.

130323/02      Councillors resolved to accept apologies from MM.

**Declarations of Interest:**

130323/03      No additions or deletions to the Councillors Registers of Interest to note.

130323/04      Councillors confirmed their Registers of Interest were current and up to date.

130323/05      **Dispensation considerations:** There were no requests for dispensations to consider.

130323/06      **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Parish Council meeting held on 16 January 2023 prior to the meeting and resolved to accept these as a true record of the decisions made. DS signed the minutes from reference 160123/01 to 160123/61).

**Public Forum:**

130323/07      All Councillors confirmed receipt of PO's report prior to the meeting and which is appended to these minutes; the 24th February marked the one-year anniversary since Russia's illegal and immoral invasion of Ukraine, Suffolk continues to do its part through the Homes for Ukraine programme hosting refugees fleeing the war; the Council's budget for 2023/24 was voted in resulting in an increase of 3.99% broken down into a 2% rise in the Social Care Precept and a 1.99% increase in general tax; Milestone Infrastructure, part of M Group Services, has been awarded SCC's new highways services contract. The contract, worth between £800m-£1bn, will begin 1st October 2023 and will last up to 20 years. The service will provide maintenance of roads, pavement, Rights of Way, drainage, hedges, construction of new roads, and snow clearing – this is not an exhaustive list.

- 130323/08 A member of the public asked if a reduction to the speed limit has been considered along Mill Road; LB replied confirming it did not meet the required criteria.
- 130323/09 A member of the public requested to use the playing field for regular weekly football training sessions to children from a Stowupland Falcons football team; training would be from May to August on a Monday evening from 6.30pm-8pm latest with the occasional Saturday. They have three coaches all of whom are DBS checked, certified by the football association (FA) and have public liability insurance cover. They would not require use of the village hall as the team would arrive and leave in their kit and for the duration of the training they consider toilet provisions would not be necessary.
- 130323/10 A resident confirmed there is a fallen tree on the footpath leading from Mill Road to Brettenham Road; it was agreed TN would report this on line.
- 130323/11 A member of the public informed all present the original offer to site a bottle bank in the Parish had since been retracted and went on to say Buxhall needs a neighbourhood plan.
- 130323/12 In accordance with Standing Order 1a the Chairman re-ordered the agenda to allow item 9fv to be considered next.
- 130323/13 **Hire of the playing field:** All Councillors heard a presentation from a member of the public to hire the playing field earlier in the meeting and confirmed receipt of a written request prior to the meeting. After a brief discussion CH commented the previous two requests to hire the field from organisations outside of the Parish raised concerns from residents and therefore he wished to abstain from voting. LB proposed to support the request and offer the field for use by the Stowupland Falcons under 9yrs/10yrs mixed football and MD seconded the proposal. With DS and SF supporting the proposal it was agreed to allow the hire once current liability insurance was received. It was agreed MD would liaise with the team on behalf of the Parish Council.
- Planning:**
- All Councillor's considered the following planning applications relating to Buxhall:
- 130323/14 DC/22/06304 Application for listed building consent – conversion of garage to additional living accommodation and erection of first floor extension including alterations to fenestrations and re-thatching, erection of cart lodge (following removal of existing kennels) including retention of rear pizza oven structure. Internal alterations as per planning statement.

Fen Farm House, Fen Street, Buxhall.

After consideration all Councillors agreed to **SUPPORT** this application.

130323/15 DC/22/06303 Householder application – conversion of garage to additional living accommodation and erection of first floor extension including alterations to fenestrations and re-thatching, erection of cart lodge (following removal of existing kennels) including retention of rear pizza oven structure. Internal alterations as per planning statement.

Fen Farm House, Fen Street, Buxhall

All Councillors considered this application and resolved to **SUPPORT** this application.

130323/16 All Councillors noted there had been no decisions made by MSDC relating to Buxhall since the last meeting.

130323/17 **Neighbourhood Plan:** Prior to the meeting Councillors were advised to read MSDC’s 'Guide to Community-led Planning Tools' document which summarises the various advantages and disadvantages of the options available. Councillors noted MSDC are 1 of only 6 Councils who are working with the Government in producing a 'lighter touch' neighbourhood plan and after a lengthy discussion all Councilors agreed to pursue the light touch route noting a neighbourhood plan for Buxhall would not warrant the time and effort that will be required to bring it forward.

**Finance:**

130323/18 **Bank Reconciliations:** The bank reconciliation for the period ended 27 February 2023, as supported by bank statements, was available to all Councillors prior to the meeting. CH confirmed the bank reconciliations as presented agreed to the bank statements showing a balance of £109,735.81; £39,413.44 in the Community Account and £70,322.37 in the Business Premium Account.

130323/19 **Budget to Actual:** Councillors confirmed receipt of the Budget to Actual report prior to the meeting and agreed to the report after making the following virements:

130323/20	Office expenses	50.00
130323/21	Playing field maintenance	43.05
130323/22	Playing field grass cutting	-93.05

130323/23 **Reserves:** All Councillors accepted the reserves account and noted the £10k agreed at the last meeting for improvements to the toilets at the village hall should be shown on a separate line; TN confirmed this error had now been corrected.

130323/24 Councillors noted there had been only one receipt since the last meeting from UK Power Networks for £18.94 for wayleave.

All Councillors approved the following gross payments to be made by internet banking:

	Payee	Description	£
130323/25	Tina Newell	Clerks Salary and re-imburements	439.40
130323/26	HMRC	PAYE	54.20
130323/27	MSDC	Annual Play Inspection	62.47

130323/28 All Councillors agreed to set up a direct debit for the payment of electricity and noted a grant of £150 has been applied to the account; the current balance is £95.50 in credit.

130323/29 All Councillors resolved to make a donation of £275.00 towards the cost of producing the Buxhall Broadcast and agreed to make the payment by internet banking.

130323/30 Councillors heard how just two banks from the seven TN contacted are opening up new business bank accounts. After discussion CH proposed to open up a new account with Unity Trust Bank who offer the greatest return at 1.6% variable with a fee of £28 for each withdrawal. This proposal was seconded by MD and with all Councillors in favour agreed for TN to open a new account and a transfer of £50k to be made from the Barclays Business Premium account to the Unity Trust Bank account.

130323/31 Councillors noted that Barclays have still not amended the correspondence address to the Clerks address despite almost weekly correspondence and no authorisation to have amended the address. MD and TN will continue to contact Barclays until the correspondence address has been corrected

#### **Governance**

130323/32 All Councillors received confirmation that Trevor Brown has accepted the appointment as Internal Auditor to Buxhall Parish Council for the year ended 31 03 2023; a date has been scheduled for the audit.

All Councillors confirmed receipt of a schedule of policies and procedures prior to the meeting and agreed to adopt/re-adopt only the following policies:

130323/33 Electronic Communications

130323/34 Sickness Absence

130323/35 Internet banking

130323/36 Investment

130323/37 Accessibility statement

- 130323/38 Complaints
- 130323/39 Meeting attendance
- 130323/40 Equality
- 130323/41 Volunteer
- 130323/42 Reserves
- 130323/43 Equal opportunities
- 130323/44 Co-option
- 130323/45 PAT Testing equipment
- 130323/46 Safeguarding
- 130323/47 Disciplinary
- 130323/48 Grievance
- 130323/49 Health & Safety
- 130323/50 Expenses
- 130323/51 Freedom of Information
- 130323/52 Consent form
- 130323/53 Bring your own device
- 130323/54 Data breach
- 130323/55 Data Protection
- 130323/56 Document retention
- 130323/57 Lawful basis
- 130323/58 Subject Access Request
- 130323/59 Councillors resolved to increase the limit on Standing Order 18a v and 18c to £30k from £25k to comply with the full requirement of the Public Contracts Regulations 2015 as amended from 21 12 2022.
- 130323/60 All Councillors resolved to increase the limit on Financial Regulations 11b and h from £25k to £30k to comply with the full requirement of the Public Contracts Regulations 2015 as amended from 21 12 2022.
- 130323/61 In accordance with Financial Regulations 6.11 Councillors agreed to adopt the Emergency Continuity Plan and for the Chairman to keep in a sealed dated envelope in a secure location a list of passwords only to be used if the Clerk is unable to work for an extended period of time and to be opened in the presence of two other Councillors.
- 130323/62 TN confirmed the re-declaration of compliance with The Pensions Regulator has been completed.

**To receive updates and reports from officers and take action as appropriate:**

- 130323/63 **Rattlesden Gliding Club Airfield Liaison Committee:** LB attended a recent meeting; whilst concern was expressed due to the imminent closure of Rougham Airfield Rattlesden have no plans to bring in additional aircraft; forthcoming events include a two day competition in May and the annual open day in August; the next meeting is on 16 May 2023.
- 130323/64 **Footpaths:** The previously reported overgrown footpath leading past St Mary's Church has now been tidied.
- 130323/65 **Road Safety:** All Councillors resolved to request the current sign 'Mill Road' is repositioned on Mill Road where it meets Rattlesden road; LB confirmed in a recent study using the Automatic Number Plate Recognition (ANPR) device of the 76 vehicles recorded 63 were travelling in excess of the speed limit with 42 recording speeds in excess of 35 miles per hour.
- 130323/66 **Tree Warden:** Nothing to report.
- 130323/67 **Village Hall:** MD suggested that although the original Deed of Trust has not been revised since the original document in 1962 it would be an expensive exercise to now review with little or no advantages. It was resolved no further action was required but if after reviewing the deed Councillors felt differently it would be brought back to a meeting.
- 130323/68 **Big Help Out:** Councillors noted this event is taking place on Monday 8 May 2023 as part of The King's Coronation weekend and will involve residents cleaning up various areas of the village concluding with a warm lunch.
- Playing field:**
- 130323/69 **Inspection report:** The Annual Play Inspection report has been received and confirms risks are low or very low on all the play equipment. The report suggests to 'monitor shackles and replace when 40% worn', 'the bushes are showing signs of wear monitor and replace as required'; TN has contacted The Play Inspection Company for confirmation as to how these can be monitored. MD sadly informed all present of the minor vandalism on the playing field and the play equipment.
- 130323/70 **To receive an update on work to prevent vehicular access on to the playing field from Mill Gardens:** A resident kindly offered to donate some posts if suitable; one post which could be erected in the centre of the opening to prevent vehicles entering the site whilst allowing access by pedestrians and two to display notices; SF and LB

offered to assist in erecting the post and Council approved expenditure up to a maximum of £100 if posts were needed to be purchased.

- 130323/71 **To receive an update on the replacement surfacing beneath picnic benches and tables:** A quote to replace the current surfacing with 40mm 500x500 rubber mats was considered too expensive at £620 for labour and £2,601 for materials. All Councillors therefore agreed to source quotes for resin compound and tarmac for consideration at a future meeting.
- 130323/72 **To receive an update on the volunteer litter picker:** After the previous meeting a letter was sent to the volunteer confirming the Parish Council would be pleased to allow a weekly litter pick, a follow up email was sent on 09 March 2023 but to date no response has been received; SM, who was to be the Parish Council contact for the volunteer, has not received any correspondence.
- 130323/73 **To consider a request to use the playing field for car parking on 6 and 8 May 2023 and for additional temporary lighting to be installed:** Councillors all approved the request noting a risk assessment, insurance and completed hire form had been received. MD confirmed the cost of a permanent second light would be £295 however all Councillors agreed this is not required at the current time.
- 130323/74 **Asset of Community Value:** All Councillors noted MSDC has accepted the nomination from the 'Save the Crown' group and the Buxhall Crown has again been listed as an asset of community value.
- 130323/75 **New Community Hall:** Councillors confirmed receipt of a residents proposal for a new community hall in Buxhall prior to the meeting; after a lengthy debate in which members of the public took part, all Councillors agreed there were too many unanswered questions for them to offer support to the current proposal.
- 130323/76 **Any other matters for information, to be noted, or for inclusion on a future agenda:** TN made all in attendance aware of the Parish elections taking place on 4 May 2023; nomination papers are available on line and must be handed in to the District Council by 4pm on 4 April 2023; further information on voting is available on the Parish Council website and social media and will be available on noticeboards from 16 March 2023.
- 130323/77 **Correspondence:** None.
- To note the date for the next scheduled meeting:**
- 130323/78 All Councillors noted the date of the next scheduled meeting is on Monday 3 April 2023.

130323/79 Noting the King's Coronation has resulted in 8 May 2023 being a public bank holiday all Councillors agreed to reschedule the Annual Parish and Annual Parish Council meetings from 8 May 2023 to 15 May 2023.

130323/80 The Chairman closed the meeting at 8.57pm.