

## **BUXHALL PARISH COUNCIL**

Minutes of the full Council meeting held on 14 November 2022 in Buxhall Village Hall

**Councillors Present:** David Steed (DS) (Chairman), Malcolm Manning (MM), Les Basham (LB), Chris Hall (CH) and Scott Martin (SM).

**In Attendance :** Tina Newell (TN) (Clerk), nine members of public and District and County Councillor Penny Otton (PO).

141122/01     **Apologies for absence:** Councillor's Michael Drury (MD) and Steve Farrell (SF) tendered apologies prior to the meeting.

141122/02     All Councillors accepted MD and SF's apologies.

141122/03     **Declarations of Interest:**

141122/04     All Councillors confirmed they have reviewed their Register of Interests and that they are up to date.

141122/05     SM declared a pecuniary interest in planning application DC/22/05335 as the applicant and agreed to leave the meeting before this item is considered.

141122/06     DS declared a non-pecuniary interest in planning application DC/22/05003 as a Church Warden and proposed not to take part in the discussion.

141122/07     **Dispensation considerations:** There were no requests for dispensations to consider.

141122/08     **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Parish Council meeting held on 12 September 2022 prior to the meeting. All Councillors resolved to accept these as a true record of the decisions and DS signed the minutes (reference 120922/ to 120922/42).

**Public Forum:**

141122/09     All Councillors confirmed receipt of PO's report prior to the meeting with no questions.

Signed: *David Steed*

Date: *16 01 2023*

141122/10 A member of the public informed the meeting The Crown public house has now been sold and therefore removed from MSDC'S listing of Assets of Community Value. The same member of public asked Councillors to re list The Crown as an asset of community value; this request was supported by four further members of the public.

141122/11 A member of public asked if the new owner has made contact with the Parish Council; DS was not aware any contact had been made and confirmed the Parish Council would not expect to hear from the new owners.

141122/12 Five members of the public left the meeting.

**Planning:**

All Councillor's considered the following planning applications relating to Buxhall:

141122/13 DC/22/05003 Erection of porch (following demolition of existing) replacement of windows and external insulated render  
Meadowside, Brettenham Road, IP14 3DX.  
After discussion all Councilors agreed to SUPPORT this application.

141122/14 SM left the meeting room.

141122/15 DC/22/05335 Application for prior approval for a proposed erection of a building for agricultural use. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 6. Erection of a steel framed extension on general purpose agricultural building, using the same materials.  
Salters Farm, Purple Hill, Buxhall, IP14 3DH  
Councilors agreed to SUPPORT this application.

141122/16 SM re-entered the meeting room.

141122/17 All Councillors noted there were no applications decided relating to Buxhall since the last meeting

**Finance:**

141122/18 **Bank Reconciliations:** The bank reconciliation for the period ended 31 October 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 £111,396.94; £41,109.64 in the Community Account, £20,134.49 in the Business Premium Account and £50,152.81 in the Nationwide Maturity Reserve Account.

141122/19 **Budget to Actual:** Councillors confirmed receipt of the Budget to Actual report prior to the meeting; with no questions all Councillors accepted the budget to actual report for the period ended 31 10 2022.

141122/20 **Reserves:** All Councillors accepted the reserves account with no questions. Councillors noted the following receipts since the last meeting.

	Payee	Description	£
141122/21	Various	Allotment rents	420.00
141122/22	MSDC	CIL receipt	2,055.48

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

	Payee	Description	£
141122/23	Tina Newell	Clerks Salary and re-imburements	568.00
141122/24	CAS	Website hosting	60.00
141122/25	Buxhall Village Hall	Hall hire	37.50
141122/26	Michael Drury	Playingfield reimbursements	30.00

141122/27 All Councillors confirmed receipt of the first draft budget for 2023/24 . After discussion all Councillors agreed this is a good foundation for further discussion in January when the tax base will be known.

141122/28 All Councillors noted the paperwork to withdraw all funds from the Nationwide account has been completed and sent.

141122/29 All Councillors noted Barclays Bank had amended the correspondence address to that of MD without the consent of the Parish Council; despite TN informing Barclays this was not authorised they have not agreed to change the address back to that of the Clerk. All Councillors agreed for TN to write formally to

Barclays Bank with a copy of these minutes requesting the change is made without delay.

141122/30 Councillors received notification that the notice board on the village hall has been temporarily repaired and the noticeboard in the car park is not easy to use. DS confirmed these notice boards belong to the village hall committee and are not assets of the Parish Council.

#### **Governance**

141122/31 After consideration and agreeing very little can be brought for less than £100 LB proposed to increase the financial limits within financial regulations 4.1 from £100 to £500: to allow a duly delegated committee to purchase revenue items for the Council under £500 (where there is sufficient budget) and for the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate committee to purchase revenue items up to £500 where this is sufficient budget. MM seconded the proposal with all Councillors in agreement it was agreed to increase the financial limits within financial regulation 4.1 from £100 to £500.

141122/32 All Councillors resolved to appoint CH to review the Councils Internal Control Statement.

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

141122/33 **Rattlesden Gliding Club Airfield:** LB gave a summary of the meeting attended on 1 November 2022; the club are looking to replace the current towing aircraft with one with the same engine size; they have a membership of 85.

141122/34 **Footpaths:** No report.

141122/35 **Road Safety:** The team carried out speed checks along Brettenham Road recently.

141122/36 **Tree Warden:** As MD was not in attendance this was deferred to the next meeting.

141122/37 PO entered the meeting.

141122/38 **Village Hall:**

- 141122/39 All Councillors noted the Village Hall Committee has adequate insurance cover for the village hall.
- 141122/40 Councillors agreed on a response to the village hall committee's questionnaire and for TN to submit this response.
- 141122/41 All Councillors received a summary from PO; with no further questions PO left the meeting.
- Playing Field:**
- 141122/42 **Inspection report:** As MD was not in attendance there was no update.
- 141122/43 Councillors noted a smart meter has been fitted however E-on Next have not corrected the invoices despite a promise to have them corrected last Thursday.
- 141122/44 Councillors noted concern expressed by a resident regarding access on to the playing field from Mill Gardens and agreed to defer this to the next meeting when MD would be able to suggest any action following his visit to the area.
- 141122/45 TN confirmed the area under the picnic benches and seats which requires replacing has yet to be agreed; Once agreed quotes will be sought and will be brought back to full Council.
- 141122/46 All Councillors agreed to defer consideration of the second stage of the Playing Field regeneration to a future meeting.
- 141122/47 All Councillor agreed to advertise the vacancy for a village recorder on the notice boards and in the Buxhall Broadcast and to write and give thanks to the recently retired recorder.
- Allotments:**
- 141122/48 Councillors noted there is one invoice outstanding and that a reminder has been issued.
- 141122/49 Councillors noted the water bill from Wave has been settled directly by the allotment tenant.
- 141122/50 **Any other matters for information, to be noted, or for inclusion on a future agenda:** Budget and Precept, Internal Control Statement, re listing The Crown as an Asset of Community Value.

- 141122/51 **Correspondence:** Councillors noted all previous correspondence forwarded and agreed no action required.
- 141122/52 **To note the date for the next scheduled meeting:** All Councillors agreed to cancel the December meeting and resolved for the next meeting to be on Monday 16, January 2023.
- 141122/53 All Councillors resolved to exclude members of the public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.
- 141122/54 All members of the public remaining left the meeting.
- 141122/55 All Councillors received a summary from the staffing committee and noted on 2 November 2022 the National Joint Council (NJC) agreed a flat pay increase of £1,925 on each scale point , pro-rata, with effect from 1 April 2022 and in addition the NJC has agreed all employees covered by this agreement will receive a permanent increase of one day (pro-rate for part time employees) to their annual leave, therefore the Clerks annual leave will be of 25 days holiday increasing to 26 days on 01 04 2023
- 141122/56 The Chairman closed the meeting at 20.30