



BUXHALL PARISH COUNCIL

Chairman: Councillor David Steed
Clerk: Tina Newell
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On 4 April 2020, the government brought in a new regulation allowing local authorities to conduct meetings remotely; SI 2020 No. 392 The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Councillors: You are hereby summoned to attend a meeting of the Parish Council on **Monday 12 October at 7.30pm** to be held in Buxhall village hall. You will be required to sign in to the meeting on arrival and to limit the risk of transmission of the Coronavirus you will be asked to wear a face mask and sanitise your hands

Members of the press and public: You are hereby notified of the meeting to which you are invited to join where public input will be invited. You will be required to sign in to the meeting on arrival and to limit the risk of transmission of the Coronavirus you will be asked to wear a face mask and sanitise your hands. If you require any further information please contact the Clerk before the day of the meeting.

AGENDA

1. Apologies for absence to be received and noted or accepted
2. To receive member's Declarations of Interest in accordance with the Council's Code of Conduct in subsequent agenda items
3. To receive and consider any requests for dispensations
4. To resolve to exclude temporarily the Public and Press from a closed meeting pursuant to Standing Order 3D and Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed concerning a staffing decision at item 16 on the agenda
5. To consider, approve and sign the minutes of Parish Council meeting held on 7 September 2020 as a true record (appended)
6. Public Forum (this section at the Chairman's discretion may last up to 15 minutes):
 - a) To receive a report from the District and County Councillor (appended)
 - b) To receive comments or questions on matters of interest from members of the public present
7. Planning: To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):
 - a) DC/20/03484 Householder planning application Construction of swimming pool with pavilion Location: Buxhall Vale, Purple Hill, Buxhall
 - b) Council to note planning applications determined by MSDC: None to note

8. **Matter of report from minutes of previous meeting:** report attached

9. **Finance** (all supporting papers appended):

a) To note the following income since the last meeting:

Date	Description	£
21 09 20	MSDC Final 50% of Precept	2,308.85

b) To approve the finance report for October 2020 including verification of bank balances to presented bank reconciliations and the budget to actual receipts and payments for period ended 29 September 2020.

c) To receive confirmation the Clerk has renewed the Parish Councils insurance cover with Royal Sun Alliance

d) Council to agree completing a VAT return after receiving confirmation a VAT return can be submitted at any time

e) To consider and approve the following gross payments for October to be paid by Internet banking (supported by invoices and receipts)

Payee	Description	£
T Newell	Salary & office costs (inc new printer)	508.44
E-on	Electricity (playingfield car park)	33.25
One Suffolk	Annual Website hosting	60.00
CAS	Insurance 2021/21	402.19
Kompan	Play area	tbc

f) To receive an update on the opening of the Nationwide Savings account

g) To review and agree to the Councils financial reserve account

10. **Governance:**

a) To note no accessibility check was carried out by CAS as they no longer have the capacity due to other projects however they offered advise which the Clerk has actioned.

b) To note no requests for an election have been received to fill either Councillor vacancy.

c) To consider adopting the draft policy and procedure appended for co-option of Parish Councillors.

d) To consider working parties to formulate responses to the Governments White Paper on planning, and Suffolk County Councils Quiet Lanes initiative.

11. **Bins:** To consider Councils response to residents leaving rubbish bins in inappropriate places

12. **Playing field:**

a) To receive an update on phase two of the regeneration

b) To consider and agree action required regarding a neighbouring hedge

c) To discuss and agree if any action is to be taken to remove permanently parked vehicles in car park

13. **Allotments:**

a) To confirm any money outstanding on allotment rents and agree on action required

b) To agree action required to prevent parking on allotments

14. **Any other Council business for information or inclusion on a future agenda:** budget and precept, Suffolk County Council boundary review
15. **To note the date of the next meeting is 9 November 2020 and agree how this will be held; face to face or remotely**
16. **Staffing:** To receive recommendation from the staffing committee regarding the Clerks annual appraisal
17. **To close the meeting**

Tina Newell

7 October 2020

Tina Newell, Clerk to Buxhall Parish Council
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