

BUXHALL PARISH COUNCIL

Minutes of the full Council meeting held on 16 January 2023 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 : Tina Newell (TN) (Clerk), District and County Councillor Penny Otton (PO) and five members of public.

160123/01 **Apologies for absence:** No apologies were received as all Councillors were in attendance.

Declarations of Interest:

160123/02 No additions or deletions to the Councillors Registers of Interest to note.

160123/03 SM declared an interest in planning application DC/22/06184 as a tenant on the land.

160123/04 **Dispensation considerations:** There were no requests for dispensations to consider.

160123/05 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Parish Council meeting held on 14 November 2022 prior to the meeting. All Councillors resolved to accept these as a true record of the decisions and DS signed the minutes (reference 141122/01/ to 141122/56)

Public Forum:

160123/06 All Councillors confirmed receipt of PO's report prior to the meeting; grants for adaptations to homes has been significantly underspent and PO pleaded for anyone who requires adaptations i.e. stair rails to contact MSDC; there will be major disruption on the A14 from February 2023 due to planned works to replace a concrete section of the road and all residents were urged to attend a public meeting to fully understand how this may affect them and it is hoped contact details for highways will be made available for residents unable to attend the meetings.

- 160123/07 MM expressed concern over flooding along Combs Lane and from Buxhall Vale to Stowmarket Golf Club on the lower road. PO confirmed investigation works along Combs Lane have been done and it is on the list; TN will report the flooding on the lower road.
- 160123/08 CH confirmed the number and size of potholes are ever increasing and it is a concern as damage is being done to vehicles; it was agreed to advise members of the public to report any to Suffolk County Council Highways via the online reporting tool - TN will share the details on the website and social media.
- 160123/09 A member of the public asked if the Parish Council have had any contact with the new owner of The Crown; if fencing is replaced on the playingfield could this be taken on to the residents private land and a financial contribution will be made towards this; to confirm the parish has been without a bottle bank for a while and that this also served as a revenue source.
- 160123/10 A member of the public informed all present a local landowner has given consent for a bottle bank to be put on their land; if the Parish Council have considered a Neighbourhood Plan; requested better signage on footpaths and for another sign to be placed on Mill Road and asked Councillors if they have considered spending £40k on a replacement kitchen at the village hall.
- 160123/11 A member of the Village Hall Management Committee (VHMC) spoke in detail of the efforts being made to upgrade the village hall, noting there are an awful lot of improvements required. A senior environmental officer inspected the toilets in Spring 2022 and confirmed they are no longer fit for purpose and it was noted a grant is currently being applied for towards the cost of reconfiguring. and refurbishing the toilets.
- 160123/12 A request for a second light on the car park at the playing field was made by the VHMC.
- Planning:**
- All Councillor's considered the following planning applications relating to Buxhall:
- 160123/13 SM left the meeting.
- 160123/14 Three members of the public left the meeting.

160123/15 DC/22/06184 Application for prior approval for a proposed erection of a building for agricultural use Erection of 1 no agricultural crop and machinery store.

Woodhall, Stowmarket Road, Rattlesden in the Parish of Buxhall

After consideration all Councillors agreed to SUPPORT this application.

160123/16 SM re-entered the meeting room.

160123/17 All Councillors noted the following decisions made by MSDC since the last meeting:

DC/22/05003 Meadowside, Brettenham Road, IP14 3DX.

MSDC: GRANTED BPC: Supported

160123/18 DC/22/05335 Salters Farm, Purple Hill, Buxhall, IP14 3DH

MSDC: GRANTED BPC: Supported

Finance:

160123/19 **Bank Reconciliations:** The bank reconciliation for the period ended 28 December 2022, 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 £110,906.51; £40,584.14 in the Community Account and £70,322.37 in the Business Premium Account noting £50,176.65 was transferred from The Nationwide Account to Barclays Premium on 07 12 2022.

160123/20 All Councillors noted the Nationwide Maturity Reserve account has now been closed.

160123/21 TN will research high interest bank accounts and with the agreement of DS and CH will re-invest £50k and update all Councillors at the next meeting .

160123/22 **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:

160123/23	Audit – budgeted for an external audit	-£300.00
160123/24	Subscriptions – budgeted for SLCC subscription	-£150.00
160123/25	Administration expenses – under budgeted	+£50.00

160123/26	Playingfield electric – increase in kw hr	+£190.00
160123/27	Playingfield maintenance	+£165.00
160123/28	Website - two invoices in this financial year	+45.00

160123/29 **Reserves:** All Councillors accepted the reserves account with no questions noting the general reserve represents 80% of the precept and within the generally accepted level.

Councillors noted the following receipts since the last meeting:

	Payee	Description	£
160123/30	Peterson	Allotment rent	20.00
160123/31	Barclays Bank	Goodwill gesture	150.00

160123/32 TN confirmed a receipt of £18.94 from UK Power Networks was received today and will posted to the bank tomorrow.

160123/33 TN confirmed the final instalment of the Precept, £3,172.66, was received on 12 September 2022.

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

	Payee	Description	£
160123/34	Tina Newell	Clerks Salary and re-imburements	550.80
160123/35	Buxhall Village Hall	Hall hire	37.50
160123/36	Eon Next	Playingfield electricity	141.19
160123/37	Michael Drury	Reimbursement for basketball net	20.15
160123/38	Top Garden Services	Grass cutting on playingfield	440.00

160123/39 Councillors considered a request from the Buxhall Village Hall Management Committee to financially support the refurbishment of the toilets for £10,000. After a brief discussion SM proposed to support this request, seconded by Sf and with all Councillors in favour.

160123/40 All Councillors confirmed receipt of a proposed budget for 2023/24 prior to the meeting. All Councillors agreed the priority for 2023/24 is to appreciate the cost of living crisis happening now, respecting residents whilst continuing to carry out its statutory duties efficiently and effectively. After a lengthy

discussion all Councillors agreed whilst this budget allows for no contingencies, only known expenses, the Council holds sufficient reserves should an unforeseen expense occur and MD proposed to set the budget for 2023/24 financial year at £7,203.01.

- 160123/41 All Councillors received the tax base for 2023/24 and noting the increase from 167.08 to 173.46 MD proposed to set the precept for 2023/24 at £6,763.01; this results in an annual increase of £1.01 on an average band D property. MM seconded the proposal and with all Councillors in favour the precept for 2023/24 was set at £6,763.01.
- 160123/42 DS and TN completed the Precept upon charging form which will be submitted to MSDC.
- 160123/43 Councillors noted that Barclays have still not amended the correspondence address; MD has written a letter requesting Barclays to correct this, signed by DS and CH, which will be sent to Barclays.
- 160123/44 All Councillors noted Felsham Parish Council have accepted the generous gift of the Vehicle Activated Sign (VAS) purchased in 2016 and agreed to remove this from the asset register.

Governance

- 160123/45 All Councillors received a review of the Internal Control Statement as undertaken by CH.
- 160123/46 All Councillors confirmed receipt of, and agreed to the internal audit plan.
- 160123/47 All Councillors agreed TN's recommendation for the appointment of the internal auditor and Trevor Brown was appointed as the Internal Auditor for the year ended 31 March 2023 at a cost of up to £200.00 plus expenses, dependant on the final gross income/expenditure (whichever is the higher).
- 160123/48 Councillors agreed for TN to send the letter of appointment.

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

- 160123/49 **Rattlesden Gliding Club Airfield:** No update; LB confirmed the next meeting is in February.
- 160123/50 **Footpaths:** no update

- 160123/51 **Road Safety:** All Councillors noted the Automatic Number Plate Recognition (ANPR) speed device will be active in Buxhall in February 2023 and an updated list of volunteers for Community Speedwatch is being compiled.
- 160123/52 **Tree Warden:** nothing to report.
Playing Field:
- 160123/53 **Inspection report:** A visual check is undertaken and a checklist is completed at least monthly and all appears in order – TN has the reports on file.
- 160123/54 Councillors noted concern expressed by a resident regarding potential vehicular access on to the playing field from Mill Gardens. After a lengthy discussion all Councillors agreed to place a concrete post in the centre of the opening to prevent vehicular access whilst allowing pedestrian access.
- 160123/55 TN confirmed whilst a resident offered assistance with the surfacing under the picnic benches and seats no update is yet available.
- 160123/56 **Village Hall:** An update was received earlier in the meeting.
- 160123/57 **Asset of Community Value:** All Councillors noted MSDC received a nomination from the ‘Save the Crown’ group to list the Buxhall Crown as an asset of community value under the Community Right to Bid scheme on 23 November 2023 and therefore before the Parish Council were able to formally consider the group’s request to the Parish Council. The outcome of this nomination will be known by 18th January 2023.
- 160123/58 **Any other matters for information, to be noted, or for inclusion on a future agenda:** Surfacing beneath play equipment, neighbourhood plan, mill road signage, additional light on car park at playing field and bank mandate.
- 160123/59 **Correspondence:** Councillors noted correspondence had been received requesting assistance with a residents Duke of Edinburgh Bronze award by allowing a 14-year-old to litter pick for at least one hour a week for a period of three months. After a lengthy discussion Councillors agreed they only have jurisdiction over the playing field and providing the scheme covers insurance they would support the request and resolved for SM to be the assessor.
- 160123/60 **To note the date for the next scheduled meeting:** All Councillors noted the date of the next scheduled meeting is on Monday 13 March 2023.

160123/61 The Chairman closed the meeting at 20.58.