

## **BUXHALL PARISH COUNCIL**

Minutes of the full Council meeting held on  
4 April 2022 held in Buxhall Village Hall

**Councillors Present:** David Steed (DS) (Chairman), Malcolm Manning (MM), Les Basham (LB), Michael Drury (MD) and Chris Hall (CH)

**In Attendance :** Tina Newell (TN) (Clerk), one member of the public.

040422/01     **Apologies for absence:** Councillors Scott Martin (SM) offered apologies due to welcoming home his first-born son and Steve Farrell (SF) due to work commitments.

040422/02     All Councillors resolved to accept the apologies for absence from Councillor's SM and SF.

040422/03     **Declarations of Interest and Dispensation considerations:** Councillors LB and MD declared an interest in item 8 on the agenda 'Support the Crown' in accordance with the Code of Conduct as potential investors.

040422/04     There were no requests for dispensations to consider.

040422/05     **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Parish Council meeting held on 7 February 2022 prior to the meeting. Councillor LB proposed to accept these as a true record of the decisions. LB proposal was seconded by MD and with all Councilors in favour DS signed the minutes.

**Public Forum:**

040422/06     PO offered apologies for not attending the meeting.

040422/07     DS and LB offered to assist a resident in clearing debris from an unused allotment.

**Planning:**

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- 040422/08 DC/22/01151 Application for Discharge of Conditions for DC/21/05296 Conditions 5 (Biodiversity Enhancement Strategy) and Condition 8 (Surface Water Drainage)  
Location: Land at Bretlyn Kennels Brettenham Road Buxhall Suffolk  
After a brief discussion all Councilors resolved to make **NO COMMENT**.
- 040422/09 DC/22/00845 Application for Listed Building Consent - Erection of a rear porch extension (following demolition of existing), erection of side enclosure for boiler, replacement of windows and existing front french doors and insertion of new rear french doors, replace flat ceiling with vaulted ceiling in bathroom, and re-rendering as per schedule of works.  
Cottage Farm Mill Road Buxhall Suffolk IP14 3DW.  
After consideration all Councilors resolved to offer **NO OBJECTIONS** to this application.
- 040422/10 DC/22/00809 Householder Application - Erection of a rear porch extension (following demolition of existing), erection of side enclosure for boiler, replacement of windows and existing front french doors and insertion of new rear french doors, replace flat ceiling with vaulted ceiling in bathroom, and re-rendering as per schedule of works.  
Cottage Farm Mill Road Buxhall Suffolk IP14 3DW  
After discussion and considering the listed building application all Councilors resolved to offer **NO OBJECTIONS** to this application
- 040422/11 All Councillors noted there had been no planning determinations since the last meeting.
- Finance:**
- 040422/12 **Bank Reconciliations:** All Councillors confirmed receipt of the bank reconciliation for the year ended 31 03 2022 as supported by bank statements. CH confirmed the bank reconciliations as presented agreed to the bank statements showing a balance of £100,798.77 at 31 03 2022.
- 040422/13 **Budget to Actual:** All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting and agreed the over budget payment of £1.4k includes £432.60 for grass cutting funded from reserves and

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£483.69 of VAT expenditure. Receipts of £691.65 were not budgeted for which results in equal spend and receipts for the year. With no questions all Councillors accepted the budget to actual report for the year ended 31 03 2022.

040422/14 **Reserves:** All Councillors confirmed receipt of the reserves account prior to the meeting and noted the General Reserve is 39.9% of the Precept which fits within the generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authorities General Reserve of between 3-12 months net revenue expenditure (precept).

040422/15 **Assets:** All Councillors confirmed receipt the asset register as at 31 03 2022 prior to the meeting and confirmed with no new assets purchased and no old assets disposed of in the year the value of assets as at 31 03 2022 remains at £105,979.31.

040422/16 **Community Infrastructure Levy (CIL):** The Clerk presented a reconciliation of CIL received up to 31 03 2022 showing £11,574.29 collected from application DC/19/02595. All Councillors noted Regulation 62A of the 2010 Regulations sets out special reporting requirements (separate from the Annual Governance and Accountability Return) and accordingly agreed for the Clerk to submit the completed CIL reconciliation to MSDC.

040422/17 The Clerk confirmed the total CIL due on planning application DC/21/05296 is £4,110.96 with a further £3,064.70 due from application DC/21/02361. All Councillors noted the £3,064.70 has been received by MSDC and will be paid to the Parish Council by 28 04 2022.

040422/18 Councillors noted the Internal Audit will take place on 25 04 2022.

040422/19 All Councillors noted the only receipt in the month was 50 pence interest from the Barclays Business savings account.

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

	Payee	Description	£
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040422/20	Tina Newell	Clerks Salary and re-imburements	485.91
040422/21	HMRC	Tax	49.80
040422/22	Insignia Ltd	Jubilee Mugs	412.13
040422/23	Office Depot	Stationery	62.30
040422/24	E-On	Electricity	124.4
040422/25	Buxhall Village hall	Hall hire	25.00
040422/26	CAS	Website hosting	60.00

040422/27 Councillors noted the VAT reclaim for period 01 04 21 to 31 03 2022 inclusive 27has been submitted for a total of £483.69.

040422/28 All Councillors confirmed receipt of a request for £25k from the Village Hall Committee towards funding for a new kitchen at the village hall. MM said the village hall is a community asset which can be used by all residents both young and old. CH suggested this would be a good use of CIL money. After lengthy discussion CH proposed to SUPPORT the request seconded by MM; with all Councillors in agreement it was resolved to support the Village Hall Committee with a £25k donation.

040422/29 All Councillors noted the National Joint Council (NJC) salary rates for the year from 1 April 2021 to 31 March 2022 have been approved nationally with a rise of 1.75%. As the Council operates an NJC contract, back-pay to cover the uplift of £45.76 will be paid in the April 2022 Payroll.

0404022/30 After a brief discussion all Councillors resolved to defer this until item until later in the meeting.

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

**Footpath officer:**

040422/31 The Clerk informed all Councillors of the response by SCC regarding footpath 13: *the handle has been replaced with another nut, the bolt at the bottom has cross threaded and needs replacing, and one nut is missing. Spare parts will be ordered. Please be aware that the gate is still completely operable by using the "Clicker Latch", by reaching through. Which incidentally is how most footpath gates are opened and should not be difficult as reported.*

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040422/32 Clerk informed all Councillors a number of historical documents are being investigated by the Area Rights of Way Officers at MSDC regarding the previously reported footpath to the rear of the Chapel.

**Playing Field:**

040422/33 MD has completed a visual maintenance check on all play equipment with no faults to report other than the bin has still not been replaced.

040422/34 Clerk is awaiting on quotes for the annual maintenance inspection of the Zip Wire.

**Road Safety:**

040422/35 The CSW has been active along Brettenham Road.

**Support the Crown Committee:**

040422/36 CH, LB and MD attended the Parish Council open day along with two residents from the committee. All Councillors thanked the Clerk for her work in distributing the letter and CH for his work in helping with writing the letter.

040422/37 All Councillors were informed of the result of the vote with 33 residents in support and 14 not in support of the Parish Council investing £50k to help acquire The Crown; this represents 13.9% of the number of residents eligible to vote and Councillors said this is inconclusive. All Councillors agreed the Parish Council have spent a lot of time and commitment to the project and agreed there appears to be a lack of enthusiasm and drive from the original group members who have not been forthcoming. After a lengthy discussion all Councillors resolved to ask the Support the Crown public group for a business plan and confirmation of the current pledges to confirm the commitment and enthusiasm from the group and the desire to progress this project.

040422/38 All Councillors agreed to defer the consideration of reinvesting the Bond to the next meeting.

**Correspondence:**

040422/39 Councillors agreed to defer considering a response to MSDC Community Governance Review of Parishes, Town Councils and unparished areas to the next meeting.

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- 040422/40 **Any other matters for information, to be noted, or for inclusion on a future agenda:** Dog fouling, litter and reinvesting the Bond.
- 040222/41 **To note the date for the next scheduled meeting:** All present noted the next meeting will be the Annual Parish Council meeting and will be held on 9 May 2022 immediately after the Annual Parish meeting which commences at 7pm.
- 040222/42 The Chairman closed the meeting at 20:41hrs.

Signed:

Dated: