



BUXHALL PARISH COUNCIL

Chairman: Councillor David Steed
Clerk: Tina Newell
25 Shakespeare Road, Stowmarket,
Suffolk IP14 1TU.

 buxhallpc@live.co.uk
 07767 163706

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 an ordinary meeting of the Parish Council on **Monday 7 September 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 any 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 15 on the agenda
5. To consider, approve and sign the minutes of the Extra Ordinary Parish Council meeting held on August 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 Penny Otton (appended)
 - b) To receive comments or questions on matters of interest from members of the public present
7. Planning:
 - a) 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): None received
 - b) Council to note planning applications determined by MSDC:

DC/20/01243 Erection of Gate House at Buxhall Vale

MSDC: GRANTED **BPC: Supported**

- c) To consider a response to Mid Suffolk District Councils updated 2020 draft five year housing land supply position statement noting comments are to be received by midday on 14 September

8. Finance (all supporting papers appended):

- a) To note the following income:

Date	Description	£
25.08.20	Allotment rent	120.00
14.08.20	Allotment rent	20.00
05.08.20	Allotment rent	40.00
17.07.20	Allotment rent	20.00
14.07.20	Allotment rent	20.00
10.07.20	Allotment rent	50.00

- b) To note the bank balances and verify the bank reconciliations for period ended 29 August 2020 as appended
- c) To note the budget to actual receipts and payments for period ended 29 August 2020
- d) To consider and approve the following gross payments for September to be paid by Internet banking (supported by invoices and receipts)

Payee	Description	£
T Newell	Salary & office costs	381.40
E-on	Electricity (playingfield car park)	34.73
MSDC	Bin empty	123.12

- e) To receive an update on the Nationwide account confirming DS and CH are signatories as on the previous Santander Bond account

9. Governance:

- a) To receive an update from the external auditor
- b) To consider updates to the Standing Orders and Financial Regulations from NALC and take appropriate action (report appended)
- c) To consider and agree adopting the reviewed financial and physical risk assessments as appended
- d) To receive the working parties review of the policies and procedures and agree adoption
- e) To consider and agree the asset register as appended
- f) To note quotes are being sought for the renewal of the Parish Councils insurance on 1st October
- g) In accordance with the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018 the Councils website must be compliant before 23 September 2020; Council to consider if an external audit on the Parish Councils website is required by an external company at a cost of £108.00.
- h) To consider commenting on Mid Suffolk District Councils revised draft 'Statement of Licensing Policy' under the new Licensing Act 2003 available to view via the Council website at <http://www.midsuffolk.gov.uk/business/licensing/latest-licencing-news/>

10. Playingfield:

- a) To receive an update on the re-opening of the play equipment
- b) To agree a budget for more permanent signage at the entrance to the car park, on entry to the playingfield and near the play equipment
- c) To consider and agree a regular inspection checklist (appended) and appoint a competent person to undertake the inspections
- d) To consider phase two of the regeneration project and agree any action required
- e) To consider allowing Buxhall WI to hire the playing field (application for hire appended)

11. Allotments:

- a) To consider a new application to hire plots 12 to 15 inclusive
- b) To consider a request by a tenant to erect a poly tunnel (email appended)

12. Road Safety:

- a) To receive an update on the VAS (LB)
- b) To consider applying for clear signage on Mill Road (CH)

13. Any other Council business for information or inclusion on a future agenda:

14. Date of the next meeting of the Parish Council is 12 October 2020:

15. Staffing: Councillors to consider Clerks salary and office costs as appended

16. To close the meeting