

# BUXHALL PARISH COUNCIL

25, Shakespeare Road, Stowmarket, Suffolk IP14 1TU Tel: 07767 163796

Chairman: Councilor David Steed Clerk: Mrs. Tina Newell

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Dear Councillor:

You are summoned to attend a meeting of BUXHALL PARISH COUNCIL to be held in Buxhall Village Hall on Monday January 14th 2019 at 7.30pm. The meeting will consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07767 163706) or email [buxhallpc@live.com](mailto:buxhallpc@live.com) at least 24 hours before the meeting so that every effort may be made to provide access.

All Parish Council Meetings are open to the Public and Press.

Photographing, recording and broadcasting or transmitting the proceedings of a meeting by any means is permitted. It is our policy that anyone who wishes to do so must speak with the Clerk prior to the meeting.

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Tina Newell  
Clerk & RFO to the council

January 9<sup>th</sup> 2019

Tel: 07767 163706  
Email: [buxhallpc@live.com](mailto:buxhallpc@live.com)

## AGENDA

1. **To receive and consider apologies for absence** (Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted).
2. **To receive declarations of interest in accordance with the councils Code of Conduct for the items on the agenda and to consider any written requests for dispensations relating to disclosable pecuniary interests.**
3. **To confirm and sign the minutes of the Parish Council meeting of December 10th 2018 as a true record** (attached herewith).
4. **Public Forum:** This section at the Chairman's discretion may last up to 15 minutes.
  - To receive report from District Councillor John Matthiessen
  - To receive report from County Councillor Penny Otton
  - To receive questions and matters of interest from those present
5. **Planning Applications:** To consider and comment on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principle Authority. The Principle Authority being the deciding body):
  - a. DC/18/05321 Full planning application – erection of 1 no dwelling with associated parking, landscaping, sewerage treatment and creation of vehicular access. Erection of detached garage and annexe. Land South of Mill Road, Buxhall (details appended).
6. **Planning Decisions:** To note determinations by the Local Planning Authority (MSDC):

- a. DC/18/04815 Full planning application – change of use of offices and two storage warehouses; buildings 1 and 2 for storage (B8) and/or light industrial/assembly use (B1c) and use of building 3 as serviced offices (B1a). Continued use of building 4 as recording studio Kevin Mayhew Ltd Maypole Farm Mill Road Buxhall Stowmarket IP14 3BW **GRANTED**.
  - b. To confirm no determination has yet been reached on planning application DC/18/02098 Cottage Farm Barn, Mill Road, Buxhall IP14 3DW validated by MSDC 11<sup>th</sup> May 2018.
  - c. To confirm a determination is yet to be made on planning application DC/18/00786 Green Pastures, Brettenham Road, Buxhall IP14 3DX validated 1<sup>st</sup> March 2018 by MSDC.
- 7. Planning Enforcement:** To receive an update on the planning enforcement relating to the caravan on land lying to the North of Mill Road, Buxhall.
- 8. Playing Field:**
- a. To agree adoption of the draft agreement for the future hire of the playing field (appended).
  - b. To receive an update from the playing field working party.
- 9. Governance:**
- a. To consider recommendations for risk assessments and Internal Control statement from the working party.
  - b. To consider recommendation for equipment required to accompany the Community Emergency Plan (CEP).
- 10. Finance:**
- a. To consider and approve the finance report for January (appended, please note no bank statement for December has been received at the time of writing the agenda)
- To approve and authorise payment of the following:
- b. Clerk salary and expenses £247.79
  - c. MSDC (Playground Inspection) tbc
  - d. WAVE (allotment water) £30.11
  - e. Buxhall Village Hall (hall hire) £25.00
  - f. The Chairman, two members of the Council and the Clerk to sign the Precept request form before returning the completed request to MDSC.
  - g. To receive recommendation from the Clerk regarding the internal auditor for 2019 and to appoint an internal auditor for 2019 year end.
- 11. Matters to be brought to the Councils attention and for consideration for the next meeting:** Transfer of funds, internet banking, Business Bond.
- 12. To exclude temporarily the Public and Press by resolution from a closed meeting pursuant to Standing Order 3C 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 approval of staffing committee meeting minutes.**
- 13. Date of the next meeting:** Council are asked to note that the next scheduled meeting is on February 11<sup>th</sup> 2019 commencing at 7.30pm.
- 14. To close the meeting.**