

BUXHALL PARISH COUNCIL

Chairman: **David Steed**
Clerk: Tina Newell
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Minutes of the Parish Council Meeting held on Thursday 6 May 2021 held remotely via Zoom

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

In Attendance by video: Tina Newell (Clerk) (Parish Council Clerk) and five members of the public.

- 060521/01 Cllr MM proposed that DS be elected as Chairman of Buxhall Parish Council for the year 2021/22. Cllr LB seconded the proposal and with no further nominations all Cllrs voted in favour. DS accepted the vote to be Chairman of Buxhall Parish Council for the year 2021/22.
- 060521/02 Cllr DS signed the declaration of acceptance to office.
- 060521/03 Cllr DS proposed MM be elected to the position of Vice Chairman of Buxhall Parish Council for the year 2021/22. The proposal was seconded by LB with no other nominations all Cllrs agreed to elect MM to the position of Vice Chairman to Buxhall Parish Council for the year 2021/22.
- 060521/04 **Apologies for absence:** Cllr Steve Farrell (SF) offered apologies due to work.
- 060521/05 All Cllrs resolved to accept SF apologies.
- 060521/06 Declarations of Interest and Dispensations considered: None received
- 060521/07 All Cllrs confirmed receipt of the draft minutes for the meeting held on 12 April 2021 prior to the meeting. MM proposed to accept these seconded by MD with all in favour it was resolved to accept these as a true record of the decisions made at the meeting (minute ref 120421/01 to 120421/42 inclusive)
- 060521/08 **Public Forum:** A resident offered concerns regarding the hire of the football pitch at the playing field with particular concern over arrangements for car parking.
- Co-option**
- 060521/09 Cllrs received two applications to fill one vacancy for post of Parish Councillor. After receiving short presentations from both applicants MM proposed to co-opt Scott Martin. Cllr MD seconded the proposal and with no other nomination all Cllrs agreed to co-opt Scott Martin onto the Parish Council. Cllrs resolved for Cllr SM to sign his declaration of acceptance to office outside of the meeting.
- 060521/10 Cllr SM joined the meeting as Parish Councillor.

Governance

- 060521/11 Cllrs reviewed the terms of reference for the staffing committee. With no amendments the terms of reference were re-adopted.
- 050521/12 It was agreed to appoint the Chairman, Vice Chairman plus one Cllr to the staffing committee.
- It was agreed to appoint the following working parties:
- 050521/13 Playingfield represented by Cllrs MD and SM.
- 050521/14 Risk assessments: represented by Cllrs SF, MM and CH.
- 050521/15 Road safety: represented by Cllr LB.
- 050521/16 Policies, Procedures and Risk Assessments: represented by Cllrs LB and SM.
- 040521/17 Cllrs reviewed the Standing Orders and resolved to accept them with no amendments.
- 040521/18 All Cllrs reviewed the Financial Regulations and all Cllrs agreed to amend them with changes to public procurement thresholds as proposed by NALC: 'Footnote 3 to Regulation 11.1.c on page 15 to include a) For public supply and public service contracts 209,000 Euros b) For public works contracts 5,225,000 Euros.
- 040521/19 It was resolved to appoint Cllr MD as the Parish Council representative on the Village Hall Committee.
- 040521/20 All Cllrs confirmed receipt of the asset register and insurance cover and resolved to accept the asset register as presented with an insurance value of £97,001.01.
- 040521/21 All Cllrs noted the current insurance policy offers adequate cover for the Council with a cover of £100k for assets and £250k for fidelity.
- 040521/22 All Cllrs agreed to continue with paid subscriptions to Society of Local Council Administration (SALC), Institute of Cemetery and Crematorium Management (ICCM) and Society of Local Council Clerks (SLCC). Cllrs also agreed to continue with a subscription to Community Action Suffolk noting this is a free of charge subscription.
- 060521/23 It was agreed by all Cllrs to defer re-adopting the Council's policies and procedures to the next meeting by which time the working party were asked to have reviewed them bringing recommendations to the meeting.
- 060521/24 **Planning:** Cllrs considered the following planning application relating to Buxhall:
DC/21/02361 Erection of 3 bungalows including associated external works Land North of Copperfields, Brettenham Road, Buxhall. After discussion all Cllrs resolved to **STRONGLY OBJECT** to this application commenting if this application were to be granted please could the District Council carry out enforcement on start times.
- Finance**
- 060521/25 All Cllrs confirmed receipt of the finance report for the period ended 30 April 2021 prior to the meeting. CH confirmed the bank reconciliations for both accounts, as presented, agreed to the bank statements as at 30 April 2021 showing available cash of £95,119.91.

060521/26 Cllrs received the budget to actual report for period ended 30 April 2021. With no questions all Cllrs resolved to accept the report as presenting fairly the payments and receipts for the period ended 30 April 2021.

Councillors noted the following income since the last meeting

	Date	Details	£
060521/27	12 04 2021	Precept	2,419.46
060521/28	12 04 2021	Community Infrastructure Levy (from development DC/19/02595)	2,893.57
060521/29	19 04 2021	Grant	113.00

All Councillors resolved to approve the following gross payment to be made by internet banking confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting.

	Invoice Date	Details	£
060521/30	18 02 2021	SALC – Clerks attendance to Regional Training Seminar	54.00

060521/31 Cllrs accepted a contribution of £150 from a resident towards the cost of the recent felling of trees on the playing field.

060521/32 Cllrs received a request from 'Save the Buxhall Crown Group' for £2k to fund a valuation of the asset. After seeking advice from SALC and noting the valuation had already been undertaken, all Cllrs agreed the request would not be commensurate with the number of electors who use the asset and no terms of reference or governance for this group had been received. All Cllrs resolved not to make the financial contribution of £2k as requested for these reasons.

060521/33 **Playingfield:** A request to hire the playingfield had been received via email from Buxhall WI however a completed application form had not been received in time for the meeting. All Cllrs agreed to delegate authority to the playing field working party to allow/reject the hire once the completed application is received.

060521/34 **Any other business for information to be noted or for inclusion in a future agenda:** wooden footpath signs, footbridge and email address.

060521/35 **To consider and agree dates for future meetings:** After consideration all Cllrs noted virtual meetings are no longer lawful after 11.59pm on 6 May 2021, and no face to face meetings are allowed until phase three of the current Covid 19 restriction are lifted, currently planned for 17th May 2021. The rule of six will not apply to council meetings as they will be 'permitted organised gatherings' under the latest Government regulations. All Cllrs resolved to schedule future meetings for: 7 June, 5 July, 6 September, 4 October, 1 November, 6 December, 2022 – 10 January, 7 February, 7 March, 4 April and 9 May and agreed all meetings would be held face to face providing the Roadmap to Recovery were to continue as planned.

060521/36 The Chairman closed the meeting at 21.35pm.