

## BUXHALL PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 12 April 2021 remotely via Zoom

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

**In Attendance by video and audio :** Penny Otton (District and County Councillor) (PO), Tina Newell (Clerk) and three members of the public.

The meeting began with a one minute silence in remembrance of HRH Prince Philip Duke of Edinburgh.

120421/01 **Apologies for absence:** None received.

120421/02 **Declarations of Interest and Dispensation considerations:** None received.

120421/03 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the meeting held on 8 March 2021 prior to the meeting. All Councillor's proposed to accept these minutes as a true record of the decisions made (minute reference 080321/01 to 080321/41 inclusive).

120421/04 **Matters of report from previous meeting:** Councillors confirmed receipt of the matters of report from the previous meeting with no questions.

#### **Public Forum:**

120421/05 Councillors confirmed receipt of the District and County Cllrs report prior to the meeting which is appended to these minutes. Cllr PO confirmed the original call for Quiet Lanes has been fulfilled and further funding is being sought.

120421/06 A member of the public spoke regarding 'Save the Buxhall Crown' campaign.

120421/07 A resident introduced themselves and expressed an interest in becoming a Parish Councillor.

120421/08 **To consider Co-option to the Council:** Cllrs noted there had been two expressions of interest in the post of Parish Councillor and resolved to defer this until completed applications had been received.

#### **Planning:**

120421/09 DC/21/01205 Planning application – Alterations/works as detailed in the heritage statement. Erection of Orangery/Loggia extension, erection of lean-to building off existing wall (Revised design to that already approved). Erection of Garden Room. Construction of wall to courtyard. Construction of sunken seating area, outdoor kitchen structure, swimming pool and associated slide. Minor works to existing bridge.

Buxhall Vale Purple Hill Buxhall Stowmarket Suffolk IP14 3DH

After consideration MM proposed to SUPPORT the application seconded by SF. With all Cllrs in favour the Parish Council offer **SUPPORT** to this application.

- 120421/10 DC/21/01206 Application for Listed Building Consent - Internal and external alterations/works as detailed in the Heritage Statement. Erection of Orangery/Loggia extension, erection of lean-to building off existing wall (Revised design to that already approved). Erection of Garden Room. Construction of wall to courtyard. Construction of sunken seating area, outdoor kitchen structure, swimming pool and associated slide. Minor works to existing bridge.  
Buxhall Vale Purple Hill Buxhall Stowmarket Suffolk IP14 3DH.  
After discussion all Councillors agreed to **SUPPORT** this application.
- 120421/11 Councillors heard that appeal APP/W3520/W/20/3260801 relating to 'Building to the rear of Cottage Farmhouse, Mill Road, Buxhall' was **DISMISSED** noting the reasons for the dismissal.
- Finance:**
- 120421/12 Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 31<sup>st</sup> March 2021.
- 120421/13 All Councillors verified the bank reconciliations as presented agreed to the bank statements and confirmed the value of cash held at the year end £90,436.52.
- 120421/14 All Councillors confirmed receipt of the budget to actual report for the year ended 31<sup>st</sup> March 2021 prior to the meeting. With no questions it was resolved to accept this report as a true and accurate reflection of the Councils finances as year end 2021.
- 120421/15 All Councillors approved the financial reserves and asset register, as presented, for the period ended 31 March 2021.
- 120421/16 Councillors resolved to approve the following gross payments, to be made by internet banking, confirming a full schedule supported by invoice and receipts had been received prior to the meeting.

	Payee	Description	Payment method	£
120421/17	T Newell	Salary & office reimbursements	Internet	308.22
120421/18	E-On	Playing field car park electricity	Internet	24.12
120421/19	SALC	Annual Subscription	Internet	190.30
120421/20	Trevor Brown	Internal Audit	Internet	220.00

- 120421/21 Councillors noted the Clerks P60 had been issued and the final payroll submission had been sent.

**Governance:**

- 080321/22 All Cllrs agreed to accept the Internal Auditors Report for the year ended 31 March 2021 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practise.

- 120421/23 Councillors approved the Annual Governance Statements (section one of the Annual Governance and Accountability Statement (AGAR) in turn confirming the Parish Council have a sound system of internal control.
- 120421/24 All Councillors agreed to delegate authority to the Chairman and Clerk to sign section one of the AGAR outside of the meeting.
- 120421/25 All Councillors resolved to approve the Accounting Statements for 2021/22 as transposed on section two of the AGAR in turn confirming the statements present fairly the financial position and receipts and payments for the year ended 30.03.2021 of the Council.
- 120421/26 All Councillors resolved to delegate authority to the Chairman to sign section two of the AGAR outside of the meeting and agreed the AGAR would be sent to the Clerk to submit by email to the external auditor along with other documentation as requested.
- 120421/27 Councillors agreed the notice for the dates for public inspection of the accounts will be from Monday 14 June 2021 ending on Friday 22 July 2021.
- Training:**
- 120421/28 After consideration all Councillors approved the Clerks attendance at the Society of Local Council Clerks Eastern Region Training Seminar at a cost of £45.00 plus VAT.
- 120421/29 After discussion it was agreed the Clerk should attend training on Unit 1 of the CiLCA qualification with SALC on 20 May 2021 at a cost of £50.00 plus VAT.
- Road Safety:**
- 120421/30 Cllr LB is completing the application for the Automatic Number Plate Recognition (ANPR) trial.
- 120421/31 Community Speed Watch training has re-started however Buxhall has yet to receive confirmation of a training date.
- 120421/32 After consideration Cllrs MD and CH agreed to attend a meeting organised by, and with Great Finborough Parish Council, the Environment agency and the Lead Local Flood Agency to discuss recent flooding at Combs Lane.
- 120421/33 Cllr CH confirmed the local Womens Institute have litter picked the main roads.
- Allotments:**
- 120421/34 After consideration all Councillors resolved to allow a tenant to erect a shed and site an IBC on their allotment stating the shed should be no greater than 10ft x 8ft.
- 120421/35 Clerk confirmed no formal request to take over allotments has been received and all Cllrs therefore agreed to defer this item until such time a formal request has been received.
- 120421/36 Clerk confirmed no formal request to allow chickens to be kept on allotments has been received. All Cllrs therefore agreed to defer this item until such time a formal request has been received.

**Playing Field:**

- 120421/37 Councillors considered a request from Stowmarket Utd Football Club to hire the playingfield. After discussion all Cllrs agreed to allow the hire with the understanding they have agreement from the village hall to use the car park and they will mark out the pitch using their own equipment. Goal nets will need to be provided and taken down after each game. It was agreed whilst no hire fee is to be charged a donation to the village hall would be appreciated. Clerk to confirm suitable insurance cover is in place.
- 120421/38 Councillor MD expressed concern over the vandalism to the jubilee wooden bench and after discussion it was agreed for Cllrs DS, LB and MD to assess the damage and take action as necessary.
- 120421/39 Cllr MD carried out the monthly inspection of the play equipment and confirmed it was all fit for purpose and that new basketball nets had been installed.
- 120421/40 **Any other matters for information, to be noted, or for inclusion on a future agenda:** purchase of speed gun, Save the Crown.
- 120421/41 **To note the next scheduled meeting of the Parish Council is on Thursday 6 May 2021 from 8pm following the Annual Parish meeting which starts at 7pm. Both meetings will be held on Zoom.**
- 120421/42 The Chairman closed the meeting at 20.46pm.