

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 16th April 2018 in the Village Hall

Councillors' Present: Cllr. Steed (Chairman), Cllr. Mitson, Cllr. C Hall, Cllr. Anne Hicks, Cllr. M Manning, Cllr. J Taylor

In Attendance : Tina Newell (Clerk), and six members of the public

160418/01 **To receive and consider apologies for absence:** Cllr Arthur Hicks, County Cllr Otton and District Cllr Matthiessen.

160418/02 Council consented to the apologies for absence.

160418/03 **To receive declarations of interest in accordance with the councils Code of Conduct for the items on the agenda and to consider any requests for dispensations relating to disclosable pecuniary interest:** None declared

160418/04 **To confirm and sign the minutes of the Parish Council meeting of March 12th 2018 as a true record** Minutes of the meeting on March 12th 2018 were approved as a true record of the meeting and decisions made. Proposed by Cllr Manning seconded by Cllr Hubert Mitson with all in favour. Chairman signed and dated all pages.

Public Forum

160418/05 County Cllr Otton's report was circulated. Cllrs present had no comments to make.

160418/06 Cllr Mitson had been asked to raised the question why were two roads closed into/out of Buxhall at the same time?

160418/07 A member of the public asked to use the playing field at Buxhall from Saturday September 15th 2018 to Sunday September 16th 2018. They wish to hold a club meeting for around 25-30 members and friends of a local motorcycle club. Tents would be erected and bikes would park on the field. There would be a barbecue and alcohol would be drunk. Noise would be via a portable stereo which would be turned off at 11pm. The club have public liability insurance and would make a donation for the use of the field. They have spoken with a Village Hall Committee representative and confirmed they could hire the toilet facilities at the hall. It was confirmed they would leave the site as it was found, clear of all rubbish.

160418/08 A local resident asked if the Parish Council had any plans to refresh the play equipment on the playing field.

160418/09 A parishioner informed the Council of a caravan behind Cottage Barn which was being lived in without planning permission. Contact had been made with the District Council (MSDC) to no avail.

Matters Arising:

- 160418/10 Report 018/01 had been circulated previously with no questions raised.
- 160418/11 **Planning Applications:** To consider and comment on applications made to the Local Planning Authority (MSDC): No applications to consider.
- 160418/12 **Planning Decisions: To note determinations by the Local Planning Authority (MSDC): DC/18/00666** Cottage Farm Barn, Mill Road, Buxhall Council were asked to note this planning application was withdrawn on 3rd April 2018.
- 160418/13 **General Data Protection Regulation (GDPR):** Clerk recommended appointing Local Council Public Advisory Service (LCPAS), for a period of one year, as the Council's Data Protection Officer at a negotiated reduced fee of £150.00.
- 160418/14 Cllr Manning proposed to accept the Clerks recommendation seconded by Cllr Chris Hall with all in favour.
- 160418/15 Clerk to write to LCPAS and formally instruct them to be the Data Protection Officer for Buxhall Parish Council with immediate effect.
- 160418/16 **Community Emergency Plan (CEP):** Cllr Taylor informed Council that a CEP template had been downloaded from the Governments web site and the working party will meet to complete this.
- 160418/17 A draft version of the CEP will be presented at the Annual Parish Meeting.
- 160418/18 **Road Safety** County Cllr Otton sent an email confirming she is still awaiting Suffolk County Councils agreement to a second site for the Vehicle Activated Sign (VAS).
- 160418/19 **Allotments** Council agreed for Clerk to serve notice on the one tenant whose rent remained unpaid.
- 160418/20 Clerk to include confirmation that the Council will seek to recover any costs incurred in making good the allotment.
- 160418/21 **Training** Council considered the training opportunities as presented in report 018/02.
- 160418/22 It was confirmed no training was required by Councilor's present at the meeting.
- 160418/23 **To Consider celebrating the Royal Wedding on 19th May 2018** It was confirmed that Buxhall Community Council have organized a village celebration for the Royal Wedding.
- 160418/24 The Parish Council resolved no further celebrations were needed.
- 160418/25 **Correspondence** Council had received the list of correspondence previously and no further action was required (report 018/03)
- 160418/26 **Finance** Clerk confirmed the year end finance report saw an increase in receipts of £1,128.49 against the budget for the year ended 31st March 2018. This was due to the VAT reclaim of £1,266.80, Locality and Transparency Grants totaling £723.24 and Interest of £754.84 all of which were not budgeted for. There was no requirement in the year to transfer funds from a savings account which had been budgeted at £1,275.00.
- 160418/27 Clerk confirmed savings in expenses had been made of £806.40. This was achieved mainly due to no S137 spending, which was budgeted for £500.00.

- 160418/28 In accordance with Standing Order 4.2 Council agreed for the Clerk to move budget funds from S137 to, Hall Hire and Electricity to cover expenses made.
- 160418/29 The finance report for the year ended 31st March was approved with all in favour
It was resolved to make the following payments:
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| 160418/30 | Clerks salary and expenses | |
| 160418/31 | Buxhall Village Hall Hire | £12.50 |
| 160418/32 | Wave | £30.77 |
| 160418/33 | SALC | £19.20 |
| 160418/34 | J Davison | £436.82 |
- 160418/35 Clerk informed the Council a VAT refund had been actioned. The amount of £196.60 was less than last year due to the lack of capital purchases in 2017/18 compared with 2016/17.
- 160418/36 Council were informed the Clerk had completed the Payroll year end process and had issued a P60.
- 160418/37 Council considered the Year End Reserve figures and resolved to accept them.
Matters to be brought to the Councils attention and for consideration for the next meeting:
- 160418/38 Pot Holes in Kiln Lane
- 160418/39 Accommodation without planning permission in Buxhall
- 160418/40 **Date of forthcoming Annual Meeting of the Parish and the Annual Meeting of the Parish Council:** Council noted the next scheduled meeting is on Monday 21st May 2018 commencing at 7pm with the Annual Meeting of the Parish followed by the Annual Meeting of the Parish Council.
- 160418/41 **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 comments received:** It was resolved to close the meeting. Proposed by Cllr Anne Hicks seconded by Malcom Manning with all in favour, to discuss resident's concerns received by email to the Chairman care of the Clerk.
- 160418/42 All members of the public remaining left the meeting room.
- 160418/43 Council considered the residents emails and resolved to respond to the resident directly.
- 160418/44 Cllr Steed closed the meeting at 20:36hrs