

BUXHALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 21st May 2018 in Buxhall Village Hall

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

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

- 210518/01 **Election of Chairman:** Cllr Mitson proposed Cllr Steed remain as Parish Council Chairman for the forthcoming year, seconded by Cllr Manning with all in favour
- 210518/02 Cllr Steed signed the Declaration of Acceptance of Office for the position which was then countersigned by the Clerk to the Parish Council
- 210518/03 **Election of Vice Chairman:** Cllr Hubert Mitson confirmed he did not wish to stand as Vice Chairman to the Council for 2018/19.
- 210518/04 The Chairman gave thanks for Cllr Mitson's past service to the village
- 210518/05 Cllr Mitson proposed Cllr Manning for the position of Vice Chairman, seconded by Cllr Hall
- 210518/06 Cllr Anne Hicks proposed Cllr Arthur Hicks
- 210518/07 Cllr Arthur Hicks declined the proposal
- 210518/08 Cllr's voted on Cllr Mitson's proposal. With all voting in favour it was resolved to appoint Cllr Manning as Vice Chairman
- 210518/09 Cllr Manning signed the Declaration of Acceptance of Office for the position of Parish Council Vice Chairman which was then countersigned by the Parish Clerk
- 210518/10 **To receive and consider apologies for absence:** County Cllr Otton sent her apologies due to holiday commitments.
- 210518/11 **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:** Chairman Cllr Steed declared an interest in item 8 on the Agenda: Planning application DC/18/00786 Green Pastures Brettenham Road Buxhall Stowmarket Suffolk IP14 3DX Re-consultation
- To confirm the appointment of Parish Council representatives on outside bodies:**
- 210518/12 It was resolved to appoint Cllr Arthur Hicks as the Parish Council representative on the Village Hall Committee
- 210518/13 The Parish Council resolved for Keith Proctor to represent them on the Garnham Salter Trust
- 210518/14 **To consider and approve the minutes of the previous Parish Council meeting of April 16th 2018 as a true record:** Minutes of the meeting on April 16th 2018 were approved as a true record of the meeting and decisions made. Chairman signed and dated all pages.
- Public Forum**

- 210518/15 District Councillor John Matthissen confirmed his appointment on the planning committee of Babergh & Mid Suffolk District Council. This replaces his previous position on the Audit & Regulatory committee.
- 210518/16 A local resident clarified the 'home office' status in his recent planning application. Previously the application stated ten people may be employed to work from this site however the application has now been revised to say a maximum of three people may work from this site.
- 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 Principal Authority being the deciding body):**
- 210518/17 **DC/18/00998** Application under Section 73 of the Town and Country Planning Act: 2900/16 Outline planning permission sought for the erection of a 1.5 storey dwelling and reserved matters DC/17/05519 without compliance with Condition 2 (Approved plans and details) for the erection of a cart-lodge Location Oaklands Rattlesden Road Buxhall Stowmarket Suffolk IP14 3DP. After consideration of this application the Council resolved to submit a response to **SUPPORT** this application.
- 210518/18 Chairman Cllr Steed left the meeting room
- 210518/19 Vice Chairman Cllr Manning chaired the meeting
- 210518/20 **DC/18/00786** Green Pastures Brettenham Road Buxhall Stowmarket Suffolk IP14 3DX Re-consultation – revised drawings received 4th May and 10th May 2018. Council discussed this application and considered the information given earlier in the meeting by the applicant. Cllr Taylor proposed the Council support this application in its revised format. Cllr Anne Hicks seconded the proposal and it was agreed to issue a comment to **SUPPORT** this application.
- 210518/21 Chairman Cllr Steed re-entered the meeting room
- 210518/22 Chairman Cllr Steed continued to Chair the meeting
- Planning Decisions and notices: To note determinations and notices by the Local Planning Authority (MSDC):**
- 210518/23 Council noted that MSDC has serviced a Planning Contravention Notice (PCN) on the land owner and occupant of the caravan on the Land lying North of Cottage Farm, Mill Land, Buxhall with a deadline for responses of 18th May 2018
- 210518/24 The Clerk confirmed that the Planning Enforcement Officer at MSDC was considering the responses received prior to drafting an enforcement notice.
- 210518/25 DC/18/00889 Cockerells Hall, Rattlesden Road, Buxhall, Stowmarket Suffolk IP14 3DR Council were asked to note planning has been **GRANTED**
- General Data Protection:**
- 210518/26 Clerk issued all Councillor's copies of the National Association of Local Council's (NALC) 'Introduction to GDPR' and recommended all Councillor's read and understand their responsibilities.

- 210518/27 Clerk informed Council of her progress towards Buxhall Parish Councils compliance with the proposed new regulation and issued all Councillor's with a copy of the Clerks 'Twelve Steps to Compliance' check list.
- 210518/28 The Clerk confirmed there were a number of draft policies which were currently being worked on and hoped to bring these to the next full Council meeting for recommendation for adoption.
- Community Emergency Plan (CEP):**
- 210518/29 The Clerk has updated a simple CEP template with details relating to Buxhall.
- 210518/30 Cllr Taylor has agreed to fill in any missing information and will bring a draft copy of the plan to the next meeting.
- Allotments**
- 210518/31 Council resolved to issue a letter serving notice to quit on one allotment holder whose rent remained outstanding despite letters being sent.
- 210518/32 Council to commence clearing of the plot.
- 210518/33 Clerk to include an advert in the Buxhall Broadcast offering allotments available to rent.
- Playingfield**
- 210518/34 The Chairman offered thanks to Cllr Arthur Hicks for his continued work in maintaining the play equipment at the playing field.
- 210518/35 Cllr Arthur Hicks confirmed the motorbike will soon be ready for re-installation; the delay was due to delivery of a specialised spring.
- 210518/36 Further to a resident's comment at the last meeting regarding the play equipment at the playing field, Council resolved to set up a working party to look at what the residents would like and what/if any funding opportunities are available for new equipment. The working party will consist of Cllr Arthur Hicks, Cllr Anne Hicks, Cllr Taylor and the Clerk.
- 210518/37 Councillor's considered a local residents request to use the playing field from Saturday September 15th 2018 to Sunday September 16th 2018. Cllr Manning proposed to allow use of the playing field from Saturday September 15th to Sunday September 16th seconded by Cllr Taylor with all Cllr's in favour.
- Finance**
- 210518/38 Clerk confirmed the receipts included the first of two payments from MSDC for the precept and the VAT reclaim from 2017/18 year.
- 210518/39 It was resolved for the Clerk to vier £50.00 from an expense line to cover the Clerks expenses previously un budgeted.
- 210518/40 Cllr Manning queried the invoice received for hedge maintenance. Clerk confirmed an invoice had been paid at the last meeting to the same supplier for the work carried out in the previous year. Council agreed not to pay the invoice and for the Clerk to contact the supplier requesting confirmation of the charges.
- 210518/41 The finance report was approved with all in favour.
- 210518/42 Council resolved to accept the increase in the Clerks salary in accordance with NALCs recommendation for 2018/19 from £10.09 per hour to £10.30 per hour
It was resolved to make the following payments:
- 210518/43 Clerks Salary and Expenses £329.82

210518/44	SALC Annual Subscription	£179.08
210518/45	WAVE (allotment water)	£23.31
210518/46	MSDC (litter and dog bin emptying)	£108.00
210518/47	Trevor Brown (Internal Audit)	£118.45
210518/48	The Clerk issued all Councillor's with printed copies of the Internal Audit report.	
210518/49	It was resolved to defer the following agenda items until the next meeting when all Councillor's would have read the Internal Audit report:	
	<ul style="list-style-type: none"> • To receive and confirm the Internal Audit Report for the year ended 31st March 2018 • To consider and approve the completion of the Statement of Assurance for the year ended 31st March 2018 as per the Annual Governance and Accountability Return (AGAR) • To consider and approve the Accounting Statements for the year ended 31st March 2018 as transpose onto the AGAR. • To confirm the dates for public inspection of the accounts as Monday 4th June to Friday 13th July 2018 	
210518/50	To approve the meeting timetable for 2018/19: Council resolved to approve the timetable with dates confirmed as: July 9 th , September 10 th , October 8 th , November 12 th , December 10 th , January 14 th 2019, February 11 th , March 11 th , April 8 th and May 13 th .	
210518/51	Matters to be brought to the Councils attention and for consideration for inclusion at the next meeting: Confirmation of the Councils response to the Boundary Review, Section 106 available, an update on VAS, update Standing Orders, review risk assessments and internal controls	
210518/52	Chairman closed the meeting at 21:14 hours	