

BUXHALL PARISH COUNCIL

Minutes of the full Council meeting held on
6 December 2021 held in Buxhall Village Hall

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

In Attendance : Tina Newell (TN) (Clerk), District and County Councillor Penny Otton (PO) and six members of the public.

- 061221/01 **Apologies for absence:** All Councillors present.
- 061221/02 **Declarations of Interest and Dispensation considerations:** LB and MD declared an interest in agenda item 10 'Support the Crown' in accordance with the Nolan principle of Honesty; as they have only offered an expression of interest in a potential future investment a dispensation was not required. CH declared he is the spouse of the Clerk to the Community Council who are requesting financial support at agenda item 6d.
- 061221/03 There were no requests for dispensations to consider.
- 061221/04 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 11 November 2021 prior to the meeting. Councillor MM proposed to accept these as a true record of the decisions made seconded by MD with all Cllrs in favour DS signed the minutes
- Public Forum:**
- 061221/05 All Councillors confirmed receipt of PO report prior to the meeting which is appended in full to these minutes. PO confirmed a letter has been written to the Police & Crime Commissioner to ensure enforcement of 20mph speed limits.
- 061221/06 A member of the public informed all present of the Village Hall Committee's application for a premises licence extension to supply alcohol and watch sports and films; PO offered support to the application.

Signed: *David Steed*

Date: *07 02 2022*

- 061221/07 Two members of the public expressed concern over the speed of vehicles along Brettenham Road and it was agreed the Clerk would ask the local Safer Neighbourhood Team if they could carry out speed checks along this road.
- 061221/08 A member of the public was concerned at the length of time the development off Brettenham Road is taking noting it is in its third year of construction; concern was raised also over the noise disruption.
- 061221/09 CH asked PO for clarification of the five year housing land supply asking if this means speculative applications may not be granted.
- 061221/10 PO left the meeting.
- Planning:**
- 061221/11 DC/21/05938
Application for prior approval of a proposed : Change of use of Agricultural Building to a Dwelling house (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of agricultural barn to form 1no. dwelling including the partial removal of the adjacent lean-to element.
Location: Barn at Fasbourn Farm, Valley Way, Buxhall IP14 3EB.
After much debate MD proposed to offer no objection to the application requesting for highways to consider the access and the addition of passing places along Valley Lane to mitigate the cumulative impact. LB supported the proposal with four Councillors in favour and MM and SF abstaining the proposal was carried.
- 061221/12 All Councillors noted the following determination as notified by MSDC:
DC/21/05296 Land North of Copperfields, Brettenham Road, Buxhall
MSDC: **GRANTED** BPC: No Objection
- Finance:**
- 061221/13 Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 30 November 2021. MM as a non-bank signatory verified the bank reconciliations as presented equal the bank

statements confirming cash available as at 30 November of £102,849.70. All Councillors present noted the cash available includes £83,277.89 of capital amenity reserves.

061221/14 All Councillors noted and approved the budget to actual payments and receipts as presented noting the CIL income as reported in the November meeting related to DC/19/02595: erection of 6 dwellings Land North of Brettenham Road. CIL relating to DC/21/02361: erection of three bungalows of £3,064.70 will be received by the Parish in April 2022. SM asked if developers received a reduction in CIL payment as this charge did not seem enough.

061221/15 All Councillors noted the only receipt in the month was for a new tenancy at the allotment of £40.00

All Councillors approved the following payments to be made by internet banking:

	Payee	Description	£
061221/16	Tina Newell	Clerks Salary and re-imbursments	310.71
061221/17	HMRC	Tax	17.60
061221/18	Buxhall Village Hall	Hall hire	25.00
061221/19	SALC	GDPR Refresher training	30.00
061221/20	Top Garden Services	playingfield grass cutting	192.00
061221/21	E-on Next	Electricity for playingfield car park	78.09
061221/22	Playsafety Ltd	Annual inspection of play equipment	128.40

061221/23 Councillors considered a request from Buxhall Community Council to financially support or sponsor The Queen's Platinum Jubilee celebrations. After discussion it was resolved to support these celebrations with a contribution of £1,500.00; £750.00 would be from the current year's budget with a virement of £420.00 from the maintenance reserve and £330.00 from the general reserve and the remaining £750.00 would be funded from 2022/23 budget.

061221/24 Councillors noted the capital and interest accrued from the Nationwide 1 year saver account has been re-invested into a Nationwide Maturity Reserve Account; aa statement had been received from the Clerk today which confirmed a balance

at 01 12 2021 of £50,150.75 which includes £150.75 of interest. CH confirmed the statement.

061221/25 After a lengthy discussion with all Councillors confirming the payments and receipts by line, it was resolved to set the budget for the financial year 2022/23 at £7,076.85.

061221/26 All Councillors agreed to set the Precept request for 2022/23 at £6,345.33; an increase of £8.10 pence per year on an average band D property.

061221/27 All Councillors agreed for the Clerk and Chairman to complete the direction to Mid Suffolk District Council to pay the Precept of £6,345.33 for 2022/23. The Chairman and Clerk signed the form at the meeting.

To receive reports from Working Parties and/or Representatives and take action as appropriate:

061221/28 **Footpath officer:** MM informed all present of wire blocking up the sides of the stile at the Valley Lane end of the footpath from Kiln Lane and of the tree blocking the footpath by the new development off Brettenham Road ;LB confirmed the hand rail still requires replacing on footpath 13. The Clerk will report and follow up these issues.

061221/29 **Playing Field:** MD inspected the play equipment and noted the roundabout was stubborn to rotate; the zipwire requires an annual maintenance inspection; the litter bin is waiting replacing and the cap covers on the benches are once again missing. It was agreed for the Clerk to contact the equipment supplier and chase MSDC on a replacement bin.

061221/30 **Road Safety:** LB confirmed there are ample volunteers for the Community Speed Watch (CSW) noting a new volunteer had come forward tonight. After hearing the worries during the public forum tonight the CSW team would be present in Brettenham Road in the near future.

Governance:

061221/31 All Councillors confirmed receipt of the Internal Audit Plan prior to the meeting and agreed with the plan as proposed.

Signed: *David Steed*

Date: *07 02 2022*

- 061221/32 All Councillors considered the Clerks recommendation to appoint Trevor Brown as the Internal Auditor for the 2022 year end at a cost of £150.00 plus travel expenses. All Councillors noted SALC had not issued their Audit fees for 2022 at the time of the meeting.
- 061221/33 All Councillors agreed for the Clerk to issue Trevor Brown a letter of appointment as the Internal Auditor.
- 061221/34 After confirming receipt of the following policies and procedures prior to the meeting all Councillors agreed to adopt the following with no amendments:
- 061221/35 Bring Your Own Device
- 061221/36 Data Breach
- 061221/37 Data Security
- 061221/38 Freedom of Information
- 061221/39 **Correspondence:** To consider a response to Suffolk County Council's survey on lorry movements. After a brief discussion it was resolved to make no comment.
- 061221/40 Councillors noted the minutes from the Support the Crown Committee meeting held on 23 November 2021. After considerable discussion and with the suggested amendments to the proposed letter it was agreed a physical copy of the letter is to be given to each resident on the electoral role in the Parish and for an open meeting to be held 22, January 2022 which will be hosted by the Support the Crown committee. It was agreed to only acknowledge written responses to the letter and for the responses and report from the open day to be given at the full Council meeting in February.
- 061221/41 **Any other matters for information, to be noted, or for inclusion on a future agenda:** None
- 061221/42 **To note the date for the next scheduled meeting:** It was agreed to cancel the meeting scheduled for 10 January 2022 and to meet next on 7 February 2022.
- 061221/43 The Chairman closed the meeting at 20:48hrs