

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7 July 2021 held in Buxhall Village Hall

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

In Attendance : Penny Otton (District and County Councillor) (PO) and Tina Newell (Clerk).

- 050721/01 **Apologies for absence:** Councillor Scott Martin (SM) offered apologies due to being on honeymoon.
- 050721/02 All Councillors consented to SM apologies.
- 050721/03 **Declarations of Interest and Dispensation considerations:** None received.
- 050721/04 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 7 June 2021 prior to the meeting. Councillor MD proposed to accept these as a true record of the decisions made, seconded by SF with all Cllrs in favour. Councillor DS signed the minutes (minute reference 070621/01 to 070621/46 inclusive).
- 050721/05 **Matters of report:** All Councillors confirmed receipt of the matters of report and acknowledged all official Council email addresses are now set up.
- 050721/06 Councillor MD was unsure if Kompan have carried out all the repairs as stated and agreed to check and confirm with the Clerk.
- 050721/07 Stowmarket Utd have their first football match on Sunday 25 July 2021. Councillor LB offered to cut the grass shorter on the pitch and collect the grass to allow the pitch to be marked easier.
- 050721/08 Those Councillors available on the day agreed to be on car parking duty to ensure cars are parking sensibly.

Public Forum:

Signed: Chris Hall

Date: 5th July 2021 1

050721/09 All Councillors confirmed receipt of PO report prior to the meeting which is appended in full to these minutes. Councillor PO invited Councillors to attend the Rattlesden Gliding Club liaison meetings.

050721/10 Councillor DS observed patches were painted on the Brettenham road however only some of the maintenance has been carried out and the paint is now fading.

Planning:

050721/11 All Councillors noted there were no planning applications to consider.

All Councillors noted the following planning determinations made by MSDC:

050721/12 DC/21/02361 Land North of Copperfields MSDC:

Granted BPC: Strongly objected

050721/13 DC/21/02448 19 Brettenham Road

MSDC: Granted BPC: Supported

050721/14 DC/21/01206 Buxhall Vale, listed building alterations

MSDC: GRANTED BPC: Supported

050721/15 DC/21/01205 Buxhall Vale

MSDC: GRANTED BPC Supported

Finance:

050721/16 All Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 28th June 2021.

050721/17 Cllr MM verified the bank reconciliations as presented agreed to the bank statements and confirming the value of cash held as at 28th June 2021 was £94,921.84.

050721/18 All Councillors confirmed receipt of the budget to actual report for the period ended 28th June 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 at 28th June 2021.

050721/19 Councillors resolved to approve the following gross payments, confirming a full schedule supported by invoices and receipts had been received prior to the meeting. The Clerk is unable to use internet banking as the Barclays

Authentication card when used in the PINsentry card reader says 'this card is not valid'. Councillor CH has received a PINsentry card reader but has no card or passcode. Councillor SF has received an authentication card and password but no PINsentry reader. It was agreed Councillor SF would use Councillor CH PINsentry reader and attempt to set up the payments for Councillor DS to release. The Clerk will endeavour to contact Barclays again to sort the situation.

050721/20 It was agreed if Councillor SF was unable to set up the payments the Clerk would make the urgent payments from her personal account reimbursing when internet access with Barclays is available.

	Payee	Description	£
050721/21	T Newell	Salary & office reimbursements	195.62
050721/22	HMRC	Clerks Tax	12.20
050721/23	ICO	ICO	40.00
050721/24	Buxhall village hall	Hall hire	12.50
050721/25	E-On	Electricity for playingfield	17.63
050721/26	Top Garden Services	Grass cutting on playingfield	48.00
050721/27	M Drury	New Basketball nets	10.98
050721/28	Freethought	Official email address	234.00

050721/29 Councillor MD has completed the mandate request change form and has to verify his identification with Barclays before submitting the request.

050721/30 Councillor MM proposed to purchase two replacement pads for the defibrillator at a cost of £36.00 plus VAT each, free delivery, from Welmedical. Councillor SF seconded the proposal with all Councillors in favour it was agreed to place the order.

050721/31 Councillor's CH and LB agreed to carry out a review of the internal controls twice annually, once in September and March and agreed to meet before the September meeting.

Governance:

050721/32 All Councillors are now in receipt of their official email address. As Councillor's resolved to have official email addresses (070621/35) the Clerk confirmed all correspondence will be sent to these email addresses with immediate effect.

050721/33 After consideration all Councillor's agreed to comment the review of the parliamentary constituencies is illogical!

Playing Field:

050721/34 All Councillors agreed to dissolve the playing field working party and Councillor MD agreed to be appointed as the Officer to report on the playing field.

050721/35 All Councillors confirmed receipt of Councillor MD report with no questions.

050721/36 After discussion all Councillors agreed to use the lawned area of the playing field car park to maximise the number of parking spaces.

050721/37 All Councillors agreed to instruct Reads Groundworks to relay the safety matting under the slide at a total cost of £350.00 (labour and materials).

050721/38 Councillor's agreed to carry out maintenance of the play equipment themselves on Sunday 18 July 2021 from 11am and to mark the equipment as out of action for 24 hours.

050721/39 **Footpaths:** Councillor MM gave a list of footpaths and details of a footbridge with defects for reporting.

050721/40 **Quiet Lanes Suffolk:** All Councillors agreed to express an interest in Kiln Lane, Valley Lane and Worlds End becoming designated Quiet Lanes after confirming no physical traffic measures would be installed.

050721/41 **Discovering Suffolk:** After consideration Councillor's MM, LB, SF and CH offered to assist SCC with the installation of new plaques onto roadside Rights of Way fingerposts.

- 050721/42 **Any other matters for information, to be noted, or for inclusion on a future agenda:** review of internal controls and insurance renewal.
- 050721/43 All Cllrs noted the date of the next meeting as 6 September 2021 noting there is no meeting in August 2021.
- 050721/44 The Chairman thanked all for their attendance and closed the meeting at 9.00pm.