

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 8th July 2019 in the Village Hall

Councillors Present: Cllr. Steed (Chairman)(DS), Cllr. Manning (Vice Chairman) (MM), Cllr. Hall (CH) Cllr. Anne Hicks (AH), Jackie Taylor (JT), Cllr Steve Farrell (SF)

In Attendance : Tina Newell (Clerk) and three members of the public (mop)

- 080719/01 **To receive and consider apologies for absence:** Apology for absence was received from Cllr Basham.
- 080719/02 Council considered the apology from Cllr Basham and resolved to accept the absence.
- 080719/03 **To receive declarations of interest in accordance with the councils Code of Conduct for the items on the agenda:** None received.
- 080719/04 **To consider any written requests for dispensations relating to disclosable pecuniary interest:** None received.
- 080719/05 **Minutes:** All Cllrs confirmed receipt of the draft minutes for the meeting held on 10th June 2019. prior to the meeting. The minutes of the meeting held on 10^h June 2019 were approved with all in favour and signed by the Chairman as a true record of the decisions made.
- Public Forum:**
- 080719/06 Cllrs resolved to defer receiving Cllr Ottons report until later in the meeting when Cllr Otton is in attendance.
- 080719/07 **Planning Applications:** Council considered planning application DC/19/02725; Alterations and repair to 2 outbuildings (A and B) and creation of opening to wall: Erection of flue in conjunction with woodburning stoves and resolved to SUPPORT this application. Council agreed the buildings are worthy of preservation (policies HB1 and HB3) however, concern was expressed as to the classification of use. Historically these outbuildings were always used for storage and the Parish Council are concerned the alterations will detract from the historical character of the original dwelling and its setting.
- 080719/08 **Planning Decisions:** Cllrs noted no determinations had been made by MSDC since the last meeting.
- 080719/09 **Planning Enforcement: Land at Cottage Farm, Mill Road, Buxhall reference 17/00363/COU** Council noted that a hearing is scheduled to be heard at Ipswich Magistrates court on 19th August 2019.
- Finance:**
- 080719/10 The finance report for July was received at the meeting, The Clerk read out the finance report page by page for the benefit of the new Cllr and confirmed

the total of cash and investments held by the Parish Council as at 28th June as £111,849.59. The Actual receipts included a contribution of £133.33 from BPC towards the Clerks CiLCA training (reported as an expense) and £75.00 received from the County Cllrs locality fund 2018/19 towards the CEP. A new line had been added to the payments entitled 'Asset replacement' to record the purchase of the new laptop.

- 080719/11 Council heard how E-On have been invoicing on estimated readings rather than actual usage this resulting in a credit balance of £28.68. Clerk confirmed the credit balance plus a further £5.00 as a goodwill gesture will be credited direct to the Parish Councils bank account within 5-7 working days. Council resolved to cancel the direct debit set up for payment of electricity used at the playing field and for them to issue an invoice on demand.
- 080719/12 The finance report for July was approved and signed by CH. It was resolved to make the following payments:
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|-----------|---|-----------|
| 080719/13 | Clerks Wages and expenses (inc Macbook) | £1,068.68 |
| 080719/14 | ICO | £40.00 |
| 080719/15 | Village hall (hall hire) | £12.50 |
| 080719/16 | SALC (Subscription) | £179.47 |
| 080719/17 | Boswell Office Supplies | £97.28 |
- 080719/18 The Clerk confirmed Barclays are sending out the hardware required for administering internet banking. Council agreed for SF and CH to be the internet signatories. Clerk to arrange in readiness for the September meeting.
- 080719/19 Cllrs confirmed receipt of the Buxhall Parish Council Internet Banking Policy and resolved to adopt this.
- 080719/20 Santander require a new mandate be completed with the details of the Cllrs requiring authorisation to access the account, along with the minutes where this authorisation was agreed. Clerk to arrange.
- 080719/21 Council considered a request for funding from Hadleigh Community Transport (HCT.) After discussion it was agreed the need from Buxhall residents and the poor service did not warrant the financial request. Clerk to write to HCT.
- 080719/22 Council agreed to contribute £12.29 towards the Clerks subscription to Society of Local Council Clerks.

Governance

- 080719/23 Following a review of the Parish Councils risk assessments the Policy and Risk Assessment working group made recommendations to the Parish Council to purchase a metal filing cabinet (to store Parish Council documents in), to have an envelope detailing passwords for the laptop and other necessary applications, and to reduce the probability of Slips, trips and falls in the Car Park risk assessment to a 2 thus reducing the overall to 6.

- 080719/24 Council resolved to accept the recommendations from the Policy and Risk Assessment working group. The Clerk will research metal filing cabinets for approval at the next meeting scheduled for September 2019.
- 080719/25 Clerk read out the 12 Steps to GDPR compliance (as obtained from NALC and originally issued to Cllrs May 21st 2018). With all points successfully actioned the Clerk confirmed Buxhall Parish Council are compliant with the new regulations.
- 080719/26 Council considered receiving the summons by email but resolved to continue receiving them in physical paper form.
- 080719/27 Clerk informed the Council that the public consultation for the draft joint local plan is not yet open and the document may still be amended. It was therefore agreed to bring this back to the next meeting.
- Playing field**
- 080719/28 The playing field working party were meeting after the main Parish Council meeting to discuss quotations and complete grant applications for phase one of the regeneration.
- 080719/29 It was agreed SF join the playing field working group.
- 080719/30 **Road Safety:** A crime number has been received from the police. Clerk will email a photo of the damaged VAS to Radarlux and if necessary send the unit to them for inspection to confirm if a repair can be carried out.
- 080719/31 Cllrs confirmed receipt of Cllr Ottons report prior to the meeting.
- 080719/32 Cllr Otton entered the room.
- 080719/33 Cllr Otton asked what Buxhall Parish Councils response was to item 9e. It was agreed the Clerk will send Cllr Otton a copy of the response.
- 080719/34 Cllr Otton confirmed from her report that the District Council have agreed to publish the draft joint local plan and that Buxhall is listed as a Hamlet. Cllr Ottons full report is appended to these minutes.
- 080719/35 Concerns were expressed by MM and CH over the pot holes in Kiln Lane, the overgrowth covering road signs and the overgrown verges.
- 080719/36 DS gave thanks to Cllr Otton for the donation from her 2018/19 locality grant. This money will be spent on consumables for the Community Emergency Plan.
- 080719/37 Cllr Otton left the meeting.
- 080719/38 **Matters to be brought to the Councils attention and for consideration for the next meeting:** Update on planning enforcement, CEP, banking arrangements and VAS. To review and confirm the Parish Councils assets with the insurance renewal and updates from the playing field and policies and procedures following working parties.
- 080719/39 **Date of next meeting:** Council noted September 9th 2019 as the date of the next scheduled meeting
- 080719/40 Chairman Steed closed the meeting at 20.58 hrs