

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 9th July 2018 in the Village Hall

Councillor's Present: Cllr. Steed (Chairman), Cllr. Manning, Cllr. Hall, Cllr. Anne Hicks, Cllr Arthur Hicks, Cllr. Mitson, Cllr. Taylor

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

090718/01 **To receive and consider apologies for absence:** No apologies were required as all Councillor's were present at the meeting

090718/02 **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
To confirm and sign the minutes of the Extra Ordinary Parish Council meeting of June 4th 2018 as a true record:

090718/03 The minutes of the meeting on June 4th 2018 were approved as a true record of the meeting and decisions made. Chairman signed and dated all three pages.

Public Forum

090718/04 The Clerk read out the District Councillor's report. The most significant new information being that the Council is having difficulty recruiting staff and retaining recent recruits.

090718/05 Cllr Penny Otton's report had been read by all Councillor's prior to the meeting with no questions.

090718/06 A member of the public voiced concerns over the speed and volume of traffic along the road from Great Finborough to Buxhall Vale.

090718/07 Cllr Arthur Hicks will contact Suffolk County Council regarding the installation of the second pole for the Vehicle Activated Sign.

090718/08 Clerk to email Cllr Otton regarding the speed and volume of traffic and to request an extension to the 30 mph.

Planning Applications: To consider and comment on applications made to the Local Planning Authority (MSDC):

090718/09 There were no applications to consider.

090718/10 **Planning Decisions:** To note determinations by the Local Planning Authority: DC/18/02132 Householder planning application – Erection of a two storey side extension with a single storey lean-to and new double garage Location: Cottage Farm Barn, Mill Road, Buxhall, Stowmarket IP14 3DW. Council was asked to note this application has been **GRANTED**

Playing Field:

090718/11 The working party met with the Strategic Leisure Officer and The Grants Officer from MSDC on Friday July 6th 2018 to discuss replacing the current play equipment on the playing field. Cllr Taylor confirmed it was a positive meeting

- with support being offered if, after public consultation, the villagers show a need for new equipment.
- 090718/12 Clerk confirmed the next step is to organize a public consultation and the working party will bring a recommendation for how this should be carried out to Council at the next planned meeting.
- 090718/13 Cllr Arthur Hicks confirmed the play equipment on the playing field had been cleaned and treated as required with the help of Cllr Hall and one member of the public.
- 090718/14 The Chairman expressed thanks to all who helped with the cleaning
- 090718/15 Cllr Arthur Hicks alerted the Council to a number of bags of rubbish dumped on the playing field.
- 090718/16 It was resolved for Cllr Arthur Hicks to request the resident to remove the rubbish but if necessary the Parish Council agreed to remove it.
- 090718/17 Clerk will include a notice in the Broadcast requesting residents to dispose of rubbish responsibly
- To consider and approve new and revised Council policies and procedures**
- 090718/18 All Cllrs confirmed receipt of the new and revised Council policies and procedures.
- 090718/19 It was agreed that the Clerk would send the revised Standing Orders highlighting the proposed changes, via email, to all Councillor's and include to approve them at the next full Council meeting
- 090718/20 Clerk to amend page two of the Employment policy to read 'the Parish Council staffing committee shall together make a written recommendation...' as per the Staffing committee terms of reference.
- 090718/21 Clerk will amend the address on the Complaints Policy following the recent move of the Council to Ipswich
- 090718/22 Clerk to amend page two of the Electronic Communication and Social Media Policy to read 'As the role of Clerk is part time a response will be made as soon as practically possible'.
- 090718/23 It was agreed that the policies and procedures would be reviewed annually.
- 090718/24 It was resolved to adopt the following policies and procedures subject to the above changes. Proposed by Cllr Arthur Hicks seconded by Jacqui Taylor:
- Employment Policy
 - Document and Electronic Data Retention Policy
 - Complaints Procedure
 - Electronic Communication and Social Media Policy
 - Policy and Procedure for Handling Requests for Information
 - Data Protection Policy
 - General Contact Privacy Notice
 - Subject Access Request Policy
- Finance**
- 090718/25 Clerk confirmed the finance report was for the first quarter of the year.
- 090718/26 Expenses totaled £1,552.42 against receipts of £2,208.35.
- 090718/27 Clerk confirmed an additional line would be included in the finance report to clearly show all expenses on the playing field equipment.
- 090718/28 Cllr Hall proposed to accept the finance report, seconded by Cllr Taylor with all in favour.

- It was resolved to make the following payments:
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| 090718/29 | Clerks expenses and salary | £360.90 |
| 090718/30 | Cllr Expenses (playing field equipment maintenance) | £57.52 |
| 090718/31 | Buxhall Village Hall (hall hire) | £37.50 |
- 090718/32 Councillor's confirmed receipt of the Fixed Asset register and discussed the Wooden Bench Seat as detailed on the register. The Chairman confirmed this bench is situated in the porch of St Mary's Church.
- 090718/33 Clerk to confirm the Car park resurfacing is covered under 3rd party indemnity. Insurance.
- 090718/34 It was resolved to accept the asset register and for the Clerk to seek renewal quotes based on this.
- 090718/35 **Matters to be brought to the Councils attention and for consideration for the next meeting:** Cllr Anne Hicks requested an update on the planning enforcement, Clerk to investigate a possible abandoned vehicle along Brettenham Road and report overgrown hedges along Rattlesden Road to Suffolk County Council.
- 090718/36 The Council agreed to hold an extra ordinary meeting of the Parish Council on Wednesday July 18th 2018 at 10.30am to discuss two new planning applications
- 040618/37 Cllr Steed closed the meeting at 8.40pm