

BUXHALL PARISH COUNCIL

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

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

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

Before the meeting Malcolm Manning as Vice Chairman and Scott Martin as Councillor completed their Acceptance to Office Forms in the presence of the Clerk.

070621/01 **Apologies for absence:** All Councillors were in attendance.

070621/02 **Declarations of Interest and Dispensation considerations:** None received.

070621/03 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Annual Parish Council meeting held on 6 May 2021 prior to the meeting. MM proposed to accept these as a true record of the decisions made, seconded by LB with all Cllrs in favour. Cllr DS signed the minutes (minute reference 060521/01 to 080321/36 inclusive).

Public Forum:

070621/04 The Chairman congratulated PO on being re-elected as County Councillor. Councillors confirmed receipt of the District and County Cllrs report prior to the meeting which is appended in full to these minutes. Following the election of Cllr Mathew Hicks to the leader of Suffolk County Council at the annual general meeting of the County Council a number of changes have been made to cabinet members and responsibilities. A campaign to link up existing woodland with wooden walkways and hedgerows is being introduced as part of the Queen's Green Canopy.

070621/05 A member of the public asked if cabinet members had any powers. PO confirmed the cabinet members will make all the major decisions for the Council.

070621/06 The village hall management committee expressed concerns over the cost of electricity used by the defibrillator and a letter requesting funds to purchase new pads had been sent to the Parish Council.

Planning:

070621/07 DC/21/02448 Erection of 2 storey rear extension. Replacement roof with gables to existing house and replacement garage flat roof to lean to. Erection of new front porch (following demolition of existing) and erection of new front boundary wall. 19 Brettenham Road, Buxhall, IP14 3EA. After consideration all Cllrs agreed that whilst the proposal for the dwelling is an improvement the rendered wall would be out of character. LB proposed to SUPPORT the

application with a comment that the rendered boundary wall is out of keeping in such a rural position and out of character with the surrounding properties. MM seconded the proposal with CH, MD, SM and DS voting in agreement. SF abstained from the vote.

Finance:

- 070621/08 All Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 28th May 2021.
- 070621/09 Cllr MM verified the bank reconciliations as presented agreed to the bank statements and confirmed the value of cash held as at 28th May 2021 was £95,555.87 which includes £83,627.89 held for capital expenditure.
- 070621/10 Cllrs noted the VAT refund for period ended 31st March 2021 had been received (£329.46).
- 070621/11 All Cllrs noted the total receipts since the last meeting included £10.00 held in cash as payment for allotments 6-9 (calculated pro-rata) due to a change in tenant and 50p interest previously unreported. Council agreed for the Clerk to hold the cash and purchase stamps and stationery as needed agreeing it would not be time effective to pay into the bank.
- 070621/12 All Councillors confirmed receipt of the budget to actual report for the period ended 28th May 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 May 2021.
- 070621/13 Councillors resolved to approve the following gross payments, to be made by internet banking, confirming a full schedule supported by invoice and receipts had been received prior to the meeting and noting there had been another electricity invoice received. All Cllrs agreed to pay the additional charge for electricity.

	Payee	Description	£
070621/14	T Newell	Salary & office reimbursements	423.14
070621/15	MSDC	Litter and Dog bin emptying	133.67
070621/16	Top Garden Service	Grass Cutting	48.00
070621/17	E-On	Electricity for playingfield	25.72

- 070621/18 Barclays confirmed SF is on the bank mandate but has no internet presence. SF agreed to try and contact Barclays to implement internet access informing all Cllrs of his many previous and unsuccessful attempts. Barclays confirmed CH is both on the bank mandate and has internet access. Cllr CH will also endeavour to make contact with Barclays to confirm the internet banking log in procedure.
- 070621/19 All Cllrs agreed to add MD on the mandate for internet banking and as a cheque signatory.

Governance:

- 070621/20 All Cllrs confirmed receipt of the Suffolk Code of Conduct prior to the meeting. Clerk confirmed the Local Government Association (LGA) agreed a new Code

of Conduct in December 2020 however there have been some challenges to this model which are being looked into. Until a new Code of Conduct has been approved by the LGA all Cllrs agreed to accept and re-adopt the Suffolk Code of Conduct.

All Cllrs received a review of all the Councils Policies and Procedures by the working party and resolved to re-adopt them:

- 070621/21 Accessibility statement
 - 070621/22 Complaints procedure
 - 070621/23 Conflict of Interest policy
 - 070621/24 Electronic Communication and Social Media policy
 - 070621/25 Employment policy
 - 070621/26 Equality statement
 - 070621/27 Filming, videoing, photography and recording policy
 - 070621/28 General contact privacy notice
 - 070621/29 Health and safety policy
 - 070621/30 Internet banking policy and procedure
 - 070621/31 Lone worker policy
 - 070621/32 Policy and procedure for handling requests for information
 - 070621/33 Safeguarding policy
 - 070621/34 Training policy
 - 070621/35 After consideration all Cllrs agreed to accept the Clerks recommendation to set up official Parish Council email addresses and resolved to use Freethought at a cost of £60 per year for the domain name and £60 per year for up to 10gb of storage, paid two yearly in advance. It was agreed to set up clerk@buxhall-pc.gov.uk and chairman@buxhall-pc.gov.uk with all other Cllrs having email addresses with their names.
 - 070621/36 All Cllrs resolved not to pursue live streaming/broadcasting of future meetings agreeing the cost would not be commensurate with the benefit.
- Playing Field:**
- 070621/37 All Cllrs received a report following Kompans final free of charge inspection. It was agreed for MD to arrange a working party to carry out the remedial work. All Cllrs agreed to delegate authority to the Clerk to spend up to £100.00 on materials.
 - 070621/38 After consideration all Cllrs agreed to instruct RoSPA to carry out the Annual Play Inspection at a cost of £68.50 for five items of equipment with an additional £3.50 for each additional item of equipment.
 - 070621/39 All Cllrs resolved to defer phase two of the playing field regeneration.
 - 070621/40 Further to an invitation from MSDC to claim free trees and hedgerow plants it was agreed there are no areas of Parish Council land that would benefit from further trees or hedges.

Allotments:

- 070621/41 All Cllrs agreed to keep the charge at £20.00 per allotment plot for the year commencing 11th October 2021.
- 070621/42 All Cllrs resolved to allow a change of tenancy for allotment plots 18 and 19 due to a change of ownership in No.1 Orchard Drive and agreed there is no further charge for the 2020/21 season.

Footpaths

- 070621/43 This item, to consider the condition of the wooden footpath signs and the footbridge was deferred at the request of MM.
- 070621/44 Any other matters for information, to be noted, or for inclusion on a future agenda: Defibrillator pads, playing field car park extension, quiet lanes.
- 070621/45 All Cllrs noted the date of the next meeting as 5th July 2021.
- 070621/46 The Chairman thanked all for attending and closed the meeting at 8.57pm