

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7 December 2020 remotely via Zoom

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

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

- 071220/01 **Apologies for absence:** None
- 071220/02 **Declarations of Interest and Dispensation considerations:** None
- 071220/03 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the meeting held on November 9 2020 prior to the meeting and all resolved to accept these minutes as a true record of the decisions made (minute reference 091120/01 to 091120/43 inclusive).
- 071220/04 **Matters of report from previous meeting:** Councillors confirmed receipt of the matters of report from the previous meeting with no questions.
Public Forum:
- 071220/05 Councillors confirmed receipt of the District and County Cllrs report prior to the meeting which is appended to these minutes. PO informed all members the planning application at The Crown public house will be called into committee.
- 071220/06 PO left the meeting.
- 071220/07 The applicant for post of Parish Councillor introduced himself and gave a brief resume.
- 071220/08 **To consider Co-option to the Council:** Councillors received one application for the post of Parish Councillor. After consideration MM proposed to co-opt Mr Michael Drury to the Parish Council seconded by LB. With all Cllrs in favour Mr Michael Drury was co-opted as a Councillor to Buxhall Parish Council.
- 071220/09 Mr Michael Drury (MD) accepted the post of Parish Councillor and signed his Acceptance to Office in front all members and the Clerk by video link.
- 071220/10 MD joined the meeting as a Buxhall Parish Councillor. Clerk will email a Register of Interest form to MD for completing confirming the form must be completed and returned to the Clerk for forwarding to MSDC within 28 days.
Planning:
- 071220/11 Councillors noted discharge of condition 5 on planning application DC/20/04551 had been granted (Schedule and Method of repairs) (Works to reinforce The Mill foundations and ground floor slab).
- 071220/12 Councillors received notification that MSDC have accepted the nomination submitted under the Community Right to Bid to list the Buxhall Crown as an asset of community value. In practice, this means that a local land charge has

Signed: *David Steed*

Date: *11 January 2021*

been made relating to the property and a restriction placed at the Land Registry. Should the owner wish to dispose of the property in the future, other than by way of one of the exemptions as defined in Schedule 3 of the Asset of Community Value Regulations 2012, they will be required to inform the Council in writing, in accordance with S95 of the Localism Act, at which point a moratorium period will be triggered before a sale can take place.

071220/13 Councillors noted an appeal has been lodged for DC/20/01153; Building to Rear of Cottage Farm Mill Road Buxhall (BPC previously OBJECTED). Appeal reference AP/20/00110.

Finance:

Councillors noted the following income since the last meeting noting the payment from MSDC was their final payment on the Capital Grant (initially was to be paid direct to Kompan):

	Date	Description	£
071220/14	05 11 20	MSDC	22,500.00
071220/15	07 11 20	Allotment rent	45.00
071220/16	10 11 20	Allotment rent	20.00

071220/17 All Councillors confirmed receipt of the three bank reconciliations, supported by bank statements, for the period ended 30 November 2020 prior to the meeting noting the combined value of cash available was £100,345.51. With committed expenses of £22,753.22 the actual cash available is £77,592.29.

071220/18 Councillor MM, as a non-signatory on the bank accounts, verified the three published bank reconciliations agreed to the bank statements.

071220/19 An email has been received from the ICO confirming they have cashed the cheque and received the online payment of £35.00 stating the reason they cashed the cheque was they could not allocate the online payment. The ICO confirmed in an email to the Clerk on 01 12 2020 a refund of £35.00 will be returned into the account it was paid from.

071220/20 All Councillors confirmed receipt of the budget to actual receipts and payments for period ended 30 November.

071220/21 Councillors agreed to Vier money across budget lines to ensure sufficient budget is available to cover expenses projected to the end of the year.

071220/22 With no further questions all Councillors agreed to accept the finance report as a true reflection of the Councils payments and receipts up to 30 November 2020.

071220/23 Councillors authorised the following gross payments to be paid by internet banking confirming a full schedule with details had been circulated prior to the meeting:

	Payee	Description	£
071220/24	T Newell	Salary & office costs	204.40
071220/25	Kompan	Play area	22,500.00
071220/26	Eon	Electricity	20.69
071220/27	UK Office Direct	Stationery	28.13

071220/28 Councillors resolved to set up a working party of MD, CH, SF and the Clerk

Signed: *David Steed*

Date: *11 January 2021*

to look at a Parish Infrastructure Investment Plan (PIIP). The working party will confirm the requirements of a PIIP and will present an action plan at the next meeting. The working party has no delegated powers or authority to make any decisions or spend money.

- 071220/29 Cllrs confirmed receipt of a draft budget and precept for 2021/22 prior to the meeting. MSDC have since confirmed the impact of Covid-19 pandemic means the calculation of the tax base is subject to a very high degree of uncertainty and as a result MSDC intend to recalculate the tax base early January 2021 and have suggested waiting until after 8th January to set the precept. Cllrs agreed to defer the setting of the budget and precept until the January meeting.
- 071220/30 A review of the Internal Control Procedures had been carried out by CH. All Cllrs resolved to accept the review with no actions required.
- 071220/31 Councillors resolved to defer the decision on felling seven Leylandii trees on the playingfield until the next meeting as only one quote had been received.
- Road Safety:**
- 071220/32 LB informed members of the cost to update the latest SID with the ability to analyse data. It was agreed to download the data from the shared VAS before making any decision to purchase analysis software for the new SID.
- 071220/33 Clerk confirmed the equipment required for Community Speed Watch will be supplied to the Parish Council by the Safer Neighbourhood Police Team at no cost to the Council.
- 071120/34 **Playingfield:** MM will carry out a weekly visual inspection. MD will carry out and record monthly inspections noting any action required before sending them to the Clerk for action or filing as appropriate.
- 071120/35 **Any other matters for information, to be noted or for inclusion on a future agenda:** PIIP and Budget/Precept 2021/22.
- 071120/36 Councillors were asked to note the Clerk will be on holiday from Monday 21 December returning to work Monday 4 January 2021.
- 071120/37 Councillors noted the date of the next meeting as Monday 11 January 2021 and agreed to delegate the decision of how this is held to the Clerk.
- 071120/38 **Chairman closed the meeting at 8.25pm**