

BUXHALL PARISH COUNCIL

Minutes of the ANNUAL MEETING of Buxhall Parish Council held on 15th May 2017 in Buxhall Village Hall

Present:

Councillors:

David Steed (chair)	Jacqui Taylor
Arthur Hicks	Chris Hall
Hubert Mitson	Malcolm Manning
Tina Newell – Clerk & RFO	

In attendance: 0 members of the public

- 2017/041 **Nominations and Election of Chair** - Cllr Steed was nominated, Proposed by Cllr Mitson, Sec Cllr Manning. Cllr Steed was duly elected with all in favour.
- 2017/042 **Acceptance of Office of New Chair** – Cllr Steed signed the Declaration of Acceptance of Office which was countersigned by the Proper Officer, Tina Newell
- 2017/043 **Nominations and election of Vice Chair** – Cllr Mitson was nominated and elected as Vice Chair. Prop. Cllr Arthur Hicks, Sec Cllr Jacqui Taylor.
- 2017/044 **To Appoint Officers and Representatives -**
Village Hall Committee Representative – Cllr Arthur Hicks was nominated and accepted with all in favour.
- 2017/045 Garnham Salter Trust – Keith Proctor was nominated Prop by Cllr Steed with all in favour
- 2017/046 Footpath Officer – Cllr Manning was nominated and accepted, Prop Cllr with all in favour
- 2017/047 **Apologies for Absence** – Cllr Anne Hicks
- 2017/048 **Declarations of Interest** – none
- 2017/049 **Minutes of Parish Council Meeting** – It was proposed by Cllr Steed that the minutes of the previous Parish Council meeting and Planning Committee meeting were approved with all in favour. The Parish Council Meeting minutes of 20th March and 18th April 2017 were signed by the Chair as a true record.

- 2017/050 **Scheduled Meetings** – The meeting schedule for 2017/18 was approved: 26 June, 31 July, 18 September, 20 November, 15 January 2018, 12 March 2018, 16 April 2018
- 2017/051 **Public Session** – no questions
- 2017/052 **Planning** – No new applications to consider.
- 2017/053 The following determination by the Local Planning Authority (MSDC) was noted: 1226/17 Outline planning permission, with all matters reserved, for the erection of two, two storey, four bedroom houses – Cottage Farm Barn, Mill Road, Buxhall IP14 3DW – REFUSED
- 2017/054 **Finance** - To receive the finance report for period ending 12 May 2017. This was approved noting that the first precept payment had been received and interest from the Santander Bond had been credited directly, the clerk reported that the account balance was £10,897.34 (agreed to bank statements dated 12 May 2017). The council resolved to approve payment of the following:
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|----------|----------|-------------|----------------------|---------|
| 2017/055 | 18 04 17 | Inv 49 & 53 | Buxhall Village Hall | £25.00 |
| 2017/056 | | | Buxhall Broadcast | £250.00 |
| 2017/057 | | | HMRC Q4 payment | £97.00 |
- 2017/058 It was agreed to remain members of SALC (Suffolk Association of Local Councils) and payment of 2017/18 Subscription for £174.60 was proposed by Cllr Mitson and sec by Cllr Arthur Hicks with all in favour.
26 04 2017 Inv no 19134 SALC £174.60
- 2017/059 The re-investment of Santander Bond was confirmed with the Bond certificate seen
- 2017/060 Clerk informed the council of the delay in Barclays amending the correspondence address to her own. Clerk to chase Barclays and report back at next meeting
- 2017/061 Clerk confirmed that funds for the purchase of the laptop and scanner were received in 2015/16
- 2017/062 It was resolved the clerk purchase a laser printer up to the value of £100.00. Proposed Cllr Manning sec Cllr Steed with all in favour.
- 2017/063 The final accounts for year ending 31st March 2017 were approved and section 2 of the Annual return was signed. Proposed by Cllr Steed with all in favour.

- 2017/064 Section 1 of the Annual Return; The Annual Governance and Accounting Statements was completed, approved and signed. Proposed by Cllr Steed with all in favour.
- 2017/065 **Allotments** – Clerk confirmed local newsletter had advertised vacant plots with no interest received to date. It was agreed to put this as an Agenda item for June when we will look at the allotment plan and contracts.
- 2017/066 **Footpaths** – Cllr Manning presented his annual report which will be attached to these minutes
- 2017/067 **Correspondence** – Correspondence lists to be emailed to each Councillor (report 017/01 attached)
- 2017/068 It was resolved not to enter the Village of the Year as in previous years there had not been enough interest. All in favour.
- 2017/069 Clerks Hours – It was agreed to increase Clerks hours to four hours per week to be reviewed in six months. This would include an additional one hour per month for updating the website. Clerk to apply for funding from transparency grant to cover this one hour. Prop Cllr Steed sec Cllr Manning with all in favour. Clerk expressed her thanks.
- 2017/070 **Matters to be brought to the attention of the council -**
Cllr Arthur Hicks reported that grass around the village sign was not being cut. Clerk agreed to contact local business and ask for there assistance maintaining the site.
- 2017/071 **Meeting close: 9.30pm**