



the machine. Proposed Cllr Steed, sec. Cllr A Hicks with all in favour. The clerk will confirm Felsham PC's involvement and seek quotes.

### Meeting adjourned.

**Cllr John Matthissen Report** – The clerk read Cllr Matthissen's report. – The new council elected on May 7<sup>th</sup> comprises slightly more Conservatives, less Independents, less Lib Dems, no Labour and 1 extra Green Party councillor. Cllr Matthissen confirmed that he has been appointed to the Audit and Standards Committee and the Regulatory Committee (Licensing) both areas being new to him.

The Executive Committee have approved Service Plans for Food Safety and Health & Safety, and a new Tenancy Agreement.

Cllr Andrew Stringer asked a notice question asking when the council would again have a 5 year land supply, many speculative development proposals are coming forward and there is concern that we will see unwelcome planning applications over the coming months.

**Police Report** – The police report was read by the clerk. No crimes have been reported since the last meeting however there have been 3 telephone calls relating to; an intruder alarm sounding, suspicious circumstance whereby a residents doors were tried but no entry gained and a damage only road traffic collision on Brettenham Road. Current SNT priorities are "Anti Social Behaviour" and "Vehicle Security" The next Area Forum and Priority Setting meeting will be held at Elmswell Police Office on Thursday 2<sup>nd</sup> July 2015 at 7pm, members of the public are welcome.

The Annual quiz is set for Friday 10<sup>th</sup> July 7pm at The Grange, Thurston and open to parish councils to enter a team.

**Public Session** – No Questions

### Meeting resumed:

- 2015/674 **To consider Co option to fill the councillor vacancy** - It was proposed by Cllr Mitson, sec. Cllr Steed that Jackie Taylor be co-opted on to Buxhall Parish Council, resolved with all in Favour. Cllr Taylor will sign the Declaration of Office at the next meeting.
- 2015/675 **To appoint Representatives to outside bodies** – It was resolved to appoint Cllr Arthur Hicks as Village Hall representative, Prop Cllr Mitson with all in favour.
- 2015/676 It was resolved to appoint Mr Keith Proctor and Mr N Mitson, with their consent, to continue as the parish council representatives on the Garnham Salter Trust, Prop Cllr Mitson with all in favour.  
It was noted that confirmation should be sought on the number and status of parish council representation at meetings of the Garnham Salter Trustees. (*note post meeting: The Trust agreement states that the Parish Council as a member of the Garnham Salter Trust can nominate a representative to attend meetings on their behalf.*)
- 2015/677 It was resolved to appoint Cllr Manning as Footpath Officer, Prop Cllr Steed with all in favour. Cllr Manning agreed to contact Mr Davison in order to ensure the footpaths and the playing field perimeter are cut as soon as possible.
- 2015/678 It was resolved to approve membership of the Planning Committee as the chairman, vice chairman and Cllr A Hicks.
- 2015/679 **Planning** – There were no applications to consider.
- 2015/680 The following MSDC decisions were noted – 1186/15 Erection of extension to Cockerells Hall and two associated outbuildings (garden store and former library) per submitted plans. Demolition of plant building. - Cockerells Hall, Rattlesden Road - GRANTED
- 2015/681 **Clerks Report** – A compensation cheque has been received from Santander for £190.00.
- 2015/682 The offer of a free installation of an EON smart metre has not been accepted as installation would mean someone has to be present on the playing field all day, reading of the existing metre is unrestricted so a new one is felt unnecessary at this time.

- 2015/683 A donation has been received toward the cost of water installation at the allotment site. The trenching and pipe work will be actioned by a tenant who will then liaise with Anglian Water for the final inspection and connection of supply. It was agreed that Plot L can be let to an existing tenant for the growing of fruit trees and noted that Plot X has been re let to the new residents of Walnut Cottage.
- 2015/684 It was noted that setting up a new conservation area was discouraged by Paul Harrison, Enabling Officer for Heritage at MSDC suggesting that priority would be given to reappraisals of existing areas within Babergh. Cllr Hall proposed that the council progress the setting up of a conservation area between Cottage Farm, Mill Lane round to Tomkinsons, Brettenham Road. The clerk will investigate the numbers and listing categories of properties within this area, draft a consultation leaflet for residents and contact MSDC conservation office for further advice on the process.
- 2015/685 The Annual Playground inspection is due. It was agreed that MSDC be asked to arrange inspection at a cost of £45.65. RoSPA comparative quote was £65.00.
- 2015/686 SCC Highways have confirmed that Kiln Lane is adopted road up to Brookmede therefore any reports of potholes within the criteria should be repaired. The clerk will photograph and report any of criteria size.
- 2015/687 **Finance** – The clerks Financial Report for June 2015 was approved.
- 2015/688 The following payments were approved proposed by Cllr Mitson with all in favour:  
Clerk's salary & Exp May,
- 2015/689 The completion of the Internal Audit by Heelis & Lodge was noted. All was shown to be in order with only a recommendation to notify the Information Commissioners Office. The Annual Return for 2015 will now be sent to BDO for External Audit.
- 2015/690 Consideration was given to the requirement to notify with the Information Commissioners Office regarding the electronic use of personal information. The Internal Audit highlighted the fact the council were not registered with the ICO and suggested that they should be. The cost for registering is currently £35 per year. It was resolved to notify with the ICO, Prop Cllr Hall, sec Cllr A Hicks with a majority in favour. The Data Protection Policy was update to reflect this decision.
- 2015/691 **Correspondence** – There were no comments to tabled correspondence.
- 2015/692 **Allotment Water Supply Contract** – It was resolved to approve the draft Water Supply agreement which includes provision for the reimbursement from tenants for ongoing water costs for standing charges and usage and conditions relating to the use of water on plots. Copies will be sent to the tenants of Plot K.
- 2015/693 **Housing Needs Working Group** – Nothing to report, site appraisal meeting set for July.
- 2015/694 **Resurfacing of the Car Park** – The advice from groundworker Mr Gooderham was noted. The option to level and fill the holes with planings at a cost of approx £650 was thought to be the minimum requirement. The additional cost to remove the layer of harder concrete and additional load of planings at approx £1000 was approved. *(post meeting site visit; area to be levelled and planings laid was suggested from the light post straight back to the playing field border and across the car park to the right hand side boundary with the removal of any turf, scrape off, level and lay planings and roll)* it was noted that this level of work may add additional costs, the clerk will liaise with Mr Gooderham to establish how many man days and equipment this extent of work may entail.
- 2015/695 **Matters to be brought to the attention of the council** – Complaints have been received regarding excessive fertiliser smells adjacent to The Thatchers. It was confirmed that sewage plant refuse is being stored in a heap by the adjacent landowner. It was suggested that the residents affected would need to contact Environmental Health at MSDC.

**The next Parish Council meeting will take place on Monday 20<sup>th</sup> July 2015, 7.30pm at The Village Hall**