

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 19th September 2016 in the Village Hall

Present: Cllr David Steed (chair) Cllr Jackie Taylor Cllr Anne Hicks
Cllr Chris Hall Cllr Hubert Mitson Cllr Arthur Hicks
Cllr Malcolm Manning

Paula Gladwell – Clerk County Cllr Penny Otton
0 member of the public District Cllr John Matthissen

2016/911 **Apologies for Absence** - None

2016/912 **Declarations of Interest** – None

2016/913 **Minutes of Parish Council Meeting** – It was proposed by Cllr Steed that the minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 18th July 2016 were signed as a true record.

Meeting adjourned.

County Councillor Penny Otton's Report – Cllr Otton gave her report which will be attached to these minutes.

District Councillor John Matthissen's Report – Cllr Matthissen gave his report which will be attached to these minutes.

Public Session – No questions.

Meeting resumed:

2016/914 **Clerks Report** – It was confirmed that a signed tenancy agreement and payment had now been received for Allotment Plot E.

2016/915 Website Hosting – It was confirmed that the free SCC onesuffolk hosting of the website will be transferred to Community Action Suffolk who from 1st November will charge £50 per annum for the hosting. It was agreed that website hosting be continued with CAS.

2016/916 No update has been received from Sunila at CAS regarding the position of the Affordable Housing project. Cllr Matthissen confirmed that the new housing enabler at MSDC, Paul Bryant, had the file and would be the contact now. It was suggested that he be asked to contact the landowner's agent at Lacy Scott with a view to progressing any negotiations.

2016/917 It was confirmed that the resurfacing of the car park would start this week. Cllr Steed will coordinate with the contractor regarding closed signs and the wish to extend the hard surfacing into the gateway to the field.

2016/918 The clerk was asked to report potholes again for both Edmunds Road and Kiln Lane.

2016/919 The SALC survey was completed and will be submitted.

2016/920 A VAS training session has been arranged for Friday 30th Sept at 6pm in Felsham.

2016/921 **Planning** – It was resolved to submit the following response to MSDC for application: 3346/16 Erection of a three bay cart lodge (with storage above) Alterations to existing driveway, Noahs Ark farm, Brettenham Road – "*Buxhall Parish Council have NO OBJECTION to this application based on the information available*"

2016/922 The following MSDC Decisions were noted; 2145/16 Erection of two storey side and single storey side/rear extension following the removal of the existing single storey side extension, Ash Tree Cottage, Brettenham Road – GRANTED

2016/923 **Finance** – The Finance Report for September 2016 was approved.

2016/924 The following payments were approved, proposed by Cllr Steed, with all in favour: Clerk's salary & exp July and August 2016.

- 2016/925 Hall Hire £12.50
- 2016/926 Filing Cabinet £154.80,
- 2016/927 Eon DD £25.15
- 2016/928 **Public Access Defibrillator** – It was noted that £900 has been raised via generous donations towards the provision of a public access defibrillator. The application for part donated defibrillator from The British Heart Foundation has been successful. It was resolved to approve the £400 donation and order the unit. Proposed Cllr Anne Hicks, sec Cllr Arthur Hicks with all in favour.
- 2016/930 Quotes for a heated cabinet to house the defibrillator on the outside of the Village Hall were considered and it was resolved to purchase a Defib Store 2000 model at £472.50 + vat. Proposed Cllr Anne Hicks, sec Cllr Arthur Hicks with all in favour. Responsibility for the defibrillator and cabinet and its future maintenance costs will pass to the Village Hall Management Committee with consideration made for a regular donation from the parish council towards the running costs.
- 2016/931 A complete self taught kit for CPR training sessions has been received from the British Heart Foundation and an initial session will be organised once the unit is in place with other sessions run by various village organisations on an ongoing basis. Quotes are needed for the electrical installation.
- 2016/932 **Annual Playground Inspection Report** – Consideration of the recommendations was deferred to next meeting.
- 2016/933 **To review Internal Controls** - Standing Orders and Financial Regulations together with all policies and procedures were reviewed with no amendments proposed. It was resolved to approve the reviewed documents. Proposed by Cllr Arthur Hicks with all in favour.
The Risk Assessment was reviewed with no amendments proposed. It was resolved to approve the review of the Risk Assessment, proposed by Cllr Arthur Hicks with all in favour.
- 2016/934 **Effectiveness of Internal Control** – A review of the effectiveness of councils governing arrangements and systems of internal control was carried out. All controls in place were felt to be effective and no areas for development were identified.
- 2016/935 **Correspondence** – There were no comments to tabled correspondence.
- 2016/936 **Footpaths** – Cllr Manning had no issues to report. It was requested that the steps at path FP33 adjacent to Brook Farm were reported as broken.
- 2016/937 **Matters to be brought to the attention of the council** – It was noted that the current grass cutting contractor should be asked to provide a quote for next year in light of the much cheaper quote already received from MSDC. No request had been received from the football club for use of the playingfield next season. It is unclear whether the team are to continue.
It was noted that the marking out of the allotment site was still to be carried out.

The next Meeting of the Parish Council will take place on Monday 21st November 2016 at 7.30pm at The Village Hall