

# BUXHALL PARISH COUNCIL

## Minutes of the Parish Council Meeting held on 20<sup>th</sup> June 2016 in the Village Hall

Present: Cllr Jackie Taylor Cllr Anne Hicks Cllr M Manning  
Cllr Chris Hall Cllr Arthur Hicks

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

In the absence of the Chairman and Vice chairman Cllr Hall was nominated, with all in favour, and took the chair.

2016/866 **Apologies for Absence** - Cllr Hubert Mitson, Cllr David Steed

2016/867 **Declarations of Interest** – None

2016/868 **Minutes of Parish Council Meeting** – It was proposed by Cllr Hall that the minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 23<sup>rd</sup> May 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. It was agreed a letter of concern be sent to Cllr Finch regarding the decision to withdraw the use of bus passes on 8 seater vehicles on the dial a bus routes within Mid Suffolk.

**Public Session** – No questions

### **Meeting resumed:**

2016/869 **Clerks Report** – It was noted that the lady at No 4 who has requested an allotment has not yet returned the tenancy agreement although has indicated that she would still like to take it on and has requested that she be allowed to erect a poly tunnel on the plot. It was agreed that once the signed tenancy agreement and payment had been received together with sizes of the proposed poly tunnel consideration could be given regarding permission for a poly tunnel.

2016/870 SCC have launched a consultation on Rights of Way which Cllr Manning has completed, it was agreed that this be submitted. Cllr Manning was thanked for his appraisal of the footpath network in his capacity as warden and also for his contribution to the footpath leaflet produced in conjunction with Gladwells Pet & Country Store.

2016/871 The plea for donations towards the defibrillator project has raised £300 from generous local businesses. It was agreed that village organisations and groups be approached to join in fundraising.

2016/872 The VAS machine is ready for use, the verge pole is due to be installed this week and a rota for operation of the equipment needs to be confirmed. Felsham Parish Council have been invoiced for their share of the costs which when added to the vat reclaim and Cllrs Otton and Matthissen's contributions results in a cost to council of £729.29.

2016/873 2016 -2018 National Salary awards have been agreed by the joint council for Local Government Services – The new pay scales are available for 2016/17 and also for 2017/2018 it was agreed that these be applied to the clerk salary in line with the Contract of Employment.

2016/874 Details of the available laptops and scanners for purchase with the Transparency funding were discussed. The HP Pavilion 15 laptop with set up and Microsoft office software and the DS620 scanner will be purchased from PC World. It was agreed that

an application for funding for software and 1 hr per month work hours be lodged in the upcoming round of funding.

2016/875 It was resolved to purchase a two drawer filing cabinet for the storage of council papers up to a value of £200. Proposed by Cllr Manning with all in favour.

**Meeting adjourned.**

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

**Meeting resumed:**

2016/876 **Planning** – There were no applications to consider.

2016/877 The following MSDC decision was noted: 1610/16 Insertion of a stable door and window on south east elevation to replace double door, Maypole Farm, Rattlesden Road - GRANTED

2016/878 **Finance** – The Finance Report for June 2016 was approved.

2016/879 The following payments were approved, proposed by Cllr Hall, with all in favour: Clerk's salary & exp May 2016.

2016/880 Hall Hire £25.00

2016/881 MSDC Bin Emptying £108.00

2016/882 Radarlux VAS £2840.346

2016/883 ICO £35.00

2016/884 The completion of the Internal Audit by Heelis & Lodge was noted. All was shown to be in order with no actions to address. The Annual Return for 2016 will now be sent to BDO for External Audit.

2016/885 **Correspondence** – There were no comments to tabled correspondence.

2016/886 **Footpaths** – Cllr Manning reported that he had addressed all the missing waymarkers and confirmed that cross field paths had all now been marked. An amendment had been included in the footpath leaflet. The contractor had cut the footpaths and around the perimeter of the playingfield with confirmation that the back hedge would be trimmed next time. The clerk will chase the replacement signs for Fasbourn Hall and Mill Road. Cllr Manning confirmed that all other footpaths are in good order.

2016/887 **Operation of VAS** – It was noted that Cllrs Steed, Taylor, Arthur Hicks and Anne Hicks would join the one volunteer resident to make up the group taking on moving and operation of the VAS machine. Once the post is up in Brettenham Road a tutorial session would be arranged and a 4 weekly rota finalised with Felsham Parish Council.

2016/888 **Play Equipment** – It was noted that the 2015 inspectors report stated medium risk for the multiplay and that any repairs would be considered following the 2016 inspection due in July. The replacement of the swing seats and chains would also be addressed at this time.

2016/889 **Matters to be brought to the attention of the council** – It was suggested that a letter of thanks be sent to Gladwells Pet Food for their contribution to the Footpath Leaflet.

Cllr Arthur Hicks, Taylor and Manning agreed that any email correspondence should be forwarded to them.

**The next Meeting of the Parish Council will take place on Monday 18<sup>th</sup> July 2016 at 7.30pm at The Village Hall**