

BUXHALL PARISH COUNCIL

25, Shakespeare Road, Stowmarket, Suffolk IP14 1TU Tel: 07767 163796

Chairman: Councillor David Steed Clerk: Mrs. Tina Newell

Dear Councillor:

You are summoned to attend a meeting of BUXHALL PARISH COUNCIL to be held in Buxhall Village Hall on Monday November 12th 2018 at 7.30pm. The meeting will consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07767 163706) or email buxhallpc@live.com at least 24 hours before the meeting so that every effort may be made to provide access.

All Parish Council Meetings are open to the Public and Press.

Photographing, recording and broadcasting or transmitting the proceedings of a meeting by any means is permitted. It is our policy that anyone who wishes to do so must speak with the Clerk prior to the meeting.

Tina Newell

Tina Newell
Clerk & RFO to the council

November 7th 2018

Tel: 07767 163706
Email: buxhallpc@live.com

AGENDA

1. **To receive and consider apologies for absence** (Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted).
2. **To receive declarations of interest in accordance with the councils Code of Conduct for the items on the agenda and to consider any written requests for dispensations relating to disclosable pecuniary interests.**
3. **To confirm and sign the minutes of the Parish Council meeting of October 8th 2018 as a true record** (attached herewith)
4. **Public Forum:** This section at the Chairman's discretion may last up to 15 minutes.
 - To receive report from District Councillor John Matthiessen
 - To receive report from County Councillor Penny Otton
 - To receive questions and matters of interest from those present

5. **Planning Applications:** To consider and comment on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principle Authority. The Principle Authority being the deciding body): No planning applications to consider at the time of publishing the agenda
6. **Planning Decisions:** To note determinations by the Local Planning Authority (MSDC): Council are asked to note the following decision made by MSDC: No decisions to note at the time of publishing the agenda
7. **Planning Enforcement:** To receive an update on the enforcement notice relating to the caravan on land lying to the North of Mill Road, Buxhall
8. **Playing Field:**
 - To receive feedback from the Public Consultation held on November 10th 2018
 - To consider a draft agreement for the future hire of the playing field (appended)
9. **Governance:**
 - To consider setting up a working party to review the current risk assessments and Internal Control statement.
10. **Community Emergency Plan (CEP):** To resolve to adopt the CEP (appended)
11. **Telephone Box:** To discuss the future use of the BT telephone box on Edmunds Road
12. **Road Safety:** To receive an update on the second location of the VAS machine
13. **Finance:**
 - To consider and approve the finance report for November (appended)
 - To approve and authorise payment of the following:
 - Clerk salary and expenses £261.75
 - Wave (allotment water) £tbc
 - To receive notification of an increase in the cost of emptying litter bins
 - To receive notification of costs for the 2019 Elections
 - To consider the draft budget for 2019/20 (appended to this agenda)
 - To confirm invoices have been issued for allotment water charges
14. **Matters to be brought to the Councils attention and for consideration for the next meeting:** 2019/20 budget
15. **Date of the next meeting:** Council are asked to note that the next scheduled meeting is on December 10th 2018 commencing at 7.30pm
16. **To exclude temporarily the Public and Press by resolution from a closed meeting pursuant to Standing Order 3C and Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed concerning staff hours**
17. **To close the meeting**

Item 16 Minute 2017/069 agreed to temporarily increase the Clerks hours from 3 hours to 4 hours a week. This was due for review in November 2017.

Whilst I continue to be paid for four hours weekly, submitted with the accounts each meeting, I would appreciate this being formally adopted, or not.