

## BUXHALL PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 12<sup>th</sup> November 2018 in the Village Hall

Councillor's Present: Cllr. Steed (Chairman), Cllr. Manning, Cllr. Hall, Cllr. Anne Hicks, Cllr Arthur Hicks, Cllr Taylor

In Attendance : Tina Newell (Clerk), and one member of the public

- 121118/01 **To receive and consider apologies for absence:** Cllr Mitson gave apologies due to illness.
- 121118/02 Council considered and consented to the apologies for absence.
- 121118/03 **To receive declarations of interest in accordance with the councils Code of Conduct for the items on the agenda and to consider any requests for dispensations relating to disclosable pecuniary interest:** None declared.
- 121118/04 **To confirm and sign the minutes of the Parish Council meeting of 8<sup>th</sup> October 2018 as a true record:** The minutes of the meeting on 8<sup>th</sup> October 2018 were approved as a true record of the meeting and decisions made. Chairman signed and dated all pages.
- Public Forum**
- 121118/05 Council resolved to defer item 4 to when Cllrs Matthissen and Otton were in attendance
- 121118/06 **Planning Applications: To consider and comment on applications made to the Local Planning Authority (MSDC):** None to consider or comment.
- 121118/07 **Planning Decisions: To note determinations by the Local Planning Authority: The Council noted the following determinations:** None to note.
- 121118/08 **Planning Enforcement: To receive an update on the enforcement notice relating to the caravan on land lying to the North of Mill Road, Buxhall Playing Field:** Further to a conversation on 10<sup>th</sup> October between the enforcement officer and the Clerk, the enforcement officer confirmed an enforcement notice would be drafted on 16<sup>th</sup> October 2018. Clerk confirmed an email was sent to the planning enforcement officer earlier today inviting them to attend this evenings meeting and requesting an update on the situation but a response had yet to be received.
- 121118/09 Cllrs expressed dissatisfaction at the length of time this enforcement is taking. It was resolved for the Clerk to email a senior enforcement officer for an update whilst expressing the Parish Councils disappointment in the delay.
- Playing Field**
- 121118/10 Chairman thanked all Cllrs who were present at the public consultation on 10<sup>th</sup> November at the village hall.

- 121118/11 Clerk presented Council with a summary of the completed questionnaires received regarding the playing field consultation and confirmed 27% of all questionnaires issued had been returned completed.
- 121118/12 Due to the strong public interest shown in the playing field the Council resolved to move forward with this project.
- 121118/13 It was agreed a member of the public experienced in designing play areas would join the working party. A meeting will be arranged and full Council will be presented with a proposal for the next stage.
- 121118/14 **To consider a draft agreement for the future hire of the playing field:**  
Councillors reviewed a proposed document and after discussion it was agreed the Clerk would make some amendments and bring it back for adoption at the next meeting.
- 121118/15 Clerk will confirm with the Parish Councils insurance company and SALC that the amended agreement covers all necessary risks.
- 121118/16 Clerk to email member of the public confirming a draft policy is being written.
- 121118/17 **Governance: To consider setting up a working party to review the current risk assessments and Internal Control statement:** Cllr Hicks confirmed a working party has already been set up. Clerk to arrange a meeting for the working party to meet and review the risk assessments and Internal Control Statement before the December meeting.
- 121118/18 **Community Emergency Plan (CEP):** The Council confirmed receipt of the amended CEP. Clerk confirmed the District CEP officer had reviewed the plan and suggested recommendation for adoption.
- 121118/19 The Council resolved to adopt the CEP (version 1 dated 12.11 2018) proposed by Cllr Hall seconded by Cllr Manning with all in favour.
- 121118/20 Clerk to issue all Cllrs a copy of the adopted CEP, to inform the public a CEP is in place and who holds a copy of it and to inform and issue a copy to the District Community Emergency officer.
- 121118/21 The Clerk will confirm what equipment is required to compliment the CEP and raise a request for funding from the locality grant if applicable.
- 121118/22 Cllr Penny Otton joined the meeting
- 121118/23 **Telephone Boxes:** The Council discussed the options for the two BT telephone boxes in the village. It was resolved for the Clerk to contact BT and arrange for both to be removed.
- Road Safety:**
- 121118/24 Cllr Arthur Hicks confirmed the additional three posts for the VAS have been erected in the correct locations and that the VAS machine was currently installed on one of the new posts.
- 121118/25 Cllr Arthur Hicks has received two of the three road signs from SCC and is awaiting confirmation on receipt of the third sign.
- 121118/26 At the previous meeting it was resolved to purchase a lead to enable analysis of the data from the VAS machine. Cllr Arthur Hicks confirmed the lead cannot

be ordered until Felsham Parish Council have received written confirmation of Buxhalls agreement to pay 50% towards the cost. Clerk to write to the Clerk of Felsham Parish Council to confirm Buxhalls agreement to share the cost.

121118/27 The suggestion for Buxhall to purchase there own VAS machine was discussed but it was agreed to continue sharing a machine for the time being.

121118/28 The Chairman thanked Cllr Hicks on behalf of the Parish Council for his continued time with rotating the VAS.

121118/29 Councillor Matthissen entered the meeting.

**Public Forum:**

121118/30 **To receive report from County Cllr Penny Otton:** County Cllr Otton's report had been circulated prior to the meeting and included the new approach to repairing pot holes which will mean more potholes in a single area will be repaired together and potholes of 200mm width will be included.

121118/31 Cllr Taylor asked Cllr Otton why the diversion signs for Station Road have been erected on roads so far from the closed road. County Cllr Otton confirmed that if a B road is closed legally traffic has to be diverted onto another B road.

121118/32 Cllr Anne Hicks confirmed Pot holes in Kiln Lane have been raised once again.

121118/33 Cllr Anne Hicks also confirmed residents in Buxhall have had difficulty in receiving the Home Care package.

121118/34 **To receive report from District Cllr Matthissens:** District Cllr Matthissens report had been circulated prior to the meeting in which the Council were invited to apply for funds from the locality grant. There is a minimum application of £250.00.

121118/35 Councillor Arthur Hicks asked why as Buxhall is a non sustainable village would MSDC consider supporting an application on the grounds that it was an eco friendly house. Cllr Matthissen confirmed it was in line with the three elements of the NPPF.

Finance:

121118/ 36 Cllrs confirmed receipt of the finance report prior to the meeting and no questions were raised.

121118/37 Clerk confirmed budgets had been moved from expense lines to ensure the budget was available to cover actual costs incurred including moving the election budget.

121118/38 Cllr Hall was concerned at the amount of reserves proposed to transfer in 2019/20 budget.

121118/39 Clerk confirmed no budget had been included for interest received on the £85,000k invested in Santander.

121118/40 Councillor Anne Hicks was concerned at the cost of the cutting of footpaths. Clerk confirmed this was discussed at the last meeting.

121118/41 Clerk confirmed receipt of money from all allotment invoices for the 2018/19 period.

121118/42 The finance report for November was approved, proposed by Cllr Chris Hall with all in favour

It was resolved to make the following payments:

121118/43 Clerk salary and expenses £261.75

121118/44 Wave (allotment water) £63.54

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- 121118/45 Council were advised of the increase in the cost of emptying litter bins from £30 to £35 per bin per year from 2019. The Parish Council have three bins and therefore a total increase for the financial year 2019/20 of £15.00 was included in the draft budget.
- 121118/46 Cllr expressed concerns that the litter bin at the bottom of the playing field was not emptied often and resolved for the Clerk to send an email to MSDC with these concerns.
- 121118/47 Councillor's were issued with a table of costs for the 2019 Elections where it would appear the highest possible cost to the Parish Council would be £683.55.
- Matters to be brought to the Councils attention and for consideration for the next meeting:**
- 121118/48 Councillor Anne Hicks confirmed the Public Footpath leading to Butterfly Farm was still down.
- 121118/49 Councillor Arthur Hicks cannot view the second page of November 2017 minutes on line.
- 121118/50 Cllr Arthur Hicks has noticed The Buxhall Broadcast is no longer available on the Parish website. Clerk to contact the editor and ask for a PDF file to be emailed. Clerk will upload this onto the website monthly.
- 121118/51 Date of the next meeting: Cllrs were asked to note the date of the next scheduled meeting as 10th December 2018 at 7.30pm in the village hall.
- 121118/52 **Council resolved 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.** It was proposed by Councillor Manning seconded by Councillor Anne Hicks with all in favour to temporarily exclude the Public and Press due to the confidential nature of the business to be discussed.
- 121118/53 Chairman Steed closed the meeting at 21:28hrs