

## BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 8<sup>th</sup> October 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 three members of the public

- 081018/01 **To receive and consider apologies for absence:** Cllrs Mitson and Matthissen offered apologies.
- 081018/02 Council considered and consented to the apologies for absence.
- 081018/03 **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.
- 081018/04 **To confirm and sign the minutes of the Parish Council meeting of 10<sup>th</sup> September 2018 as a true record:** The minutes of the meeting on 10<sup>th</sup> September 2018 were approved as a true record of the meeting and decisions made. Chairman signed and dated all pages.

### **Public Forum**

- 081018/05 District Councillor Matthissen's report had been circulated prior to the meeting which included the planning inspectors ruling that MSDC have only a 3.4 year housing land supply.
- 081018/06 Cllr Arthur Hicks expressed disappointment in the District Councils discrepancy in calculating and publishing they have met the five year housing land supply in July 2018.
- 081018/07 A member of the public expressed thanks to the Chairman for visiting the playing field on 15<sup>th</sup> September, ensuring the motorcycle club adhered to the previously agreed conditions to use the field with the Parish Council

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- 081018/08 A member of the public asked when the playing field is handed over to a third party for a social event, other than a sporting event, what documentation does the hirer need to fill in to have the use of the field.
- 081018/09 The Clerk asked to confirm this after the meeting.
- 081018/10 The same member of the public asked what instructions are given for the disposal of ashes.
- 081018/11 Cllr Manning confirmed that many events have taken place on the playing field in previous years.
- 081018/12 Another member of the public expressed concerns for future events and suggested a formal framework should be in place.
- 081018/13 **Planning Applications: To consider and comment on applications made to the Local Planning Authority (MSDC):** The Council
- DC/18/04358 Householder planning application – Erection of detached outbuilding and associated engineering ground works The Thatches, Brettenham Road, Buxhall IP14 3DY. After discussion the Council resolved to submit the following comment: Buxhall Parish Council would like to offer support to this application with concerns relating to planning policy H18 – the size is not in keeping with the size of the existing dwelling and GP1 – it does not respect the scale of the surrounding development.
- Planning Decisions: To note determinations by the Local Planning Authority:** The Council noted the following determinations:
- 081018/14 DC/18/02933 Conversion of principle barn to dwelling. Conversion of smaller barn to 2 bedroom annexe and relocation of existing dutch barn to form garage and hobbies space both ancillary to main dwelling. Associated drainage and landscaping Adjustments to existing access to highways Barns at Leffey Hall, Brettenham Road, Buxhall **GRANTED**.
- 081018/15 DC/18/02934 Listed Building Application Conversion of principle barn to dwelling. Conversion of smaller barn to 2 bedroom annexe and relocation of existing dutch barn to form garage and hobbies space both ancillary to main dwelling. Associated drainage and landscaping Adjustments to existing access to highways Barns at Leffey Hall, Brettenham Road, Buxhall **GRANTED**.
- Playing Field:**
- 081018/16 The Clerk informed Councilors of an email received from the Mad Cow Motorcycle Club (MCMC) giving thanks for the use of the playing field on 15<sup>th</sup> September 2018.
- 081018/17 Cllr Manning asked if the MCMC had made a donation to St Mary Church for the use of the playing field. Neither the Clerk or the Chairman could confirm this.

- 081018/18 The Clerk confirmed a ROSPA report on the playing field equipment had been received and only low and very low risks were reported. It was agreed the playing field working party will review the findings in greater detail.
- 081018/19 Cllr Arthur Hicks expressed disappointed with the lack of communication regarding the ROSPA inspection further to the Councils request to have a member of the Council present during the inspection.
- 081018/20 Further to a proposal from the playing field working party the Council resolved to issue a survey to all Buxhall residences regarding their uses and wishes for the future of the playing field.
- 081018/21 It was agreed the Parish Council would hold an open day in the village hall to allow the public to view photographs of other local playing fields, browse through play equipment brochures and design their ideal playing field.
- 081018/22 The Council resolved to purchase two fence panels to replace rotten panels at 11 Edmunds Road to allow continued access to the playing field at an approximate cost £42.98.
- 081018/23 County Cllr Otton entered the meeting
- 081018/24 County Cllr Ottos report had been issued to all Cllrs prior to the meeting. The highlights of the report were the projected increase of 18% in the number of children with Social and Educational Needs and Disabilities between 2018 and 2020 compared to a 4% rise in the overall population of children, and the forecast overspend of £4.4m in the Care Purchasing budget. This is due to a 1% increase in the number of people receiving care, as well as increases in prices for residential care homes above the standard published rates.
- 081018/25 County Cllr Otton left the meeting
- Governance:**
- 081018/26 Clerk confirmed updated financial risk assessments had been issued to the working party for review. The health and safety risk assessments would be issued early week commencing 15<sup>th</sup> October and all risk assessments would be brought to the next full Council meeting for discussion and adoption.
- 081018/27 All Cllrs received a copy of the NALC standing orders amendment L09-18 July 2018 and resolved to accept them.
- 081018/28 Clerk will re-issue updated Standing Orders to all Councilors.
- Community Emergency Plan (CEP):**
- 081018/29 Councilors were issued with the proposed CEP Plan for adoption.
- 081018/30 It was agreed to make minor amendments to the proposed plan and will bring the plan to the next meeting for adoption.
- Allotments**
- 081018/31 The Clerk confirmed invoices to cover 2018/19 allotment season had been issued and £195.00 in rent had been received to date.
- 081018/32 A Buxhall resident had requested to hire an allotment. After discussion the Council resolved to accept the request. Clerk to issue the hire agreement and an invoice.
- Road Safety**
- 081018/33 Cllr Arthur Hicks confirmed the assessments for all three sites proposed is yet to be carried out.
- 081018/34 Council confirmed Buxhall has no grit bins and agreed they do not wish to purchase or apply for any.
- 081018/35 The Parish Council accepted the Suffolk Highway would not re-stock grit heaps.

- 081018/36 It was confirmed hedges are the responsibility of the landowner and all Cllrs agreed for the Clerk to report overgrowing hedges around the village to Suffolk highways.
- 081018/37 The Clerk expressed concerns over the cost of cutting footpaths. Cllrs were in agreement that the Parish is offered a good service for a good price and are happy to keep with the current contactor.
- 081018/38 It was resolved for the Clerk to report a number of footpath signs which are down around the village.
- Finance:**
- 081018/39 Cllrs confirmed receipt of the finance report prior to the meeting and no questions were raised.
- 081018/40 Clerk confirmed the second payment of the Precept had been received on 10<sup>th</sup> September for £2,011.75.
- 081018/41 A donation for the use of the electricity at a recent private function had been received and banked.
- 081018/42 Clerk confirmed receipts of £20.00 had been banked from allotment rents for 2018/19 season along with £10.00 owed from 2017/18 season. A further £155.00 from allotment rent had been banked since the date of the bank statement.
- 081018/43 Allotment water will be recharged upon receipt of the read bill due any day.
- 081018/44 The finance report was approved with all in favour  
It was resolved to make the following payments:
- |           |                                 |         |
|-----------|---------------------------------|---------|
| 081018/45 | Clerk salary and expenses       | £294.74 |
| 081018/46 | Hall hire                       | £25.00  |
| 081018/47 | Came & Co (Insurance)           | £348.16 |
| 081018/48 | One Suffolk Web Site hosting    | £60.00  |
| 081018/49 | PKF Littlejohn (external audit) | £240.00 |
| 081018/50 | D J Davison (footpath cutting)  | £436.22 |
- 081018/51 Cllr Arthur Hicks suggested the Parish Council had entered into a five year agreement with SCC, MSDC or SALC regarding the external audit and will confirm his understanding with the Clerk who will then look into it further.
- 081018/52 The Council resolved to purchase a lead which will enable data from the VAS machine to be downloaded and analysed. The cost will be shared with Felsham Parish Council and will cost Buxhall Parish Council approximately £31.25.
- 081018/53 The 2017/18 External Audit has been carried out and reviewed with no cause for concern. A notice informing the public of their right to inspect the accounts has been displayed on the village notice board and on the Parish Councils website

**Matters to be brought to the Councils attention and for consideration for the next meeting:**

- 081018/54 Elections in May 2018, draft budget, BT telephone boxes, Caravan to the rear of Cottage Farm
- 081018/55 **Date of the next meeting:** The Clerk offered apologies for the error on the agenda and Cllrs were asked to note the actual date of the next scheduled meeting is 12<sup>th</sup> November 2018 at 7.30pm in the village hall
- 081018/56 Chairman Steed closed the meeting at 21:18hrs