

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6 September 2021 held in Buxhall Village Hall

Councillors Present: Chris Hall (CH), Michael Drury (MD) and Steve Farrell (SF).

In Attendance : Tina Newell (Clerk) and five members of the public.

In accordance with the Councils Standing Orders CH was appointed to preside over the meeting.

060921/01 **Apologies for absence:** The Chairman David Steed (DS) offered his apologies for absence along with Councillors Malcolm Manning (MM), Les Basham (LB) and Scott Martin (SM).

060921/02 All Councillors consented to apologies from DS, MM, LBA and SM.

060921/03 **Declarations of Interest and Dispensation considerations:** None received.

060921/04 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 5 July 2021 prior to the meeting. Councillor SF proposed to accept these as a true record of the decisions made, seconded by MD with all Cllrs in favour.

060921/05 **Matters for report:** Councillors noted the matters for report with no comments.

Public Forum:

060921/06 Councillor PO offered her apologies for not attending this evenings meeting.

All Councillors received PO report at the meeting which is appended in full to these minutes. It was agreed for the Clerk to confirm if Edmunds Road resurfacing has been completed.

060921/07 A representative from the Buxhall Village Hall Committee confirmed Stowmarket Utd did not ask for changing facilities.

- 060921/.08 The current Secretary of the Buxhall Village Hall Management Committee (BVHMC) confirmed he is stepping down from the position in October. On behalf of the Parish Council and community CH gave thanks and praise to the resident for all that he has achieved whilst in the post.
- 060921/09 A resident was disappointed to hear football is no longer being played on the field.
- 060921/10 The Parish Council were offered thanks for allowing parking on the playing field to accommodate diners and drinkers to the mobile pizzeria.
- 060921/11 A resident representing Save the Crown (StC) confirmed a request for funding had been sent to the Clerk and read the request aloud. Councillors agreed to include this on the agenda for the next meeting.
- 060921.12 The Parish Council were thanked for donating defibrillator pads to the BVHMC.

Planning:

- 060921/13 All Councillors noted there were no planning applications to consider.
- 060921/14 All Councillors noted there were no planning determinations made by MSDC.
- 060921/15 Four members of the public left the meeting.

Finance:

- 060921/16 Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 27th August 2021.
- 060921/17 In the absence of Councillor Malcolm Manning Councillor CH, who has yet to be set up to access the bank accounts, verified the bank reconciliations, confirming the total value of cash held as at 27th August was £94,778.73.
- 060921/18 All Councillors noted the total value of cash includes a capital amenity reserve of £83,627.89.
- 060921/19 Councillors noted the Clerk was now in receipt of a working bank authorisation card. The outstanding July payments due to the Clerk, HMRC and ICO have now been set up; Councillor SF confirmed he will authorise these as overdue.

060921/20 Councillors resolved to approve the following gross payments, confirming a full schedule supported by invoices and receipts had been received prior to the meeting.

	Payee	Description	£
060921/21	T Newell	Salary & office reimbursements	567.68
060921/22	T Newell	Clerks Tax refund	12.20
060921/23	Steve Farrell	Paint for playingfield	35.37
060921/24	D J Davidson	Footpath cutting	436.22
060921/25	Darryl Read	Slide safety matting	350.00
060921/26	Buxhall Village Hall	Hall hire 050721	12.50
060921/27	Top Garden Services	Grass cutting	192.00
060921/28	PKF	External Audit	360.00

060921/29 After consideration all Councillors agreed not to set up a direct debit for the Clerks salary, instead to delegate authority to the Clerk to make payments for wages and deductions only in the months when there are no meetings and after agreement for the payments from the Chairman and Vice Chairman.

060921/30 After discussion all Councillors agreed to renew the insurance cover in accordance with the three year agreement made on 12 October 2020 at a cost of £359.10 plus IPT of £43.09 totalling £402.19 and agreed for the Clerk to make the renewal payment; after consideration all Councillors agreed the only increase in value from last year to this current year should be the cost of the MacBook computer and confirmed the assets value fits within the £100k covered within the agreement and the money is also adequately covered up to £250k.

060921/31 Councillors accepted the Clerks recommendation to vier budget expense lines.

Governance:

060921/32 All Councillors received Councillor CH's review of Councils Internal Control and agreed to accept the review with no comment.

- 060921/33 All Councillors noted the completion of the Limited Assurance Review for the year ended 31st March 2021.
- 060921/34 Councillors received confirmation the Clerk has advertised the Conclusion of Audit for the year ended 31st March 2021 in accordance with legislation.
- To receive reports from Working Parties and Representatives:**
- 060921/35 All Councillors agreed to defer the footpath report until the next meeting when it is hoped Councillor MM, as the footpath officer, would be in attendance.
- 060921/36 Councillor MD confirmed the play equipment is in good order and being well used and agreed to send the inspection reports to the Clerk for filing.
- 060921/37 Clerk to confirm with Councillor MD the position regarding COVID restrictions on the play equipment.
- 060921/38 It was resolved to defer the Road Safety report until the next meeting when it is hoped Councillor LB, the lead on this working party, would be in attendance.
- 060921/39 **Quiet Lanes:** All Councillors agreed to defer receiving an update to the next meeting when the Clerk will have more information on the requirements for registration.
- 050921/40 **Correspondence:** Councillors noted a list of correspondence received and agreed for any future correspondence to be addressed in the appropriate agenda item.
- 050921/41 An email of concern over the condition of two allotment plots had been received and all Councillors agreed for the Clerk to send a letter to the tenant asking them to adhere to the terms of the tenancy agreement.
- 060921/42 **Any other matters for information, to be noted, or for inclusion on a future agenda:** Review of risk assessments and policies and procedures, to consider a request for support from Save The Crown and allotments.
- 060921/43 All Cllrs noted the date of the next meeting as 4 October 2021.060921/44 The Chairman thanked all for their attendance and closed the meeting at 8.39pm.