

## BUXHALL PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 12 October 2020

**Councillors Present:** David Steed (Chairman) (DS), Malcolm Manning (Vice Chairman) (MM), Les Basham (LB), Chris Hall (CH) and Steve Farrell (SF),

**In Attendance :** Tina Newell (Clerk) and two members of the public

- 121020/01 **Apologies for absence:** All Councillors in attendance
- 121020/02 **To receive any members declarations of interest in accordance with the Councils Code of Conduct for items on the agenda:** None received.
- 121020/03 **To receive any written requests for dispensations relating to disclosable pecuniary interests:** Councillor's noted there were no written requests for dispensations relating to disclosable pecuniary interest
- 121020/04 All Councillors resolved to exclude temporarily the Public and Press 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 salaries and office costs at item 15 on the agenda
- 121020/05 **To consider and approve the minutes of the Full Parish Council meeting held on 7 September 2020:** All Cllrs confirmed receipt of the draft minutes for the meeting held on 7 September prior to the meeting and resolved to accept these minutes as a true record of the decisions made (minute reference 070920/01 to 070920/62 inclusive). DS as Chairman signed the minutes.  
**Public Forum:**
- 121020/07 Councillors heard that the kitchen refurbishment due for the village hall was on hold due to current COVID 19 restrictions  
**Planning:**
- 121020/08 Councillors considered planning application DC/20/03484 Householder application Construction of swimming pool with pavilion Location: Buxhall Vale, Purple Hill, Buxhall and agreed to SUPPORT this application.
- 121020/09 There were no planning applications determined by MSDC for noting.
- 121020/10 **Matters of report:** Councillors noted receipt of the matters of report from the previous meeting.  
**Finance:**  
Councillors noted the following income since the last meeting:

	Date	Description	£
121020/11	21 09 20	MSDC Final 50% of Precept	2,308.85

- 121020/12 All Councillors confirmed receipt of the three bank reconciliations, supported by bank statements, for the period ended 28 September 2020 prior to the meeting noting the combined value of cash available s at 28 September 2020 was £116,902.77.

Signed: *David Steed*

Date: *9<sup>th</sup> November 2020* 1

- 121020/13 Councillor MM verified the three published bank reconciliations agreed to the bank statements.
- 121020/14 All Councillors confirmed receipt of the budget to actual receipts and payments for period ended 28 September. With no further questions all Councillors approved this report as a true reflection of the Councils payments and receipts up to 28 September 2020.
- 121020/15 Clerk confirmed the Parish Councils insurance had been renewed with Royal Sun Alliance using Community Action Suffolk as the broker at a cost of £402.19. This insures all risks up to £100k and fidelity cover up to £250k under a three-year long-term arrangement,
- 121020/16 Councillors agreed for the Clerk to complete a VAT return after the meeting and to submit another return when Kompan's final invoice had been paid. Clerk to submit a return for £5,710.58.
- 121020/17 After consideration all Councillors approved the following gross payments to be paid by internet banking, noting a full schedule with details had been circulated prior to the meeting:

	Payee	Description	£
121020/18	T Newell	Salary & office costs (Inc. new printer)	508.44
121020/19	E-on	Electricity (playingfield car park)	33.25
121020/20	One Suffolk	Annual Website hosting	60.00
121020/21	CAS	Insurance 2021/21	402.19

- 121020/22 Clerk confirmed a reconciliation of the latest invoice vs quotation has been sent and received by Kompan who are looking into the identified errors.
- 121020/23 Clerk informed Council that the £50k transferred into Nationwide was being held in a reserve account as it was too late to deposit into the previously agreed account offering 0.4% interest. All Cllrs agreed for DS and CH to complete an application transferring the total £50k into a Nationwide account offering 0.3% fixed rate interest for one year.
- 121020/24 Cllrs confirmed acceptance to the reserve account as presented agreeing to hold 59.7% in general reserves.
- 121020/25 Cllrs received confirmation the Parish Councils Website has no errors when using a website accessibility check extension as suggested by CAS and therefore is deemed compliant to WCAG.
- 121020/26 Clerk confirmed there had been no requests for an election.
- 121020/27 Councillors resolved to adopt the draft Co-option policy and procedure and to advertise the two Councillor vacancies in the Buxhall Broadcast November edition with a deadline for applications of 1<sup>st</sup> December 2020.
- 121020/28 After consideration Council agreed not to form working parties to respond to the Governments White paper on planning and Suffolk County Councils Quiet Lanes initiative.
- 121020/29 It was agreed to place a notice near the post box and in the Buxhall Broadcast asking residents to be considerate when leaving bins out for emptying.  
Playingfield:

- 121020/30 Clerk confirmed there was no update on phase two of the regeneration; quotes were still being sought.
- 121020/31 It was resolved for the Clerk to write to the neighbouring resident requesting they cut back their hedge which was growing on to the car park.
- 121020/32 MM confirmed the vehicle previously parked in the car park has been removed and Councillors resolved no further action is required.  
Allotments:
- 121020/33 Clerk confirmed as at 29 September four invoices remained outstanding and agreed to send statements to those allotment holders with outstanding payments.
- 121020/34 Council agreed to monitor parking on the allotments.
- 121020/35 **Any other Council business for information or inclusion on a future agenda:** budget and precept, Suffolk County Council boundary review, PIIP and road safety.
- 121020/36 Councillors noted the date of the next meeting as 9 November 2020 and agreed to hold this face to face.
- 121020/37 Members of the public left the meeting room
- 121020/38 Council agreed to the recommendation from the staffing committee and resolved to increase the Clerks salary from scale point 11 to 12.
- 121020/39 All Cllrs confirmed receipt of PO report with no questions.
- 121020/40 **Chairman closed the meeting at 8.15pm**