

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6th July 2020 remotely via Zoom

Councillors Present (by video): David Steed (Chairman)(DS), Malcolm Manning (Vice Chairman) (MM), Chris Hall (CH), Les Basham (LB), Steve Farrell (SF) and Jackie Taylor (JT)
Councillors Present (by audio): Ann Hicks (AH).

In Attendance (by video): Tina Newell (Clerk).

The Chairman opened the meeting and advised all present the meeting was being recorded by the Clerk.

060720/01 **Apologies for absence:** All Councillors were present and therefore no apologies for absence were received.

060720/02 **To receive any members declarations of interest in accordance with the Councils Code of Conduct for items on the agenda:** None received.

060720/03 **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.

060720/04 **To consider and approve the minutes of the Parish Council meeting held on 8 June 2020:** All Cllrs confirmed receipt of the draft minutes for the meeting held on June 8 2020 prior to the meeting and resolved to accept these minutes as a true record of the decisions made.

Public Forum:

060720/05 Councillors confirmed receipt of PO report prior to the meeting which confirmed Suffolk County Council has published a Local Outbreak Control plan setting out how Suffolk would prevent and respond to a localised outbreak of COVID-19 (full details at <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/>). The full report is appended to these minutes.

060720/06 SF asked when the HWRC will accept vehicles larger than cars.

Planning:

060720/07 Councillor's noted there were no planning applications made to the local planning authority to consider.

060720/08 Council noted the planning inspectorate **dismissed the appeal** against MSDC's decision on planning application DC/19/03372: householder planning application, erection of off-grid sustainable dwelling, Land South of Mill Road

060720/09 Councillors agreed for the Clerk to submit Clovers Way and Bretlyn Gardens as suggested road names for the new development at Land to the North of Lynton, Brettenham Road and agreed to comment it would not be appropriate to relate this development to 'Mill'.

Finance:

060720/10 The Council confirmed receipt of the bank statements and bank reconciliations prior to the meeting.

060720/11 MM verified the bank statements supported the figures as presented confirming the balance of cash available as at 29 June 2020 as £120,723.19.

- 060720/12 Clerk confirmed the fidelity insurance had been increased to £250k from £115k (the next available band) to cover the inflated reserves.
- 060720/13 Councillor's noted one receipt for £60.00 since the last meeting.
- 060720/14 All Councillor's confirmed receipt of the budget to actual receipts and payments for period ended June 29 2020 prior to the meeting. With no questions asked all Councillor's resolved to accept and approve these figures as a true and accurate reflection of the Councils payments and receipts. Council confirmed receipt of all invoices proposed for payment and all Cllrs agreed to make the following payments via internet transfer:
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|-----------|--|-----------|
| 060720/15 | Clerks salary, office expenses and costs | £227.77 |
| 060720/16 | D J Davison (footpath cutting) | £436.22 |
| 060720/17 | ICO (annual renewal) | £40.00 |
| 060720/18 | Viking (stationery; paper, cash box) | £39.25 |
| 060720/19 | SALC (annual renewal) | £184.97 |
| 060720/20 | VAT (vat on Kompan play equipment) | £5,000.00 |
- 060720/21 Councillor's noted Halifax no longer offer the two year account as discussed minute ref 090320/27
- 060720/22 CH proposed, seconded by MM with all in favour, for the Clerk to apply to the Nationwide for a one year fixed saver account at 0.4% .
- 060720/23 All Cllrs agreed to delegate authority to the Clerk to transfer £50,000.00 in accordance with Barclays mandate outside of the meeting once confirmation the account had been opened.
- Governance**
- 060720/24 The working party agreed to bring the Risk Assessments back to the September meeting for adoption having reviewed them.
- 060720/25 The working party agreed to bring the Policies and Procedures back to the September meeting for adoption having reviewed them.
- 060720/26 Councillor's confirmed receipt of a Draft Model Code of Conduct and resolved not to submit any comment. Clerk confirmed all Councillor's are able to submit their own comments direct.
- Playingfield**
- 060720/27 Council noted work on phase one of the playing field regeneration had commenced with the picnic benches and tables due to be installed this week, the safety surfacing to start on 15th July the practical completion is due on 27th July 2020.
- 060720/28 Councillors agreed to keep the play equipment closed until the September meeting allowing time for the landscaping to establish.
- 060720/29 Councillor's agreed for the Clerk to contact the Police regarding the four vehicles that remain parked in the car park; despite letters and polite reminders asking them to move.
- 060720/30 It was resolved to accept Kompan's quote number SQ254309-4 for replacing the safety surfacing beneath the old swings at a cost of £869.06.
- 060720/31 Councillor's agreed to the suggestion for a wild meadow on the playingfield.
- 060720/32 Clerk confirmed whilst no credit note had yet been received for the interruption in service to emptying the litter bin near the play equipment, it is expected. Council resolved to again defer the payment to MSDC for their invoice of £129.78 until the credit note has been received (£129.78).

Allotment:

- 060720/33 Councillor's noted all invoices for the allotment season 2020/21 have been issued.
- 060720/34 Council agreed for the Clerk to write to one tenant advising of a change in allotment plan which was necessary to ensure all allotments are of a similar size. Council resolved for the charge to be for two allotments for 2020 season with the 2021 season to be charged at £60.00
- 060720/35 It was agreed to allow the erection of a greenhouse on plot number three and for the Clerk to inform the tenant.
- 060720/36 LB confirmed allotment number seventeen had been cleared. Thanks were given to LB and CH.
- 060720/37 Subject to full and correct completion of the tenancy agreement Councillor's agreed to let plots seventeen and sixteen to a local resident. It was agreed to charge £10.00 for this season and £40.00 for the year from 11th October. Clerk to issue one invoice for £50.00.
- 060720/38 **Any other Council business for information or inclusion on a future agenda:**
Clerks office costs, signage for Mill Road (near the public house), VAS,
- 060720/39 Council noted the next scheduled meeting of the Council is 7th September and resolved to meet in the village hall if Government guidance allows and the village hall is open.
- 060720/40 AH left the meeting
- 060720/41 **Chairman closed the meeting at 20.53pm**