

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7 September 2020

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

Councillors Present (by audio):

In Attendance : Tina Newell (Clerk), Penny Otton (District & County Councillor) (PO), and two members of the public

- 070920/01 **Apologies for absence:** All Councillors in attendance
- 070920/02 **To receive any members declarations of interest in accordance with the Councils Code of Conduct for items on the agenda:** None received.
- 070920/03 **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
- 070920/04 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
- 070920/05 **To consider and approve the minutes of the Extra Ordinary Parish Council meeting held on 14 August 2020:** All Cllrs confirmed receipt of the draft minutes for the extra ordinary meeting held on 14 August prior to the meeting and resolved to accept these minutes as a true record of the decisions made (minute reference 140820/01 to 140820/16 inclusive). DS as Chairman signed the minutes.
- Public Forum:**
- 070920/06 Councillors confirmed receipt of PO report prior to the meeting, which is appended in full, with no questions.
- 070920/07 A member of the public expressed concerns that a hedge was overgrown and intruding onto the playing field car park.
- 070920/08 Concerns were expressed regarding the number of vehicles permanently parked in the car park and the blocking with rubbish bins of the post box sited near the Old Chapel.
- Planning:**
- 070920/09 There were no applications made to the local planning authority (MSDC) for comment or consideration.
- 070920/10 Councillors noted planning application DC/20/01243 Erection of a gate house at Buxhall Vale had been GRANTED by MSDC with SUPPORT from Buxhall Parish Council.
- 070920/11 Councillors considered a response to Mid Suffolk District Councils updated 2020 draft five-year housing land supply position statement. Cllrs agreed with MSDC statement that as building works have commenced on all sites it is

reasonable to assume completion of them in the current year and resolved not to submit any comment.

Finance:

070920/12 Councillors noted the following income since the last July meeting:

Date	Description	£
25.08.20	Allotment rent	120.00
14.08.20	Allotment rent	20.00
05.08.20	Allotment rent	20.00
17.07.20	Allotment rent	20.00
14.07.20	Allotment rent	20.00
10.07.20	Allotment rent	50.00

070920/13 All Councillors confirmed receipt of the three bank reconciliations, supported by bank statements, for the period ended 29 August 2020 prior to the meeting noting the combined value of available cash as at 29 August 2020 was £115,106.15.

070920/14 Councillor MM verified the three published bank reconciliations agreed to the bank statements.

070920/15 All Councillors confirmed receipt of the budget to actual receipts and payments for period ended 29 August prior to the meeting; with no further questions all Councillors approved this report as a true reflection of the council payments and receipts up to 29 August 2020.

070920/16 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	Details	£
T Newell	Salary & office costs (2 months)	381.40
E-on	Car park electricity	34.73
MSDC	Bin emptying	123.12

070920/17 All Councillors confirmed receipt of the Nationwide account statement noting the account was opened with a transfer of £1.00 this was to ensure the account was open and genuine. All Cllrs agreed for the Clerk to transfer the remaining £49,999.00 after this evenings meeting.

070920/18 Councillors confirmed DS and CH are the dual signatories on the Nationwide account; DS and CH signed the authorisation form witnessed by all Cllrs.

Governance

070920/19 Clerk confirmed an email had been received from the external auditor notifying they have received and logged the notification of exempt status for the year ended 31 March 2020. As they have not heard from local electors during the period for the exercise for public rights (from 15th June for 30 days) they will not be in contact again.

070920/20 Councillors received notification of the updates to the Standing Orders and Financial Regulations from NALC and agreed to accept and adopt them.

070920/21 Councillors confirmed receipt of the risk assessments review prior to the meeting and with no questions asked all Cllrs agreed to adopt them.

- 070920/22 Councillors noted a full review of the Councils Policies and Procedures has been carried out by the working party.
All Councillors agreed to adopt the following policies and procedures as reviewed, updated and recommended by the working party:
- 070920/23 Accessibility Statement
- 070920/24 Complaints Procedure
- 070920/25 Conflict of Interest Policy
- 070920/26 Document Electronic Data Retention Policy
- 070920/27 Electronic Communication and Social Media Policy
- 070920/28 Employment Policy
- 070920/29 Equality Statement here
- 070920/30 Filming, videoing, photography and audio recording policy here
- 070920/31 General Contact Privacy Notice
- 070920/32 General Data Protection Regulation Policy
- 070920/33 Health and Safety policy here
- 070920/34 Internet Banking policy here
- 070920/35 Lawful Basis for Processing Data here
- 070920/36 Lone worker policy here
- 070920/37 Policy and Procedure for Handling Requests for Information
- 070920/38 Safeguarding policy here
- 070920/39 Subject Access Request
- 070920/40 Training Policy
- 070920/41 Councillors considered and agreed the asset register as previously circulated confirming the total value of assets held as at 7th September is £99,199.38.
The increase in assets is due to new play equipment including safety surfacing and sundries; the insurance broker confirmed these should also be insured.
- 070920/42 Insurance renewal quotations are being sought from CAS (the current insurance broker) and Came and Company (previous broker). As the renewal date is before the next full Council meeting and quotes had yet to be received all Cllrs resolved to delegate authority to the Clerk to renew the insurance and confirmed the renewal should be for a period of one year and should insure assets up to £100k and fidelity insurance cover of £115,106.15.
- 070920/43 In accordance with the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018 Councillors delegated authority to the Clerk to spend up to £108.00 plus VAT to ensure the Parish Councils website is fully compliant before 23 September 2020.
- 070920/44 Councillors resolved not to comment on Mid Suffolk District Councils revised draft Statement of Licensing Policy.
- Playingfield:**
- 070920/45 Councillors noted the playing field equipment has been re-opened following risk assessments performed by MM and the Clerk. Temporary signage covering advice from government guidance is in place.
- 070920/46 It was agreed to purchase more permanent signage for the car park, playing field and play equipment. After consideration it was agreed the Clerk would finalise the wording with all Cllrs before placing the order for seven A3 diaboloid signs from Polstead Press at a cost £198.00 plus VAT; two signs for the car park, two signs for the entrance on to the field (one at each entrance)

- two signs for the play equipment and one for the basketball court. it was agreed the Clerk would apply to PO for locality fund to cover this.
- 070920/47 It was agreed to adopt the previously circulated regular checklist for the playingfield/equipment. Cllrs LB, CH, SF, DS and the Clerk agreed to carry out these checks weekly on a rota sending copies of the completed checklists to the Clerk for filing.
- 070920/48 Quotes for phase two of the regeneration are still being sought, Councillors agreed to bring these to the next meeting.
- 070920/49 Councillors agreed to allow Buxhall WI to hire the playingfield in accordance with the completed hire form. Clerk to inform the applicant.
- Allotments:**
- 070920/50 Councillors agreed to rent allotment plots 12 to 15 inclusive to a current tenant and offered thanks for the payment already received.
- 070920/51 After consideration Councillors resolved not to allow the erection of a polytunnel on land currently tenanted by a another.
- Road Safety:**
- 070920/52 Councillor LB confirmed the VAS machine is working well and being moved around the village successfully.
- 070920/53 All Councillors agreed additional signage for Mill Road is required and resolved for the Clerk to request signage from SCC Highways .
- 070920/54 **Any other Council business for information or inclusion on a future agenda:** maintenance of footpaths, parking on the allotment.
- 070920/55 Councillors noted the date of the next meeting of the Parish Council is 12 October 2020 and resolved to hold this meeting in person.
- 070920/56 Members of the public left the meeting.
- Staffing:**
- 070920/57 Councillors confirmed receipt of a report from NALC regarding the pay award for Clerks; after consideration all Cllrs agreed to adopt the pay award and to back date it to 1st April 2020.
- 070920/58 After considering the Governments increase in the working from home tax free allowance Councilors resolved to increase the Clerks allowance from £1.73 to £5.00 per week back dating to 6th April 2020.
- 070920/59 Members of the press and public were invited to re-join the meeting.
- 070920/60 On the grounds of health Anne Hicks offered her resignation as Councilor. The Chairman thanked AH for her service and effort on behalf of the Parish Council and all residents of Buxhall.
- 070920/61 Due to relocating Jackie Taylor offered her resignation as Councillor. The Chairman expressed thanks to JT for her 5 years of service.
- 070920/62 **Chairman closed the meeting at 9.10pm**