

BUXHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 8th June 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), Penny Otton (District & Council Councillor) (PO) and two members of the public.

- 080620/01 The Chairman opened the meeting and advised all present the meeting was being recorded by the Clerk.
- 080620/02 All Councillors were present and therefore no apologies for absence were received.
- 080620/03 AH declared an interest in agenda item 11a allotment charges as an allotment holder.
- 080620/04 Councillor's noted there were no written requests for dispensations relating to disclosable pecuniary interest.
- 080620/05 All Cllrs confirmed receipt of the draft minutes for the meeting held on April 15th 2020 prior to the meeting and resolved to accept these minutes as a true record of the decisions made.
- 080620/06 Councilor's noted due to the determination not to hold an annual Parish Council meeting under SI 2020 No. 392 (minute 150420/25 refers) they will remain in post until the next annual meeting of the Parish Council, May 2021, unless they resign earlier.
- Public Forum:**
- 080620/07 Councillors resolved to defer this item until PO was present.
- Planning:**
- 080620/08 Councilor's noted here had been no applications made to MSDC for comment
- 080620/09 Council noted MSDC planning committee **refused** planning application DC/19/05761: householder planning application, erection of off-grid sustainable dwelling, Land South of Mill Road
- Finance:**
- 080620/10 Councilor's confirmed receipt of the bank reconciliations for period ended May 28th 2020 noting the value of available cash as at 29th May 2020 was £121,549.07.
- 080620/11 Councilor's agreed that MM, as a non-bank signatory should verify the monthly bank reconciliations. MM verified the published figures agreed to the bank statements.
- 080620/12 It was noted DS, CH and SF are cheque signatories on both Barclays bank accounts, with any two to sign and DS and the Clerk are authorised for internet banking. CH and SF have yet to set up internet banking and it was agreed the Clerk will email CH and SF with confirmation of what is required from them to access this.

- 080620/13 All Councilors confirmed receipt of the budget to actual receipts and payments for period ended May 28th 2020 prior to the meeting and with no comments or questions the report was approved by all Councilors.
- 080620/14 Councilors resolved for the Clerk to transfer £85,000 (the capital receipt from the Santander Bond) into the Business Savings Account (as previous minute 090320/27).
Councilors acknowledged the following receipts:
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|-----------|-------------------------------------|------------|
| 080620/15 | Bacton Parish Council | £30.50 |
| 080620/16 | Business Bond closure | £85,000.00 |
| 080620/17 | Assumed Interest from Business Bond | £432.56 |
| 080620/18 | MSDC Contributing Third Party | £2,500.00 |
| 080620/19 | 50% of requested Precept | £2,308.85 |
| 080620/20 | National Lottery Grant | £9,399.00 |
| 080620/21 | VAT recovered from 2019/20 accounts | £794.35 |
- Council resolved to make the following payments via internet transfer:
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|-----------|--|---------|
| 080620/22 | Clerks salary, office expenses and costs | £418.20 |
| 080620/23 | E-On | £46.11 |
| 080620/24 | Trevor Brown | £100.00 |
| 080620/25 | Boswell Office Supplies | £75.30 |
- 080620/26 Council resolved to defer payment of the MSDC invoice for emptying litter bins (£129.78) until service had resumed and a credit note applied to the account for the break in service.
- 080620/27 PO joined the meeting
- 080620/28 Councilor's noted the end of year payroll has been completed and a P60 has been issued to the Clerk, as the only employee of the Council.
- 080620/29 Councilor's noted the Clerk has submitted a re-declaration of compliance with The Pensions Regulator and has been acknowledged as received.
- 080620/30 All Councilor's confirmed receipt of the Internal Auditors Report on the year ended 31st March 2020 prior to the meeting noting the Council continues to maintain effective governance arrangements
- 080620/31 Clerk read aloud the Annual Governance Statements in turn as shown on Section 1 of the Annual Governance and Accountability Return 2019/20 (AGAR)). Council answered each statement and resolved to delegate authority to the Chairman and the Clerk to sign section one outside of the meeting.
- 080620/32 Councilor's received and confirmed the Accounting Statements for the year ended 31.03.2020 as transposed on Section Two of the AGAR and delegated authority to the Chairman to sign outside of the meeting.
- 080620/33 Councilor's confirmed the statements on the Certificate of Exemption (AGAR 2019.20 Part Two) apply to Buxhall Parish Council and that Buxhall Parish Council neither received gross income, nor incurred gross expenditure exceeding £25,000 and resolved to delegate authority to the Chairman and the Clerk to sign the Certificate of Exemption outside of the meeting.
- 080620/34 Council noted the Period for the exercise of public rights and declaration that the accounting statements are yet unaudited will be posted on line from 15th June 2020 for a period of thirty working days.
- 080620/35 Council noted Bacton Parish Council accepted the proposal to share costs and usage of their printer; Clerk will record the usage and Bacton will invoice

- Buxhall quarterly based on recorded usage. All Cllrs accepted the proposal for the cost of any replacement printer be shared proportionate with usage with Bacton Parish Council.
- 080620/36 PO presented her report and confirmed the latest advice from Government is that anyone using public transport must wear face masks; this is the responsibility of the individuals/parents/carers.
- 080620/37 PO left the meeting
- Governance:**
Councillors confirmed appointment of the following members to working parties:
- 080620/38 Staffing committee: DS, MM and LB
- 080620/39 Playing field: AH, JT and SF
- 080620/40 Risk assessment: SF, MM and CH
- 080620/41 Policies and Procedures: AH, JT and LB
- 080620/42 Councillors resolved to appoint CH to the Village hall committee
- 080620/43 Council resolved not to appoint any Councillor to the Garnham Salter Trust
- 080620/44 Council resolved to re-adopt the Suffolk Code of Conduct understanding this sets out the standards of behaviour that Members of the Council are expected to adhere to.
- 080620/45 Councilor's reviewed the Council's subscription to SALC and resolved to delegate responsibility to the Clerk to renew the subscriptions upon renewal and set up payment for authorisation should this be before the next meeting
- 080620/46 Council considered the Clerks subscription to SLCC and agreed it is a necessary subscription. Council agreed to contribute to the renewal cost proportionate with the number of hours worked for Buxhall Parish Council.
- 080620/47 Council agreed to defer the review of the financial and physical risk assessments to the next meeting
- 080620/48 Council agreed to review the Governance documents to the next meeting
- Playingfield:**
- 080620/49 Council noted that work on the playingfield is scheduled to commence on 24th June 2020 and delegated authority to the working party to review and accept Kompans risk assessments and method statements prior to any work commences.
- 080620/50 Council delegated responsibility to the working party to make minor amendments to the project after receiving confirmation there is a cross fall on the land.
- 080620/51 Council resolved to accept Kompans offer to inspect all play equipment post installation of the new equipment.
- Allotment:**
- 080620/52 AH telephone line was muted confirming no participation in this item.
- 080620/53 Councilor's reviewed the allotment charges and agreed no increase in charge for the 2020/21 season.
- 080620/54 Councilor's agreed to invoice per allotment plot rather than size of plot which for most will remain as last year.
- 080620/55 AH telephone line was unmuted.

- 080620/56 Council agreed to set up a working party to clear plot number 17 as soon as possible and ideally before the next Council meeting. The working party is to be led by LB with CH and SF as members.
- 080620/57 Council resolved to allow small dwarf rootstock fruit trees on allotment number 3.
- 080620/58 **Any other Council business for information or inclusion on a future agenda:** Financial and physical risk assessments, governance documents and footpath cutting.
- 080620/59 **To agree the meeting timetable for 2020/21:** Councillors agreed meeting dates for 2020/21 as July 6th, September 7th, October 12th, November 9th, December 7th, January 11th 2021, February 8th, March 8th and April 12th.
- 080620/60 **Chairman closed the meeting at 21.11pm**