

BUXHALL PARISH COUNCIL

Minutes of the full Council meeting held on 3 July 2023 in Buxhall Village Hall

Councillors Present: David Steed (DS) (Chairman), Les Basham (LB) (Vice Chairman), Emily Byam (EB), Michael Drury (MD), Graham Mitchell-Rowlands (GMR) and Scott Martin (SM).

In Attendance : District Councillor Nicky Wilshere (NW), County Councillor Penny Otton (PO), Tina Newell (TN) (Clerk and no members of public.

030723/01 **Apologies for absence:** Councillor Chris Hall (CH) tendered apologies for absence prior to the meeting.

030723/02 All Councillors resolved to accept apologies from CH.

Declarations of Interest:

030723/03 TN confirmed all members Registers of Interest's had now been completed and sent to the District Authority.

030723/04 SM declared an interest in agenda item 5ai as a neighbouring farmer only.

030723/05 **Dispensation considerations:** There were no requests for dispensations to consider.

030723/06 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Annual Parish Council meeting held on 15 May 2023 prior to the meeting and resolved to accept these as a true record of the decisions made. DS signed the minutes from reference 150523/01 to 150323/54).

Public Forum:

030723/07 All Councillors confirmed receipt of County Councillor PO's report prior to the meeting which is appended in full to these minutes.

030723/08 All Councillors noted District Councillor NW's report had been received prior to the meeting; NW has been appointed to the licensing and Gypsy & Travellers committees; the consultation on the proposed route for overhead electricity powerlines has been opened and NW agreed to send details to TN. NW's full report is appended to these minutes.

Planning:

Signed: *David Steed*

Dated: *04 09 2023* 1

All Councillor's considered the following planning application relating to Buxhall received since the last meeting:

030723/09 DC/23/02737 Non material amendment relating to application DC/21/04913
Revised design of boathouse

Buxhall Vale, Purple Hill, Buxhall IP14 3DH

Councillors noted whilst this application is for the addition of a second floor it is a non-material application as this amendment will not be seen or identified and will have very little or no impact on its surroundings. After consideration all Councillors agreed to offer no comment.

030723/10 All Councillors noted there had been no decisions made by MSDC relating to Buxhall since the last meeting.

Finance:

030723/11 **Bank Reconciliations:** The bank reconciliation for the period ended 28 June 2023 as supported by bank statements, was available to all Councillors prior to the meeting; In the absence of CH SM confirmed the bank reconciliations as presented agreed to the bank statements showing a balance of £111,599.13; £40,419.83 in the Community account, £20,532.33 in the Business Premium account and £50,646.97 in the Unity Trust account.

030723/12 All Councillors noted an initial cheque payment of £500 had been made from the Barclays Community account to the Unity Trust Bank to open the Unity Trust Bank account; the recent transfer via internet banking was for £50k resulting in a balance of £500 more than originally agreed. All Councillors agreed to the additional £500 remaining in the account noting the interest received for one month is greater than the total annual interest received from Barclays in 2022/23.

030723/13 **Budget to Actual:** Councillors confirmed receipt of the Budget to Actual report prior to the meeting and with no questions resolved to accept this report.

030723/14 **Reserves:** All Councillors received the reserves account prior to the meeting and accepted the allocation with no questions.

Councillors noted the following three receipts since the last meeting:

030723/15 Barclays Apology delay in correcting the correspondence address £30.00

030723/16 Barclays Annual interest £123.37

030723/17 Unity Trust Monthly interest £146.97

Signed: *David Steed*

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All Councillors ratified the following payments made by internet banking since the last meeting and confirmed receipt of invoices prior to authorisation:

030723/18	Freethought Internet	Domain renewal	£120.00
030723/19	Freethought Internet	Hosting and storage	£136.50
030723/20	Buxhall Village Hall	Reroofing extension	£13,899.60

All Councillors approved the following gross payments to be made by internet banking confirming a full schedule, supported by invoices had been received prior to the meeting:

030723/21	Tina Newell	Salary, travel and office costs	£396.80
030723/22	HMRC	Tax	£43.00
030723/23	ICO	Data Protection renewal	£40.00
030723/24	Buxhall Village Hall	Hall Hire x 2 meetings	£25.00
030723/25	Michael Drury	Reimbursement for wood	£57.80
030723/26	A mandate change request form to remove SF and CH adding LB to both the Barclays accounts has been completed. Once this has been processed TN will contact LB with instructions how to access internet banking.		
030723/27	TN has completed an Account Management Form with Unity Bank Trust to remove DS and MD adding SM, EB and GMR. TN will inform all concerned when this update has been applied to the account.		
030723/28	Councillors received a request from Buxhall & District Community Council to purchase, retrospectively, the mugs given out to residents in celebration of King Charles III Coronation at a net cost of £501.12 (noting the invoice is made payable to Buxhall Parish Council the VAT can therefore be reclaimed); GMR proposed this request is supported using money from the Jubilee reserve account, seconded by LB and with all Councillors in favour it was agreed reimburse the village hall committee with £601.34 gross.		

Governance:

030723/29	Councillors noted the External Auditor has confirmed receipt of the Notice of Exempt status for the year ended 31 March 2023. After consideration all Councillors resolved to re-adopt the following risk assessments with no amendments and agreed to review again later in the year:		
030723/30	Allotments		
030723/31	Clerk		

Signed: *David Steed*

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- 030723/32 Financial
- 030723/33 Lone Worker
- 030723/34 Playingfield
- 030723/35 Vehicle Activated Sign
- To receive updates and reports from officers and take action as appropriate:**
- 030723/36 **Footpaths:** All Councillors received a report from GMR and agreed no further action from the Parish Council is required.
- Road Safety:**
- 030723/37 TN confirmed a request has been made for Suffolk County Council to re-site the Mill Road road sign.
- 030723/38 TN has contacted PO for help with additional speed management ideas and will bring options to the next meeting.
- 030723/39 LB confirmed the Automatic Number Plate Recognition (ANPR) will return to the village later in the month.
- 030723/40 **Tree Warden:** MD had nothing to report.
- 030723/41 **Village Hall Committee:** All Councillors noted the committee has been successful in securing a grant from MSDC towards the kitchen refit and it is hoped this work will start early in September 2023. Work on the toilet refit is yet to be decided and may be subject to a feasibility study.
- Playingfield:**
- 030723/42 MD presented the usual monthly visual inspection report and confirmed he has cleaned the play equipment.
- 030723/43 TN confirmed Frank Davey will carry out the work to replace the safety surfacing under the picnic tables and benches w/c 24 July 2023 however TN has asked if this can be done any sooner noting this date is in the school holidays.
- 030723/44 Councillors received confirmation the grass cutting on the playing field will be carried out on a fortnightly basis and strimming, where necessary, will be undertaken.
- 030723/45 All Councillors noted as from 24 July 2023 the Stowupland youth football team will train on the playingfield on Monday evenings from 6pm to 7.30pm.
- 030723/46 Councillors noted the playingfield is not currently registered with the Land Registry; after discussion all Councillors agreed to instruct Gudgeons Prentice to register this land at a cost of £500 plus VAT. Councillors noted this fee may increase if information comes to light that is currently not known. MD proposed to proceed with this

registration, seconded by LB and will all Councillors in favour it was agreed to budget up to £2k using funds from the asset replacement reserve.

030723/47 **Rattlesden Gliding Club Airfield Liaison Committee:** LB confirmed they have an annual open day August 28th from 10am to 5pm.

030723/48 **Allotments:** All Councillors noted the allotment tenancy charge of £20 has not been increased since at least 2009. As there is no increase in cost to the Parish Council to have allotments it was agreed there is no need to increase the tenancy charge and all Councillors resolved for the charge to remain at £20.00 for the 2023/24 season.

030723/49 **Any other matters for information, to be noted, or for inclusion on a future agenda:** insurance renewal, listing of historic buildings.

030723/50 **To note the date for the next scheduled meeting:** All present noted the date of the next meeting as Monday 4 September 2023.

030723/52 The Chairman closed the meeting at 8.33pm.