

BUXHALL PARISH COUNCIL

Minutes of the full Council meeting held on Monday 4 September 2023 in Buxhall Village Hall

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

In Attendance : District Councillor Nicky Wilshere (NW), County Councillor Penny Otton (PO), Tina Newell (TN) (Clerk and two members of public.

040923/01 **Apologies for absence:** Councillor Emily Byam (EB)) tendered apologies for absence prior to the meeting.

040923/02 All Councillors resolved to accept apologies from EB.

Declarations of Interest:

040923/03 SM declared a non-pecuniary interest in agenda item 6ai as a neighbouring farmer only.

040923/04 **Dispensation considerations:** There were no requests for dispensations to consider.

040923/05 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes from the meeting held on 3 July 2023 prior to the meeting and resolved to accept these as a true record of the decisions made. DS signed the minutes from reference 030723/01 to 030723/52).

Public Forum:

040923/06 All Councillors confirmed receipt of County Councillor PO's report prior to the meeting which is appended in full to these minutes; at the recent full Council meeting PO proposed to lower speed limits on rural roads where the safe speed is lower than the National Speed Limit however this was voted down without debate; SCC's contract with Suffolk Libraries has been extended by 10 months to allow for an extensive public consultation from October 2023 to January 2024; a speed check will take place this month along Onehouse Road.

040923/07 All Councillors noted District Councillor NW's report had been received prior to the meeting; committees; Mid Suffolk District Council (MSDC) has submitted their final report to inspectors on part on of the Joint Local Plan (JLP) it is anticipated this will

Signed: *David Steed*

Dated: *6 November 2023* 1

come back to full Council November 2023 to be formally adopted and at this point will it place strength to restrict development to within settlement boundaries. NW's full report is appended to these minutes; a review of support for residents struggling with the cost of living crisis includes delivery of £100,000 to tenants through the household support fund, a reduction in Council Tax for low income households and the awarding of over £150,000 to households struggling with the cost of their rent through the Discretionary Housing Payment - NW agreed to send the application link to TN to publicise; MSDC has launched a campaign aimed at funding projects improving the appearance and cleanliness of communities.

040923/08 A member of the public, as the applicant, spoke in support of planning application DC/2302876.

Planning:

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

040923/09 DC/23/02876 Construction of Prospect Mound

Buxhall Vale, Purple Hill, Buxhall IP14 3DH

After consideration all Councilors agreed to SUPPORT this application.

040923/10 Councillors ratified their decision to SUPPORT the following application: DC/23/03255

Listed building consent – replace existing plain tiled roof with handmade clay tiles

Park Farmhouse, Worlds End, Buxhall IP14 3EB

040923/11 All Councillors noted the following planning application has been withdrawn

DC/23/02737 Revised design of boathouse at Buxhall Vale, Buxhall.

040923/12 All Councilors noted the following decision, relating to Buxhall, made by the District Council since the last Parish Council meeting:

DC/22/06304 Fen Farmhouse

MSDC: GRANTED BPC: supported.

Finance:

040923/13 **Bank Reconciliations:** The bank reconciliation for the period ended 31 August 2023 as supported by bank statements, was available to all Councillors prior to the meeting; CH, as a non-bank signatory, confirmed the bank reconciliations as presented agreed to the bank statements showing a balance of £97,098.41; £25,960.63 in the Community account £20,490.81 in the Business Premium account and £50,646.97 in the Unity Trust account.

- 030723/14 All Councillors noted interest would be applied quarterly (every three months) to the Unity Trust bank account.
- 040923/15 **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.
- 040923/16 **Reserves:** All Councillors received the reserves account prior to the meeting and agreed the expense lines remain relevant for the current financial year; the general reserve is 69% of the precept and within the guidance of the Council’s reserves policy. All Councilors resolved to approve the reserves account as presented.
- 040923/17 **Asset Register:** Councilors confirmed receipt of the asset register prior to the meeting; with the agreement to remove line 24, the VAS, all Councilors resolved to agree the acquisition value of assets as £110,188.52 and the insurance value of £93,031.96.
- 040923/18 Councilors noted whilst there had been no receipts since the last meeting the VAT refund from 2022/23 year-end of £265.96 had been received on 10 May 2023, this had been included on previous finance reports but not formally minuted. 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:

	Payee	Details	Gross £
040923/19	Tina Newell	Salary and reimbursements	559.80
040923/20	Top Garden Services	Playing field grass cutting April – August inclusive	580.80
040923/21	Buxhall Village Hall	Hall Hire 03 07 2023	12.50
040923/22	MSDC	Contested election costs	1,321.45
040923/23	Frank Davey	Safety surfacing on playing field	5,304.00

- 040923/24 TN confirmed the direct debit for E-On energy has been set up to come out of the Premium account and that two payments had been taken for £27.97 (16 August) and £13.55 (18 July).
- 040923/25 Councilors noted the change of mandate request has been sent to Barclays for a second time as they couldn’t confirm receipt of the form sent in July! This was to add LB and remove CH and a previous Councillor.

- 040923/26 The mandate request change form to add GMR, EB and SM to the Unity Bank Trust has yet to be completed.
- 040923/27 All Councillors noted the insurance is due for renewal on 1 October 2023 and whilst the Clerk has sent out invitations to quote to three companies no renewal offers had been received (quotes are usually given within 30 days of the renewal date). It was resolved therefore for Cllr Hall to review the insurance quotes with TN and all Councillors delegated authorisation to TN and CH to renew the insurance.
- 040923/28 Councillors received a request from Buxhall & District Community Council to cover the cost of printing 100 'welcome to Buxhall' pamphlets at a net cost of £281.00. After discussion a member of the public offered to support the printing cost in full.
- 040923/29 Since the agenda was published the Clerk has found the deeds to the land as required by the solicitor to proceed with the first registration of land in the Parish and therefore there is no expected increase in solicitors fees; for information the deeds were found in 'The Hold' which is the new home of Suffolk Archives.
- To receive updates and reports from officers and take action as appropriate:**
- 040923/30 **Footpaths:** It was agreed to defer this report until PO has had time to review GMR's report.
- Road Safety:**
- 040923/31 LB confirmed the community speed watch has been out carrying out speed checks; the ANPR device was in the Parish late July 2023 however no information has been forthcoming.
- 040934/32 TN confirmed Suffolk County Council have responded to the repositioning of the sign as being outside their are of responsibility! NW agreed to report this to the District Council.
- 040923/33 All Councillors agreed for TN to research a further VAS liaising with LB; PO agreed to look into the cost of the application, supply and installation of white gates.
- 040923/34 **Tree Warden:** MD had nothing to report.
- Village Hall Committee:**
- 040923/35 All Councillors confirmed receipt of a proposed procedure for the drawn down of previously agreed funds towards the village hall projects and resolved to adopt the procedure, a copy of which has been available to the Village Hall Committee and will be available on the website.

- 040923/36 A request to move the Fire Assembly Point from the village hall to the edge of the playingfield was received from the committee prior to the meeting; all Councilors agreed this makes complete sense and resolved to accept the request and for the the committee to move the assembly point sign.
- Playingfield:**
- 040923/37 MD presented the usual monthly visual inspection report which confirmed no actions are required other than the change in telephone number and ‘what 3 words’ notice on the sign located on the entrance to the equipment; TN confirmed the printers are supplying a sticky label with the updated details
- 040923/38 TN confirmed the annual play inspection has been booked with the assistance of the District Council at a discounted fee of £53.15 plus £5.31 admin cost. The report following the inspection should be available at the next meeting and it was agreed no urgent remedial work should be required before then at the earliest. TN is trying to locate an engineer to carry out a physical inspection of the Zip Wire after confirming the company used previously are no longer in existence.
- 040923/39 MD confirmed the safety surfacing under the picnic areas has been completed to a very high standard. MD is chasing the contractor who offered to fill the gaps with tarmac on the basketball court as this has yet to be done.
- 040923/40 As Councilors heard previously in the meeting all the information is now available for the solicitor to proceed with the first registration of Council owned land in the Parish.
- 040923/41 Boundary fence: SM offered to attend the site and carry out the necessary repairs.
- 040923/42 All Councilors confirmed receipt of a request from Buxhall Community Council to use part of the playing field as a car park on 9 September 2023 for those attending the Produce Show and resolved to allow the use noting a risk assessment has been received. It was agreed future requests from the Community Council could be agreed by the Chairman, LB and Clerk outside of a formal meeting.
- 040923/43 **Rattlesden Gliding Club Airfield Liaison Committee:** LB confirmed the main tug engine may need replacing but would be with the same size engine. The next meeting is 7 November 2023.
- 040923/44 **Allotments:** All Councillors noted the invoices for the 2023/24 season have been hand delivered; the invoices have a payment due date of 11 October 2023.
- 040923/45 **Listed Building:** All Councilors considered listing a building in the village that is currently unlisted and resolved for TN to look at the procedure in listing a building.

- 040923/46 **Any other matters for information, to be noted, or for inclusion on a future agenda:**
replacement notice board, additional speed indicator device, listed building
procedure.
- 040923/47 All Councilors agreed to hold the Clerks annual appraisal from 7pm on Monday 6
November 2023.
- 040923/48 **To note the date for the next scheduled meeting:** All present noted the date of the
next meeting as Monday 6 November 2023.
- 040923/49 The Chairman closed the meeting at 9.06pm.