

## SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend a meeting of Saxtead Parish Council  
which will be held at The Old Mill House Pub, Saxtead  
on Thursday 7th March 2024 at 7pm**

### AGENDA

1. To receive apologies for absence
2. Declarations of interests & consider any applications for dispensations
3. Minutes of 4<sup>th</sup> January 2024 to be approved as a true record of the meeting
4. Matters arising

### PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

5. Chair's report
6. Clerk's report
7. Financial Officer's report

a) To consider making the following payments:

Amount	Payee	Details
£15.99	L. Kirk (Ebay)	30mph wheelie bin reminder stickers
£29.37	L. Kirk (Ebay)	Neighbourhood Watch signage and stickers
TBC	L. Kirk	Pay to 31.03.2024
TBC	HMRC	PAYE to April 2024
TBC	SALC	6 months payroll service

- b) To note funds received and payments made since the last meeting
  - c) To review bank balances as at 28<sup>th</sup> February 2024
  - d) To review bank statements and bank reconciliation to 28<sup>th</sup> February 2024
  - e) To note clerk's pay rate 2023-2024
8. Discuss ways for the village to commemorate the 80<sup>th</sup> anniversary of D-Day
  9. Discuss Action Plan and agree next steps:
    - 9.1 Further consider notice board options for the Green.
    - 9.2 Further consider purchase and location of commemorative bench
    - 9.3 Further consider community fundraising events for 2024
    - 9.4 Consider proposals from Green Saxtead group for works to Little Green
    - 9.5 Consider purchasing free-standing boards to advertise PC news and meetings
    - 9.6 Consider purchasing a memorial wreath to be used annually
  10. Consider recent communications with Pembroke College regarding the green
  11. Discuss feedback from latest newsletter- new sign ups to mailing list, emergency plan responses
  12. Further consider choice of internal auditor following updated advice from the clerk
  13. Confirm details of village Spring-Clean on 23<sup>rd</sup> March
  14. Discuss updates to the village Neighbourhood Watch project
  15. Discuss correspondence received and any necessary actions
  16. Receive reports from Councillors  
To include reports from Cllr. Sullivan on East Suffolk Planning Alliance Conference, Community Rest Centre training and Devolution Suffolk webinar and a report from Cllr. Slater on thermal imaging project in the village.
  17. Matters to be raised at the next meeting
  18. Confirm date of next meeting

*L. Kirk*

Clerk to Saxtead Parish Council

29<sup>th</sup> February 2024