

MINUTES OF MEETING OF SAXTEAD PARISH COUNCIL
Held at Dennington Village Hall on
Wednesday 8th March 2023 at 7.30pm

1. **The Chair welcomed everyone to the meeting and thanked them for attending on such a cold night.** Apologies for absence were received and accepted from Cllr. E. Sullivan (attending SALC Councillor training).

Councillors Present

George Cullingford (Chair) Lisa Handley Jonathan Sullivan Liz Wale Simon Hordern

In Attendance

Lydia Kirk (Clerk)

2. **There were no declarations of interest.**
 3. **The Minutes of the meeting held on 11th January 2023 were approved as a true record of the meeting by all who were at that meeting.**
 4. **There were no matters arising.**

PUBLIC FORUM

There were no members of public present.

5. **Chair's Report**

The Chair advised that this was likely to be his last report as Chair of the Parish Council. He noted that there have been many changes to the village over the years, some good, others not so good but the Parish Council still survives.

He thanked Paul Johnson who has resigned from the Council since our last meeting and thanked him for his hard work during his time in office, notably on the speed reduction project and sign survey. He was pleased to report that some signs have been replaced in the village today, likely as a result of the survey.

The upcoming elections have been advertised on the village website and on the noticeboard and residents are all given a chance to stand on the Parish Council.

The Chair thanked Councillors, past and present for all the support they have given over the years. He also thanked District and County Councillors who have been responsive to the needs of Saxtead over many years. Special thanks were given to all the clerks who have kept the Council on the straight and narrow and particularly to Lydia who has been with us for 5 years.

On a more sombre note, he was sad to report the passing of Sue Ward, who was the inspiration behind the successful Little Book of Saxtead. Sue was married to Graham, who served as a Councillor for many years and was Vice Chair up until they moved out of the Village.

Cllr Sullivan at this point sincerely thanked the Chair for all of his hard work and service to the village. This will be raised at May's meeting.

6. **Clerk's Report**

The Clerk has booked an appointment with East Suffolk Council on 31st March to take nomination papers for the election. She is happy to take any completed forms received by then or candidates are welcome to book their own appointments. It was noted that all forms must be hand-delivered.

A Certificate of Lawfulness has been granted regarding the caravan at Severalls Farm (DC/22/3926/CLE).

A VAT reclaim for the period to 31st January 2023 has been submitted.

7. a) The following payments were approved:

Reference Number	Amount	Payee	Details
P26 22-23	£40.00	L. Kirk	Reimbursement of ICO Fee
P27 22-23	£23.60	SLCC	Share of SLCC Membership 2023

P28 22-23	£20.00	Dennington Village Hall	Hall hire March
P29 22-23	£890.50	L. Kirk	Pay to 31.03.23*
P30 22-23	£22.80	SALC	6 months payroll service

* Authorised early to aid the year-end accounts.

- b) Funds received since the last meeting were noted:
£374.33 VAT reclaim
- c) The current and deposit account balances were £1,309.67 and £5,302.15 respectively on 28th February 2022. It was agreed that £1,000 should be transferred from the deposit account to increase the current account's balance before the precept is received in April.
- d) The bank statements and reconciliation were reviewed and signed by Cllr. Hordern in the absence of an Examining Officer.
- e) The year-to-date payments and receipts account was considered in order and in line with the budget.

8. The following planning applications were discussed:

8.1 DC/23/0463/FUL Hornbeam House, The Green, Saxtead, IP13 9QB

Cllr. Sullivan proposed not objecting to this application. This was seconded by Cllr. Hordern and carried unanimously.

8.2 DC/23/0702/FUL Winterbourne, 22 The Green, Saxtead, IP13 9QE

Cllr. J. Sullivan proposed not objecting to this application but checking the ownership of the land adjacent to the property and highlighting this to East Suffolk Council. This was seconded by Cllr. Cullingford and carried unanimously.

9. Mowing options for the triangle of the green were discussed. Currently this is cut throughout the growing season but as the green will no longer be used to host village events, the Council has been reconsidering this.

The Chair and Cllr. J. Sullivan met the contractor who cuts the rest of the green for hay annually. He is prepared to cut the triangle at the same time as the rest of the green and to cut the visibility splays as and when required at no charge to the Council. Cllr. Cullingford proposed accepting this offer. This was seconded by Cllr. Wale and carried unanimously.

10. There were no updates regarding the funding of the speed limit reduction. The Chair has emailed Cllr. Burroughes chasing for progress, but a significant reply has not been received as yet. It was noted that Cllr. Burroughes was ill last week. Cllr. Wale will make enquiries of SCC Highways in this regard.

11. Framlingham Town Council has now responded confirming that it is not able to support the pavement extension near Saxtead Lodge due to there not being enough finances and insufficient need for such a large project. It invited SPC to revert back to them if other sources of funding could be found. It was agreed to remove this as an agenda item.

12. The discussion on the future of the village and aspirations of councillors is to be postponed until the new Council is elected in May.

13. The possibility of carrying out a Neighbourhood Plan will be discussed again after the new Council is elected in May. It was agreed to ask residents their opinions on this in the next newsletter and the Chair suggested that a meeting was held to which the whole village was invited to find out more about Neighbourhood Plans.

14. Cllr. E Sullivan sent a written report detailing village events planned for the King's Coronation weekend in May. Likely costs would be printing flyers, competition prizes, possible hire of a maypole and a cake. Regarding the community litter pick, there were concerns that some residents may be away that weekend or already have plans for the Bank Holiday. Cllr. Hordern is away so cannot lead the litter pick but he will mention it to other members of the environmental group. It was suggested that levels of interest in the litter pick are gauged in the flyer.

Cllr. J. Sullivan proposed making up to £400 available for costs incurred in the weekend's activities, upon submission of relevant receipts. This was seconded by Cllr. Wale and carried unanimously.

15. Correspondence received was discussed:

It was agreed to apply for two bundles of 500 narcissus bulbs from East Suffolk Council, one for each green.

Cllrs. J. Sullivan and Wale had submitted suggested responses to the initial consultation on the Rural Development Supplementary Planning Document. These were mooted and it was agreed to send a general response expressing disappointment that the SPD would hold very little weight and it would not be a statutory document. **ACTION** JS was asked to draft suitable wording for a response to ESC and circulate to Councillors before submission by the clerk. It was also agreed to respond to the Custom and Self-Build consultation expressing concern that the response deadline was too short.

Phoebe Sullivan has resigned as a Trustee of the Townlands Trust after 40 years. The Chair thanked her for all she has done in this time. He then proposed John Handley as the new Trustee. This was seconded by Cllr. J. Sullivan and carried unanimously.

A letter from County Broadband with an update on the scheme in the village was noted.

Regarding the Rural Coffee Caravan's potential visit in April, it was agreed that it would be good to have the visit if the RCC is willing to come despite the poor turnout at the last two events. If the visit on 19th April does go ahead, it would be advertised in the next digital newsletter, explaining more about all of the services the Caravan provides.

A letter from Suffolk Cloud re "gov.uk" domain names and mailboxes was considered. It was agreed that it would be good practise for Councillors to set up email accounts specifically for Parish Council business, and this will be discussed again after the election in May.

Councillors noted a letter from the Suffolk Napoleonic Volunteers Painting Trust who are trying to restore several old unique paintings. Five of the volunteers came from Saxtead and some properties in the village are named after them. Councillors agreed that this was a very interesting and worthwhile project. Cllr. Cullingford proposed donating £50 for each volunteer from Saxtead, totalling £250. This was seconded by Cllr. Hordern and carried unanimously (*Ref P31 22-23*).

A Direct Debit form for the Information Commissioner's Office was completed in order that they can be paid directly in future years.

16. Receive reports from Councillors

Cllr. E. Sullivan submitted a brief written report regarding other upcoming village events.

On 28th February, the Sullivan and Aldred family will have owned Saxtead Post Mill for 150 years. There will be a celebration to mark this on 1st April.

Cllr E. Sullivan suggests the village hosts a Community Big Lunch to bring the village together, possibly in early June. *Councillors were concerned that this might be a little too close to the Coronation events, held in May.*

Cllr. E Sullivan also reported that the former toilet block site is looking very untidy again and there is lots of litter there. This is owned by East Suffolk Council. Councillor Hordern offered to contact ESC, as a resident, in this regard.

17. Matters to be discussed at next meeting

Neighbourhood Plan Councillors' aspirations Quiet Lane project

Parish Council email addresses Renovation work to the former toilet block site

18. The date of the next meeting was confirmed as being the Annual Parish Meeting at 7pm on Wednesday 17th May. This will then be followed by the Parish Council Annual General Meeting at approximately 7.30pm. *There being no further business, the Chair closed the meeting at 9.35pm.*

Signed *Liz Wale*
Chair

18th May 2023
Date