

SAXTEAD PARISH COUNCIL
Minutes of Meeting
held at The Old Mill Public House on
Wednesday 8th November 2023 at 7.30pm

1. **The Chair welcomed everyone to the meeting and thanked them for attending.**
Apologies were received from County Councillor Stephen Burroughes.

Councillors Present

Liz Wale (until item 6) Tracey Colchester Simon Hordern Paula Slater
Evelyn Sullivan

In Attendance

Lydia Kirk (clerk) District Cllr. Langdon-Morris

2. **There were no declarations of interest.**

3. **The Minutes of the meeting held on 11th September 2023 were approved as a true record of the meeting.** Minutes from May, June and July's meetings were signed and numbered.

4. **Matters arising**

Re item 20, it was noted that Suffolk Wildlife Trust has asked for its report for the Green Saxtead group to not be published on the village website.

PUBLIC FORUM

There were no residents in attendance. The District Councillor reported on his recent actions.

5. **Chair's Report**

The Chair reported that due to her increased workload she is unable to continue on the Parish Council and, as per her email, she would be resigning at the end of this report. She thanked everybody for their continued support and has enjoyed getting to know more people in the village through her role on the Council.

She thanked both District Councillors for their efforts in helping to relocate and reduce water tankers in the village.

She has contacted Realise Futures regarding their benches and provided details for Councillors to obtain current prices. She has spoken with a Neighbourhood Plan consultant who has advised that there are grants available to cover the cost of carrying out a Plan, and advised that the next stage is to check there is sufficient interest in the village for the project.

The Chair was pleased that the Parish Council is moving in a positive direction and there are several new opportunities that it can pursue. She wished everyone the best and then left the meeting.

6. **Cllr. Slater proposed Cllr. Hordern as the Council's new Chair.** This was seconded by Cllr. Sullivan and carried. Cllr. Hordern then signed the Chair's Declaration of Acceptance of Office and proceeded to Chair the meeting. With the Vice Chair position then vacant, Cllr. Colchester proposed Cllr. Sullivan takes on this role. This was seconded by Cllr. Slater and carried.

7. a) No funds have been received since the last meeting.
All payments agreed at meetings in May, July and September have been made, including the insurance premium at a cost of £304.40. In addition SALC's invoice for £22.80 for 6 months payroll has been settled.
- b) The community and premium account balances were £6,035.62 and £4,329.36 respectively on 30th October 2023. However, the balance of available funds is: £7,705.61.
- d) The bank statements and reconciliation were reviewed and signed by Cllr. Colchester.

- e) The year-to-date payments and receipts account was considered.
 - f) The additions to the banking mandates have now been completed and Cllrs Hordern and Sullivan have online access and have been able to make payments. It was agreed that George Cullingford, Lisa Handley, Jonathan Sullivan and Liz Auty should all be removed from the mandate. **ACTION** Cllr. Hordern to contact Barclays in this regard.
- 8. The recent flooding in the village and the Parish Council's emergency response was considered. ACTION** The Chair will speak to the landlord of the pub ensuring he knows that he can contact Parish Councillors for support in any future emergencies. **ACTION** Cllr. Slater will set up a WhatsApp group for village emergencies. Councillors will act as village co-ordinators to help spread information and organise volunteers as and when required. D. Cllr Langdon-Morris will send Councillors information on Flood-Re which helps to provide insurance to properties previously affected by flooding.
- 9. The following items were considered:**
- 9.1 Noticeboards. A resident has volunteered to renovate the noticeboards for free, if the Council supplies the materials. It was agreed to spend up to £400 on materials. **ACTION** Cllr Colchester to liaise with resident in this regard and report back if materials are likely to exceed this budget.
 - 9.2 Commemorative bench. **ACTION** Cllr. Slater will obtain prices for benches and a plaque and circulate these. Councillors agreed to spend up to £500 on this.
- 10. It was agreed that residents should all be consulted on whether the village should carry out a Neighbourhood Plan. ACTION** Clerk to send Cllr Colchester some proposed wording for a newsletter article, and also the most recent newsletter as a guide. Moving forwards, the Council will aim to produce newsletters twice a year, to be hand-delivered to all residents.
- 11. Cllr. Hordern has spoken with two people interested in the clerk vacancy.** Two additional applications have been received since then and Councillors agreed that they had some very good candidates. Councillors agreed an order to shortlist and interview the candidates with a view to then appoint. **ACTION** Chair to contact the applicants and report back.
- 12. It was agreed that the Parish Council should affiliate with the East Suffolk Planning Alliance. ACTION** Clerk to confirm this with ESPA.
- 13. Cllr. Hordern has discussed the future of the village green with Pembroke College.** Councillors noted their comments and will monitor the situation. There are options to explore as and when the Council has more capacity in the future.
- 14. Cllr. Slater has formulated a draft Action Plan for 2024-2025 based on ideas from residents and Councillors. Agreed actions include improving signage in the village, general maintenance around the village, increasing interaction with residents, looking into speed-reduction measures and trying to take on the former toilet block site.** Councillors discussed the various initiatives and prioritised them. These will be costed and considered again at January's meeting when the next budget is discussed.
- 15. Cllr. Sullivan has circulated a draft risk assessment that covers the Council's physical assets to all Councillors. ACTION** Cllr. Sullivan to speak to Lisa Handley regarding defibrillator checks . This will then be considered again at the next meeting.
- 16. Correspondence received was discussed:**
Housing needs survey notification- noted

Funding for bus network improvements – noted but Hour Community’s suggested bus service is likely to be of more relevance in Saxtead

ACTION Cllr. Colchester will contact HC in this regard.

SPOT Wellbeing group – this will be advertised in the next newsletter and on the website

Polling district review - Saxtead’s current arrangements were considered sufficient.

Email re donation to Rural Coffee Caravan – Councillors discussed how the RCC visits are building and becoming more successful. Clerk to respond as such to the resident.

Email re Suffolk Wildlife Trust report – Cllr. Hordern has replied to this resident explaining that the report was commissioned by the Green Saxtead group and has not been shared with the PC. It was noted that any works to Little Green would need the consent of the Parish Council.

Council tax base & precept request – this was noted and will be completed at the Council’s next meeting.

Notification of planning breach across The Green from East Suffolk Council. The occupier has been given a period of time to cease the use of the access and return the land to its original condition.

17. Receive reports from Councillors

Cllrs. Sullivan and Slater attended the inaugural ward Community Partnership meeting in Framlingham in October.

Cllr. Colchester will start working on the Council’s next newsletter

Cllr. Sullivan has several ideas for community money-raising events for next year

Cllr. Slater has received 20 requests for thermal imaging surveys to-date and will be carrying these out in January and February.

18. Matters to be discussed at next meeting

Update on newsletter

Budget and precept 2024-2025

Risk assessment to be approved

19. The date of the next meeting will be confirmed with the new clerk.

There being no further business, the Chair closed the meeting at 9.40pm.

Signed

Chair

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Date