

SAXTEAD PARISH COUNCIL
Draft Minutes of Meeting
held at The Old Mill House Pub on
Thursday 7th March 2024 at 7pm

1. The Chair welcomed everyone to the meeting.

Councillors Present

Simon Hordern (Chair) Tracey Colchester Paula Slater Evelyn Sullivan

In Attendance

Lydia Kirk (clerk) District Cllr. Langdon-Morris (until item 7)

2. There were no declarations of interest.

3. The Minutes of 4th January 2024 were approved as a true record of the meeting.

4. There were no matters arising.

PUBLIC FORUM

The District Councillor gave a brief update on his actions. He also offered to write an article for the next Parish Council newsletter. His new Enabling Communities Budget will be available from 6th April.

5. Chair's Report

The Chair thanked Councillors for all their work over the last two months and noted that it is helping to raise awareness of the Parish Council. He thanked Cllr. Colchester for her hard work producing the newsletter and all Councillors for helping to distribute this to each property. He thanked Cllr. Slater for organising and conducting the thermal image surveys across the village, and thanked David Colchester for his efforts with the walking group.

6. Clerk's Report

With the financial year-end approaching, the clerk will be very busy with the accounts and internal audit work over the next two months. A VAT claim for 2023-2024 has been made.

The clerk attended ESC's Parish Council Planning Forum in January and advised of some procedural changes and also biodiversity net gain obligations that are now in place. She will share the presentation with Councillors.

She has completed SALC annual members' survey and produced posters advertising Parish Council meetings and the spring litter-pick.

The Clerk will chase the Highways Liaison Engineer for an update on the consultation regarding the speed limit reduction.

7. a) The following payments were approved:

Amount	Payee	Details
£15.99	L. Kirk (Ebay)	30mph wheelie bin reminder stickers
£29.37	L. Kirk (Ebay)	Neighbourhood Watch signage and stickers
£1,004.45	L. Kirk	Pay to 31.03.2024
£62.20	HMRC	PAYE to April 2024
Invoice awaited	SALC	6 months payroll service
£20.00	Framlingham Town Council	Newsletter printing

b) No payments have been made since the last meeting.

No funds have been received since the last meeting.

c) The community and premium account balances were £2,082.52 and £4,344.43 respectively on 28th February 2024.

d) The bank statements and reconciliation were reviewed and signed by Cllr. Colchester.

- e) The clerk's rate of pay was noted as being SCP 18 since July 2023 when a pay review was last carried out as part of the clerk recruitment process.
8. **It was agreed to purchase a flag to commemorate the 80th anniversary of D-Day.**
ACTION The clerk will seek prices and revert to Councillors.
Residents will be encouraged to attend the commemorative D-Day event in Framlingham on Thursday 6th June.
9. **The Action Plan was discussed and completed actions noted.** Cllr. Hordern will seek quotations for new signage and will remove the damaged Framlingham Castle sign. Cllr. Slater will get a quotation from a local blacksmith for an iron village sign to go on the green. Cllr. Colchester will provide sample wording for a long-service plaque for the bench. Purchasing a Speed Indicator Device seems to be popular with residents and would be particularly useful when the speed limit is changed. Councillors agreed that funds raised during 2024 events could be put towards the cost of this.
- 9.1 & 9.2 Councillors have agreed which noticeboard and commemorative bench to purchase and will receive a discount for ordering both from the same company.
It was noted that the cricket crease might cause problems when trying to put the bench around the oak tree on the green and Councillors thought that the tree might be better in an alternative location. Residents will be consulted on whether the tree should be moved in winter 2024 in the next newsletter. Removing the crease could also be a future project for the Council.
- 9.3 Cllr. Sullivan confirmed that the Morris Minor Club will be visiting the Pub on Bank Holiday Monday 27th May, from 11am until 3pm.
She will also suggest a Saturday in August to run a trial village car boot sale.
- 9.4 Cllr. Slater proposed accepting the Green Saxtead group's proposals for works to Little Green. This was seconded by Cllr. Sullivan and carried, with one abstention.
- 9.5 It was agreed to spend up to £100 on a free-standing board to advertise PC news and meetings on the village green. **ACTION** Cllr. Hordern will investigate options.
- 9.6 It was agreed to spend up to £25 purchasing a Parish Council memorial poppy wreath to be used annually for Remembrance Day. **ACTION** Clerk to order the agreed wreath from RBL.
10. **Recent communications with Pembroke College's agent regarding the green were noted.**
ACTION Cllrs. Slater and Sullivan will conduct a walk of the green and mark areas that are flooded on the map and highlight any other issues that Bidwells should be aware of. The clerk will then return this to them for their comments and any necessary action.
ACTION Cllr. Colchester will display a map showing all the areas of land that Pembroke College own around Saxtead green in the notice boards and ask residents to contact the clerk with any future issues on this land.
11. **The recent newsletter has resulted in positive feedback from residents and some additional sign-ups to our digital mailings.** There was some interest in offering Emergency accommodation but no responses regarding carrying out a Neighbourhood Plan as yet. The Chair suggested that residents should be consulted separately on this issue.
12. **With the change of the clerk's circumstances, Councillors agreed to continue using Trevor Brown for their internal audit for 2023-2024.**
13. **Cllr. Sullivan has arranged the village Spring-Clean on 23rd March.** Posters will be displayed and will be shared on the village website. She will collect the litter-picking equipment from ESC on 20th March. All litter will be collected from the layby next to the former public toilet site after the event.
14. **Cllr. Hordern was delighted to report that Jonathan Sullivan has kindly agreed to become the new Neighbourhood Watch Scheme Co-ordinator and that he has already been very active in the role.** Stickers and signage have been put up to help promote the scheme and the recent newsletter also helped to raise awareness locally.

- 15. Correspondence received was discussed.** Dan Poulter, our MP, is keen to attend a village event to speak with residents and Cllr. Colchester suggested that he is invited to help with the village litter-pick on 23rd March. An email of concern regarding parking on the green was noted.
- 16. Receive reports from Councillors**
Cllr. Sullivan gave reports on the East Suffolk Planning Alliance Conference that she attended at Grundisburgh, the Community Rest Centre training at East Suffolk Council and on an online webinar on the upcoming consultation regarding possible devolution in Suffolk.
- Cllr. Slater gave a report on the thermal imaging project in the village. She took photos of 26 properties and these highlighted some heat-loss areas that residents were not aware of. She will seek permission for some of these photos to be shared on the village website with a news piece.
- Cllr. Colchester gave a positive report on the recently launched Book Club and advised that the next meeting will be on Tuesday 2nd April.
- 17. Matters to be raised at the next meeting:**
Discuss transport options to help all residents be able to attend local events such as the Rural Coffee Caravan
Discuss the Good Neighbour Scheme
Discuss updates on the Action Plan & fundraising events
Discuss the works to Little Green
- 18. The next meeting will be the Annual Parish Meeting followed by the Annual General Meeting of the Parish Council on 2nd May.** Cllr. Sullivan will re-confirm meeting dates for the rest of the year with the publican.
There being no further business, the Chair closed the meeting at 8.30pm.