

## SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend a meeting of Saxtead Parish Council which will be held at the Training Room, Foxearth Lodge on Tuesday 27th March 2018 at 7.30 pm**

*Parishioners are invited to attend the Meeting*

Please note that audio and visual recordings are allowed at this meeting. If any member of the public does not wish to be filmed please advise the clerk or Chairman before the meeting commences.

### AGENDA

1. **Chairman's welcome**
2. **To receive apologies for absence**
3. **Declarations of interests & applications for dispensations**
4. **Minutes of meeting of 15<sup>th</sup> February 2018 to be approved as a true record of the meeting**
5. **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.

*Including report by Police & District and County Councillors' Reports, if applicable*

6. **Chairman's report**
7. **Clerk's report**
8. **Responsible Financial Officer's report**
  - a) To consider making the following payments

Reference Number	Amount	Payee	Details
E22 17-18	£134.56	B. Cable	Final Salary
E23 17-18	£ 75.15	B. Cable	Expenses
E24 17-18	£ 78.06	L. Kirk	HWA- 16 <sup>th</sup> Jan-end of Jan & Feb. Envelope files, stamps, mileage
E25 17-18	£413.25	L. Kirk	Salary quarter ending 31/03/2018
E27 17-18	£103.20	HMRC	PAYE re L Kirk

*Invoice with full details of item above will be on display at the meeting.*

- b) To note approved payments made since the last meeting

Reference Number	Amount	Payee	Details
E26 17-18	£35.00	Information Services (ICO)	Data Registration

- c) To note payments received since the last meeting

Date	Amount	Payee	Details	Notes
26.01.2018	£42.50	C.A.S	Web hosting refund	

27.02.2018	£294.91	HM Revenue & Customs	VAT Repayment	Claim period 17.05.2016-31.01.2018
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- d) To review bank statements and bank reconciliation (to 2<sup>nd</sup> January 2018)
- e) To review quarterly report

- 9. To discuss Council's current risk assessment and check it is fit for purpose.
- 10. To consider quotations and contract for cutting the triangular green for 2018 season
- 11. **PLANNING**  
To discuss the following application:-  
DC/18/1125/TPO Felling 2 elm trees & 30% crown reduction of 3 ash trees at Barn Acre House, The Green, Saxtead- Applicant Mr O. Thomas
- 12. To consider correspondence received since date of last meeting and determine any necessary actions
- 13. To discuss the application to register *The Old Mill House* as an Asset of Community Value & suggest dates to meet with SCDC officer in this regard.
- 14. To receive an update on correspondence with Bidwells regarding the fallen tree on the green, the potholes at the informal layby on Tannington Road and the hay cut.
- 15. Matters to be raised at the next meeting
- 16. Date of next meeting

*Lydia Kirk*

Clerk

Saxtead Parish Council

## **CORRESPONDENCE RECEIVED**

### **6<sup>th</sup> February- 18th March**

Email from Bidwells re the layby, fallen trees, hay cut and trees at Highfields dated 21.02.2018

Letter from Mr M Stracey re Tree works dated 26.02.2018

Email from Mr S Hordern re traffic calming suggestions dated 04.03.2018

Email from Bidwells re tree works dated 6.03.2018

Quotation from Kindlewood re cutting the village green dated 15.03.2018

Quotation from R Gladwell re cutting the village green dated 16.03.2018

Poster & Booklet for display re The Suffolk Walking Festival 2018

Clerks & Councils Direct Newsletter dated March 2018

*Please note, due to the change of clerk there may be other correspondence that has not been received to date.*