

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 November 2024 at 7pm.

Agenda

- 1. To receive apologies** for absence.
- 2. Declarations of interests** & consider any applications for dispensations
- 3. Minutes of meeting** held on 5th September 2024 to be approved as a true record of the Meeting
- 4. Matters arising.** Chair indicated he would step down from the Council. His email of resignation was received on 04/10/2024.

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 Chair.

5. A proposal to co-opt Jonathan Sullivan who is willing to re-join Council. Proposer and seconder needed.
6. Elect and Chair and Deputy Chair.
7. Appoint an interim clerk to deal with minutes and issues arising until a formal paid appointment person for a Clerk and Responsible Financial Officer is in place.
8. SALC are advertising the Clerk and Responsible Finance Officer position.

We have a new applicant applied for post. Plan to arrange interview date.

- (a) Third signatory required for correct protocol to enable payments for SPC behalf.
- (b) Go paper free printing from bank as required. For council to consider changing current address for bank business and go paper free. Clerk will be able to print off monthly.
9. The Responsible Financial Officer's report is not available as above, but the bank statements are presented for inspection.
 - (a) To review bank balances as of 30th October 2024
 - (b) To note bank reconciliation to 30th October 2024
 - (c) To note that the HMRC's penalty payment did not need to be paid following a successful appeal from SALC. HMRC have not refunded us yet.
 - (d) Receive annual audit report if available. Not due until March 2025.

10. Councillor Colchester expressed concern in an email dated 17th October 2024 regarding the Care Home's problems with their foul water drainage system. It appears that foul water is leaking into the water course. The Council is invited to decide what action it might take to resolve the problem. Proposer and seconder needed.

(a) Councillor Colchester: Newsletter, Caravan Café and asking thoughts on village questionnaire.

11. Receive updates from funding requests from Sizewell C's Community Foundation Fund for contributions towards speed restriction signs, directions signs, and village demarcation signs.

12. Councillor Sullivan will report on activities concerning the car boot sales (a fund raiser for village) which will recommence in the spring when the weather is warmer. Receive an update on the annual Remembrance Service at Saxtead Church and who might represent village. To advise members that a Christmas Carol Service is scheduled for 21st December 2024 in the Old Mill House Pub.

13. Discuss the seasonal mowing of the green and consider the future management of this area. A proposer and seconder are recommended.

14. Note the list of Fixed Assets following recent purchases which are the circular bench around the Jubilee Tree and the Community Notice board have been added to the Council's risk assessment. These assets are added to the Council's insurance policy.. The Council is requested to note these actions.

15. Note that the Council's insurance renewal quotation was accepted, and a payment has been made.

16. Review progress on village communication ideas.

17. Discuss correspondence received and any necessary actions:

(a) An email from Jonathan Sullivan who was asked to investigate Flagship's opinion concerning the unauthorised crossing of number 12 Saxtead Green and decide what action, if any the Parish Council might take. Proposer and seconder recommended.

(b) Consider the status of the speed restriction project. The last day for objections was the 21st October 2024.

(c) Receive reports from County and District Councillors, if available.

18. Any Other Business. (Pre-notification advisable)

19. Matters to be raised at the next meeting.

20. Confirm a schedule of meeting from November 2024 onwards and thereby confirm the date of the next meeting.

Deputy Chair: Evelyn Sullivan acting as temporary administrator.