

# SAXTEAD PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Tuesday 7 December 2010 at Saxtead School of Dance at 7.30pm

### Present

Councillors George Cullingford (Chairman), Kevin Davis, Graham Ward, Kate Hoare (left at 8.45pm).

### Also Present

Tony Hutt (Clerk); Winter Rose (SCDC); 2 members of the public.

1. The meeting started at 7.40pm. **ACTION**  
**Apologies**  
Barry Mallion, Robert Watts, Lisa Handley: these were accepted. Also received from Colin Hart (SCDC), PCSO Mary Thompson and Jean Vincent (parishioner).
2. **Declarations of Interest**  
No declarations of interest were made.
3. **Confirmation of Minutes**  
Councillors proposed, seconded and unanimously confirmed the minutes of the meeting held on 21 September 2010.
4. **Public Forum**  
Winter Rose (SCDC) gave a verbal report in which he highlighted the abolition of the Standards Board and the increasing role of local communities in deliberations on flood defences.  
A written report had been received from Suffolk Police, including 300 young trees stolen from a nursery.  
There were no questions from the public.
5. **Saxtead Green management: Higher Level Stewardship working group**  
There were two issues here: 1) Setting up a working group which may take a role in managing the Green 2) SCDC were asked Saxtead PC to take over management of the Green at some point in the future.  
Cllr Cullingford said that twenty years ago Saxtead PC managed the Green but there were difficulties with Pembroke College and SCDC took over, with continuing liaison. He suggested a meeting with SCDC, Saxtead PC, SWT (Susan Stone) and Pembroke College to discuss the responsibilities and resources, but advised against hasty decisions. Meanwhile a working group could make suggestions to SCDC. Susan Stone said the current Stewardship Agreement was ending soon. Cllr Hoare said maintenance was needed to keep saplings down. Cllr Cullingford said that John Davis (SCDC) had not disclosed how much money is available other than for the triangle area kept mown by the Parish Council for games. Cllr Rose said he could try to get financial information. The Clerk was asked to arrange the meeting and advise that the Parish Council were interested but would like more information on the finances, the responsibilities and on relations with Pembroke College. **Clerk**  
Peter Ross would also be invited to our next meeting. **Clerk**  
Grants may be available and fund raising may be necessary.  
Louisa Yorke and Anita Beamish (parishioners) expressed an interest in joining a working group. SWT might be asked to arrange a guided walk followed by an audit or survey, perhaps including hedgerows, to increase awareness and interest. **Clerk**  
Little Green, not part of Saxtead Green, is owned by the Parish Council and the Clerk would investigate whether it is or ought to be registered with the Land Registry. **Clerk**
6. **Matters of Report**
  - a. **Clerk's Report**  
The Standards Board is being abolished and there will be no statutory Code of Conduct. However members will be required to continue to register and declare personal interests and will not be allowed to use their position improperly for personal gain. The Register of Interests continues. The Government intend that wilful failure to comply with these requirements will constitute a criminal offence. The requirement for local authorities to adopt a model code of conduct and for local authority members to abide by that code will be abolished. However, local authorities will be free to adopt their own, voluntary code of conduct should they so wish. Cllr Rose said

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this would be discussed at the next SCDC Standards Committee meeting.

- b. Blocked Ditch on one side of The Green  
Mr C Comins (surveyor for Pembroke College) had corresponded about an ongoing problem with a flooded ditch on Saxtead Green. Despite periodic chasing of SCDC by the previous Clerk there had been no progress in arranging a site meeting to identify the cause and possible solution to the flooding of the ditch. Mr Comins believed there is clear indication of where the blockage is, namely under the garages and ditch beyond, and only when that is cleaned out will we know how bad the section is in front of the bungalows etc. Councillors said it was a responsibility of SCDC; the Clerk was asked to reply that parish council had pursued it as far as possible but advised him to pursue it directly with SCDC and ask what action they proposed to take, including a possible safety issue (recently someone had fallen into a flooded ditch elsewhere in UK and died). **Clerk**
- c. SCC Flood Survey Cllr Watts was absent. The Clerk would find out whether he had done the survey. **Clerk**
- d. Road Safety There were still no markings on the road crossing the A1120 at the Green so this issue continues. **Clerk**  
An empty property opposite the School of Dance advertised for sale by Gobbett and Kirby is causing visibility problems because the hedge badly needs cutting. The Clerk was asked to contact Gobbett and Kirby about it. **Clerk**
- e. Hedgerow Survey Louisa York (parishioner) was interested in being involved. There was an article in the MSDC Discovery Project newsletter No.5.
- f. Pond, overgrown area and wall at Blue Shutters, The Green  
Mrs J Vincent reported that the "scruffy piece of land" next to her house urgently needed to be tidied up to get rid of the nettles and bramble and to improve the ditch drainage. It had not been included in the cutting of the Green and there were problems with willow trees planted next to a wall and affecting her fence. She suggested getting them dug out and the spoil removed leaving a shallow hole with a small deeper pond one end. She could supply yellow water Iris plants and seeds. A digger would be needed but Volunteers could finish the job and make the site attractive and safe. She would be also very interested in helping with a working party or in other ways. This matter would be considered after the meeting with SCDC.
- g. Red Telephone box The Clerk was asked to remind BT that the Council did not wish to take it over and ask BT to remove it. **Clerk**
7. **Emergency Planning** (Suffolk Emergency Planning) This was deferred to the next meeting. **Clerk**
8. **Road Names Review** Cllr Cullingford was asked by SCDC to check whether road names on the map were right and whether the council wished for road name signs, possibly in 2011/12 FY. He suggested the following priority order (decreasing): Marlborough Road, Chapel Road, Church Road, Severalls Road, Dennington Road. Clerk to reply. **Clerk**
9. **Leiston and District Citizens Advice Bureau** This was a request for publicity. The Clerk would send it to the Parish Magazine and put it on the website. **Clerk**
10. **Planning applications and notifications:**  
Determinations  
C10/1846 Four Winds, The Green - Conservation Area Consent **granted** for demolition of existing garage block (to facilitate provision of new dwelling and additional garage for the existing house) (13/9/10)  
C10/1845 Four Winds, The Green - permission **refused** for erection of one dwelling and garage plus an additional garage for the existing house (demolition of existing garage block) (13/9/10)  
To consider any planning applications received by the date of the meeting  
None  
Any other planning matters

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SCDC had issued *Suffolk Coastal Local Development Framework - Imminent Consultation on the Revised Draft Core Strategy*, starting 29/11/10 and finishing 23/1/11. Cllr Cullingford took a copy and would look at it.

Chairman

**11. Correspondence**

The following correspondence items were discussed:

Victim Support in Suffolk 8/11/10: request for donation - no action taken.

**12. Budget for 2011/12**

The Clerk presented a draft budget for 2011/12 (Saxtd Budget 11-12 version 0.01.pdf) and recommended an increase of precept to £4,000. An unchanged precept would result in a predicted deficit of £388 by the end of 2011/12; an increase to £4,000 gave a predicted surplus of £1,712. A precept for 2011/12 of **£3,250** was **agreed**, representing an increase of 71% over the current precept of £1,900 and a predicted surplus of £962 by the end of 2011/12, which is 30% of the precept. The following points were significant :

- Grass cutting costs were increased by £184 because 13 visits were made compared with 10 the previous year
- Clerk's Salary is £624 higher (92%) - this is because it is based on hours actually spent rather than a nominal 5 hours a month.
- A dog bin was paid for which was not budgeted (£212).
- Election expenses in May 2011 may be incurred: for an electorate of 500 SCDC estimate a cost of £100-150 if uncontested, £485 if contested. The Clerk had budgeted £300, a compromise figure (for a roll of 277 in Dec 2009).
- With the possibility of having to hold a referendum for a significant increase in precept in the future, costing a similar amount to a contested election, it made sense to increase the precept now rather than getting into difficulties later and adding even more to the costs.
- If management of Saxtead Green is taken over there may be additional expenditure, which had not been included.
- VAT of £136 could be reclaimed

The Clerk was asked to request grass cutting on the play area triangle to be limited to 10 cuts per year.

Clerk

**12. Financial matters and payments due**

**BDO Audit:** The external audit report from BDO had been received and only contained one issue: "£1 rounding difference on carried forward and brought forward figures". The recommendation was that the council should ensure in future years that rounding errors are eliminated. This was noted.

**Bank Mandate:** To arrange for three signatories on all bank accounts: the Bank account mandate wasn't right and needed to be sent again to remove Gayle Denmark-Smith and substitute Graham Ward as signatory.

Clerk

**Report:** The Clerk reported that:

- The Council had a balance of £ 765.84 in its current account after adjustments for un-presented cheques and debts that have not yet been invoiced.
- The Council's deposit account had a balance of £ 294.23, making a total of Parish Funds of £1,060.07.
- The Amenities Fund Account had a balance of £ 1,100 ;approximately (some statements are being requested). Cllr Cullingford clarified that the Saxtead Amenities Fund was not a Parish Council fund but a separate fund taking income from fund-raising activities.

**Payments:** The council approved payment of the following invoices:

- SC Services Ltd: Supply & Installation of Green Fido Bin   £   205.63

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• BDO: external audit fee	£ 88.13
• SALC training: Clerk's practical workshop 26/10/10 (50%)	£ 14.69
• Roger Gladwell: grass cutting, 13 visits April-Oct 2010	£ 916.50
• AJ Hutt, salary/expenses July to Nov 2010	£ 624.89
• Saxtead School of Dance for room hire on 10/8/10	£ 12.00
• Saxtead School of Dance for room hire on 7/12/10	£ 12.00
Total	£ 1,668.21

14. **Urgent matters and matters for information** None

15. **Date of next meetings, all at Saxtead School of Dance**

To confirm the date, time and place of the next meeting.

Provisional dates: Tuesday 22 February 2011 at 7.30pm\*; Tuesday 29 March 2011 at 8.30pm\*; Wednesday 27 April 2011 at 8.30pm\* (Annual Parish Meeting); Tuesday 10\* May 2011 at 8.30pm (Annual Parish Council Meeting)

*\* these times and dates were changed after the meeting.*

The meeting finished at 9.57pm.