

SAXTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 29 March 2011 at Saxtead School of Dance at 20:30 hours

Present

George Cullingford (Chairman), Kevin Davis, Graham Ward, Barry Mallion, Lisa Handley, (from 9.10pm), Tony Hutt (Clerk).

Also in attendance: Colin Walker (SCDC), PCSO Mary Thompson, Chris Hudson (SCDC candidate). The meeting started at 8.42pm. Two members of the public were present for item 4d.

ACTION

1 Apologies

Kate Hoare, Winter Rose (SCDC).

2 Declarations of Interest

No declarations of interest were received.

3 Confirmation of Minutes

Councillors confirmed the minutes of the meeting held on 22 February 2011 without amendment.

4 Public forum

a Suffolk County Council: Councillor Colin Hart was not present and no report was received.

b Suffolk Coastal District Council: Councillor Colin Walker gave a verbal report. The Community Radio scheme at Framlingham had been approved as a Community Interest Company by Companies House and is now setting up as a business and may be able to open for Internet broadcast by end of May/June and then on radio later.

He introduced Mr Chris Hudson as a candidate for election as SCDC councillor for the Framlingham Ward, who if elected would have an office in the Conservative Club along with Rupert Durrant from Dennington.

The government's Localism agenda presented wonderful opportunities for local communities and he had made a presentation to SCDC, of which he gave a copy to the Clerk.

c Police: PCSO Mary Thompson said there had been no crimes between January and March, compared with two in the same period last year. Heating oil thefts were a hot topic and advice was being distributed. Public information leaflets on doorstep burglaries (some were masquerading as census representatives) and rogue traders were available. Police Direct offered a free messaging service by telephone, mobile or email. Theft of lead from church roofs were a topical problem. The new Police Station in Framlingham had opened yesterday. General telephone number for Suffolk Police: 01473 613500. In response to a question about an exercise 10 days ago checking traffic speeds in Saxtead, PCSO Thompson said there was a whole day exercise in the area; 25 people were stopped for speeding and 10 given fixed penalty notices.

d Comments from the public: Mr and Mrs Hartley joined the meeting and asked about the planning implications of solar PV (photovoltaic) tiles which they planned to incorporate in their house (next to Saxtead School of Dance) as part of re-roofing, on the top part of the roof. It appeared that they were more a problem than solar PV panels for planning and had been advised by their roofer to consult the Parish Council. Cllr Walker agreed to ask the Building Control Officer at SCDC. Mr and Mrs Hartley left the meeting after this item. The meeting resumed at 9.15pm.

5 Local Elections, 5 May: the polling station would be at Foxearth Nursing Home. The Clerk had been to a useful election briefing by SALC on 24 March.

6 Litter pick: the litter pick on Sunday 10 April was confirmed, starting at 2.30pm outside the Old Mill House pub.

7 Annual Parish Meeting: confirmed for Wednesday 27 April at 7.30pm. Peter Ross (SCDC) would be coming but Susan Stone (SWT) could not attend. No other speakers than the usual would be invited (including Townlands Trust, Earl Soham school governors, Neighbourhood Watch). Louisa Yorke wished to talk about Wild about Saxtead.

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8 **Royal Wedding Celebration:** there would be no village events on the day of the wedding, 29 April, but activities on The Green on Monday 2 May at 2.30pm, as in Mr Cullingford's letter to parishioners. For the Queen's Diamond Jubilee in June 2012 it was hoped to distribute Jubilee Mugs, and Dr Dan Poulter MP could be invited to present them. (*Note: extra Bank Holiday on 5 June, and 4 June instead of 28 May 2012*).

9 **Saxtead Green management:** nothing more had been heard from SCDC or Pembroke College since the meeting on 9 March. The Parish Council had asked for a definitive map of land ownership on and adjoining the Green. The Clerk was asked to write to SCDC (John Davies) and Pembroke College (Charles Comins) to ask if they have come up with a definitive map of The Green.

Clerk

On 9 March Mr Cullingford took Peter Ross (SCDC) behind Blue Shutters to see one of the matters which needed to be sorted—water is not draining from the ditch between A1120 and council houses to the ditch behind Blue Shutters going north to farmland, which was dry. This is not a Parish Council responsibility but is a danger to public. Peter Ross did not think that funds were available to deal with this. A digester empties water into the ditch. The Council feel that something should be done about the ditch outside the council houses, and attention is needed before autumn. No residents have complained at present. It has caused a small pond between them and Blue Shutters behind the telephone box. It was not known whether the ditch was piped at this point. Mr Cullingford also took Peter Ross to see the pond where some fencing is broken.

Mr Phil Jones (Bantry, Chapel Road) had offered to help identify butterflies. Susan Stone (SWT) had done a habitat survey on 25 March, but it was not known why at this stage she was not involving volunteers.

Regarding a better location for the ice cream van, there was no obvious alternative other than the layby on the A1120, which SCC would not agree to.

10 **Hedgerow Survey:** the training session on the Saturday 13 May at 10am at Black Cat Cottage, The Green was noted.

11 **Standing orders, Code of Conduct, Financial Regulations:** deferred to Annual Parish Council Meeting (Clerk to send out)

Clerk

12 **Clerk's Report**

Finances: He had not managed to obtain copies of missing statements for these accounts or Saxtead Amenities Fund. Efforts continued.

PAYE registration had been applied for but not yet processed. HMRC had ruled that all Town and Parish Council Clerks had to operate within PAYE from 6 April (SALC email 23/2/11).

The existing website at www.saxtead.suffolk.gov.uk would be replaced in due course by the new OneSuffolk system at <http://saxtead.onesuffolk.net/>, which had been started but not completed. It was possible to have sub-editors, for instance the Wild About Saxtead page could be managed separately. He asked Councillors to let him know what they wanted to see on the website.

Cllrs

He had received information from the Land Registry on costs and procedures for registering Little Green. The cost for voluntary first registration was £40 (up to £50,000, a discount of £10 on the full fee), but the Council no need for action yet; it could be investigated when there was time. 1

13 **Road Safety:** nothing to report.

14 **SCC Flood Survey:** the Clerk had asked Robert Watts by email (28 March) whether the Flood Survey was completed but no response had been received.

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- 15 **Planning applications and notifications:** no determinations or applications received.
- 16 **Correspondence:** a list of correspondence received was circulated (file copy attached to minutes). Items mentioned included:-
- Dr Dan Poulter MP was promoting the meeting on Broadband Provision in Suffolk on 6 April in Beccles (letter 15/3/11).
 - He was also offering "Meet Your MP" events (letter 23/3/11)
 - SCC Anti-litter campaign: information passed to Cllr Cullingford (letter 26
 - SCC Glass Recycling Bank service: change to some bottle banks (letter 26/3/11).
- 17 **Financial matters**
- a. **Audit:** A Review of audit effectiveness: a draft form was distributed by the Clerk, deferred to the next meeting.
- b. **Bank Mandate:** the revised bank mandate forms for SPC accounts to change signatories had been accepted (24/3/11).
- c. **Report:** The Council's financial position was reported as follows:-
- The Council had a balance of £309.30 in its current account after adjustments for unpresented cheques and the approval of invoices received.
 - The Council's deposit account had a balance of £ 294.27, making a total of Parish Funds of £603.57 (32% of total precept).
 - The Saxtead Amenities Fund accounts had a total of approximately £1,100, but recent statements were to be requested.
- d. **Payments:** The council approved payment of the following invoices:
- | | |
|---|---------|
| • Saxtead School of Dance for 22/2/11 | £12.00 |
| • Suffolk ACRE subscription 2011-12 | £25.00 |
| • Training, Clerk's election briefing 24/3/11 (50%) | £9.00 |
| • Clerk, salary/expenses Feb 2011 | £194.06 |
- 18 **Urgent matters and matters for information:** There might be a need to appoint a representative from the Parish Council to the Wild About Saxtead group. The issue of insurance was raised. Events controlled by the Parish Council were covered, typically 2-3 per year, but the position on conservation activities was not known. Other activities can be covered, such as snow clearing (SCC arrange insurance for listed volunteers) and litter picking (Cllr Ward deals with this).
Louisa Yorke had enquired about funds for Wild About Saxtead. The Council were not sure why the volunteer group would be needing funds at this stage, and thought the request was premature. Some of SWT's activities might be chargeable. If there was a specific need for funds, e.g. for advertising, the Council would consider it.
- 19 **Date of next meeting:** Wednesday 27 April 2011 at 7.30pm (Annual Parish Meeting); Tuesday 10 May 2011 at 8.30pm (Annual Parish Council Meeting), at Saxtead School of Dance. The meeting closed at about 10.40pm.