

SAXTEAD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 10 May 2011
at Saxtead School of Dance at 20:30 hours

Present

George Cullingford, Kevin Davis, Graham Ward, Barry Mallion, Lisa Handley (from 9.12pm), Kate Hoare (until 10.12pm) and Tony Hutt (Clerk).

Also Present

Colin Walker, SCDC Councillor (until 9.12pm). No members of the public were present.

1 Election of Officers

ACTION

- **Chair** George Cullingford was proposed by Cllr Davis, seconded by Cllr Mallion and elected unanimously by the councillors present.
- **Vice-Chair** Kevin Davis was proposed by Cllr Ward, seconded by Cllr Mallion and elected unanimously by the councillors present.

2 Apologies

PCSO Mary Thompson.

3 Declarations of Interest

No declarations of interest were received.

4 Confirmation of Minutes

Councillors confirmed the minutes of the meeting held on 29 March 2011.

5 Public Forum

Cllr Walker (SCDC) gave an oral report. He wished to thank voters for the good turnout (51%). Some wards were being rearranged.

Regarding the former police station, he told Cllr Ward that Mills Charity are negotiating on buying the land, the offer closing around the end of May; Mr J Speight had been busy raising money through grants and convincing people it could be done, so Mills Charity could be reimbursed with three years.

Castle Community Radio had now been setup and would broadcast by internet until the FM radio licence was obtained (25W approximately) to cover Framlingham, Badingham, Dennington and Saxtead. He asked the Parish Council to support if possible; SCDC were asking for support from four parishes. Councillors agreed to consider the request at the next meeting and let Rupert Durrant know.

Clerk

The Framlingham Library CIC project had come to a stop, since SCC were now considering a CIC for the whole county. The public meeting (20 May) had lost its importance. It appears that SCC would retain management of all libraries, using directors from various places to "run the show", each library being supported by an organisation of friends. SCC believe there are ways and means of cutting costs, for instance at Framlingham by rearranging the building, a lift, public toilets, a hall for hire, evening use, also a police office possibly. He mentioned a history study project (Bob Roberts). There could be a communications facility to access SCDC and SCC. A taxi rank was another idea. Framlingham Town Council declined to work with the Framlingham CIC.

Cllr Davis said the Suffolk Heritage building was for sale at £0.75m and might be suitable for a resource centre. Cllr Walker agreed that it was a large site but did not think the building suitable.

NEW ITEMS

6 Issues from the Annual Parish Meeting on 27 April 2011

Redundant Telephone Box - Ms J Vincent had expressed an interest, but Councillors were concerned that it would become an eyesore and a possible danger and did not want it there. The Clerk was asked to chase BT and remind them to remove it and make good the area.

Clerk

Sizewell C traffic - the gentleman asking questions about the impact of Sizewell C construction traffic was not in fact a parishioner. Cllr Walker said that Lowestoft would receive large items for Sizewell C and convey them by sea to a jetty built at Sizewell. Road traffic would be via Lowestoft and A12, not A1120.

Emergency planning - nuclear issues were not under parish council influence. It was agreed to look at the procedures at a future meeting, to identify a venue for emergencies.

Clerk

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Diamond Jubilee celebrations in 2012 - the Clerk had asked MP Dr Dan Poulter if he could attend on Tuesday 5th June 2012 and he was more than happy to do this. Cllr Cullingford said the turnout to the Royal Wedding celebration was brilliant and thanked all who helped and took part. He hoped to write a report for the July magazine. He suggested distributing a leaflet to parishioners (hoping Cllr Davis will print it, Cllrs Ward and Handley to help distribute) asking them to come to an inaugural meeting in August/September at his house to get started on planning the Diamond Jubilee celebrations—appoint a leader, discuss the details: teams, mugs, venue, marquees, fundraising, toilets, etc. The Parish Council did not need to lead this. This was agreed. Cllr Cullingford to draft the leaflet. There were 5-6 interested people. Cllr Ward said that PCSO Thompson had said an application to close any roads for the celebration needed to be made in the next 2-3 months.

Chairman
GW, LH,
KD
Chairman

7 Elections and Register of Interest

The following were elected uncontested as Councillors: George Cullingford, Kevin Davis, Barry Mallion, Graham Ward, Lisa Handley, Katharine Hoare. Outgoing Councillors retired on 9 May and incoming Councillors took office on 9 May. Outgoing Councillors will retire on 9 May and incoming Councillors will take office on 9 May. Each Councillor is required to fill in a Register of Interest within 28 days (7 June); one copy is retained by the Council, the other is sent to the District Monitoring Officer. The Clerk would also send the form by email to councillors. The return (including nil return) on election expenses also has to be sent.

Cllrs
Clerk
Cllrs

8 Parish Council Vacancy

To consider advertising for a co-opted member and agree the procedure to be followed (following a normal election, vacancies may be filled by co-option without notifying the Returning Officer). The Clerk explained that it was up to the Council whom to co-opt, if anyone, and how a selection was made. The Clerk was asked to get advice from SALC and include in the next meeting agenda.

Clerk

9 Councillor Briefings

It was noted that SALC were running New Councillor Briefings after the election (e.g. 13 June at Hoxne, 22 June at Claydon) which are 7-9pm; full councillor training courses (4 hours total) are also run during the year.

10 Appointment of Representatives to other bodies

The Townlands Trust would ascertain when the term of appointment from the Parish Council came to an end and inform the Council. There are no other bodies at present having a representatives from the Council, although the new Wild About Saxtead group may require one or more.

11 Request from Brundish Parish Council for a temporary advertising board

Brundish Parish Council had requested permission for an advertising board on Saxtead Green for a fund-raising weekend on 11/12 June for 2-3 weeks beforehand. This was approved, the location to be at their discretion. Cllr Ward thought Highways did not like signs to be up for more than two weeks, but Peter Ross had said it was OK unless they caused a real problem. Clerk to reply.

Clerk

ONGOING BUSINESS

12 Matters of Report

Saxtead Green Management and Wildlife surveys

Cllr Cullingford said there had been no response to his letter to adjoining landowners about ponds. SWT had done some survey work already.

Wild about Saxtead - the Wildflower Day on 11 June, 11am-3pm, was noted.

Hedgerow Survey training - nothing further to report.

BUSINESS DEFERRED FROM PREVIOUS MEETINGS

13 Standing orders, Code of Conduct, Financial Regulations Deferred to next meeting.

14 Risk Assessments and Assets: To review the Risk Assessments and Register of Assets. Cllr Cullingford said he assesses risk on the seat; it was deteriorating and he believed it was not being treated (on the green near the flagpole). Cllr Davis thought the flagpole was leaning a bit. He had checked the goal posts when painted the last time.

15 Review of audit effectiveness Deferred to next meeting.

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REGULAR BUSINESS

16 Clerk's Report

The Clerk had registered the Parish Council for PAYE following HMRC's ruling.

The bank signatory mandate is implemented for the Parish Council account, but the Clerk has no telephone or online access, which needs a Simple Servicing Authority.

A new OneSuffolk website at <http://saxtead.onesuffolk.net/> is in progress and the Clerk would be attending a SALC training course for it on 14 June, cost £20.

17 Planning applications and notifications

a To note recent determinations:

- **C/11/0307 Parsonage Cottage, Several Road IP13 9QN:** Erection of single-storey front, side and rear extensions and pitched roofs over garage, workshop and living room. **Permission granted.**

b To consider any planning applications or notifications received

- **C/11/0616 Saxtead Bottom Farm, Saxtead Bottom, IP13 9QS:** Application for a new planning permission to replace an extant planning permission CO6/1990 in order to extend the time limit for implementation - Erection of barn structure providing 3 car port areas, 1 storage area & upper floor to be ancillary to the existing dwelling. The consultation expiry date was 23 April, but Councillors had not raised any objections.
- **C/11/0909 Manor Cottage, Chapel Road IP13 9QU:** Erection of replacement dwelling. The consultation expiry date was 23 May. The name had changed at various times. Although the application stated "Proposed replacement dwelling" Councillors noted that it constituted a new, separate dwelling outside the village envelope and believed this to be contrary to planning policies. They found some of the plans hard to follow and inconsistent, for example on Proposed Plans Elevations and Site Plan 011-01/1 the proposed ground floor plan and proposed 1st floor plan did not seem to line up. They believed a site visit would be needed to appreciate the application properly. Although the 1:1250 site map shows Old Cottage to which it is currently joined, Proposed Plans Elevations and Site Plan 011-01/1 did not show the adjacent building and give the false impression that the new dwelling is more isolated than it is. The adjacent building significantly affects the new dwelling and should not be considered in isolation. The Clerk was asked to respond accordingly with these objections.

Clerk

c Any other planning matters - none.

18 Correspondence

The following correspondence items were noted:

- (9) 07-Apr-11 Network Assurance, SCC (email): Road closure - A1120 Saxtead Road, Dennington (3-6 May), forwarded to PC 7/4/11
- (10) 14-Apr-11 Eileen Coe (email): Framlingham Library, Public Meeting arranged for Friday 20th May at 7pm, Forwarded to PC 5/5/11
- (26) 15-Apr-11 SCC: Delay to closure of 6 household waste sites to 31/7/11
- (28) 21-Apr-11 SCC Highways (email): Road surface dressing programme 2011 - Saxtead, Forwarded to PC 27/4/11
- (30) 10-May-11 SCC Will Marshall (email): Invitation to the Launch of a new Suffolk Links Demand-Responsive Transport Service (15/6/11), Forwarded to PC 10/5/11

19 Financial matters and payments due:

a Report: To receive the report on the Council's financial position

The first half payment of the Precept had been received. The Clerk reported that total Parish Council funds after reconciliation were £1,733.26 (£294.31 deposit account, £1,438.95 current account). The Amenities Fund Accounts (not part of Parish Council funds) hold a balance of £1,100.03 (£843.96 saver, £256.07 current).

b Bank accounts:

To approve restricted telephone/online access for Clerk to the Council's bank accounts ("Simple Servicing Authority", allowing transfer of funds between the Council's accounts,

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balance/statement enquiries, copy statements etc). This was agreed and the necessary document signed.

To approve change of name/address for receipt of Saxtead Amenity Fund bank statements to Clerk. This was agreed; a letter had been drafted which was signed by the three signatories.

c Payments:

To consider approving payments made during 2010/11 & not previously authorised: none known.

d Payments:

The following payments were agreed:

• SALC Subscription 2010/11	£146.00
• Saxtead School of Dance for meeting 7/12/10	£12.00
• Clerk salary/expenses March-April 2011	<u>£337.83</u>
• Total	£492.83

e Annual Audit:

To appoint Internal Auditor for Year End 2010/11. Heelis and Lodge had quoted £35 and were **appointed** as internal auditors.

To note the commencement of the Audit and dates to be complied with.

Audit Dates & Notices The council noted the dates for the audit and display of notices relating to electors rights to view the accounts by appointment between 7 June and 2 July.

The Chairman took the notice for display on the parish notice board from 24 May to 6 June.

The annual report on the accounts is due for submission to the external auditor, BDO, no later than Friday 9 July.

20 Urgent matters and matters for information

Cllr Cullingford had had a meeting on The Green, to see if the Community Payback Team could clear bushes around the culvert in the centre triangle. Unfortunately they are not allowed to burn or take away material, so this would have to be arranged separately. If SWT were working with them they could take care of it. No shredder was available. Cllr Davis said he could take care of it. There is no date yet. KD

Cllr Cullingford asked the Clerk to ask Roger Gladwell to do the first cut on the Green as soon as possible, while it was dry. Clerk

Cllr Cullingford asked the Clerk when writing to Peter Ross to mention that there had been no suggestions for an alternative location for the ice cream van, other than the A1120 layby. Clerk

It was noted that of the posts put up by Highways Dept to stop people driving on the green, only 2 of 7 remained standing. The Clerk to notify them. Clerk

21 Date of next and future meetings

The next Council meeting will be held on Tuesday 20 September 2011. Other dates agreed were: Tuesday 6 December 2011, Tuesday 21 February 2012, Tuesday 27 March 2012, Annual Parish Meeting Wednesday 25 April 2012, Annual Parish Council Meeting Tuesday 22 May 2012. All at the Saxtead School of Dance, times to be confirmed.

Meeting closed at 22:40.