

# SAXTEAD PARISH COUNCIL

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

### Present

George Cullingford (Chairman), Kevin Davis, Graham Ward, Barry Mallion, Kate Hoare (to 9.23pm),  
Also in attendance: Tony Hutt (Clerk). Four members of the public were present.  
The meeting started at 8.44pm.

- 1 Apologies** **ACTION**  
Kate Hoare: for having to leave the meeting before the end due to childcare commitments.  
Lisa Handley: expecting to arrive late.
- 2 Declarations of Interest**  
No declarations of interest were received.
- 3 Confirmation of Minutes**  
Councillors confirmed the minutes of the meeting held on 10 May 2011 without amendment.  
The following actions and minutes were reviewed:  
*Minute 10/5/11 Item 5: Castle Community Radio, Councillors agreed to consider the request at the next meeting and let Rupert Durrant know.* Not done yet. **Clerk**  
*Minute 10/5/11 Item 6: Telephone box—The Clerk was asked to chase BT and remind them to remove it and make good the area.* Not done yet. **Clerk**  
*Minute 10/5/11 Item 6: Emergency planning, It was agreed to look at the procedures at a future meeting, to identify a venue for emergencies.* Continued. **Clerk**  
*Minute 10/5/11 Item 6: Diamond Jubilee celebrations.* See item 9. All actions done.  
*Minute 10/5/11 Item 7: Elections.* Actions done.  
*Minute 10/5/11 Item 8: Parish Council Vacancy, The Clerk was asked to get advice from SALC and include in the next meeting agenda.* Done, see item 6.  
*Minute 10/5/11 Item 10: Townlands Trust, Cllr Cullingford is waiting for document regarding appointments, who is appointed and when due for reappointment.* **GC**  
*Minute 10/5/11 Item 11: Request for temporary advertising board.* The Clerk replied.  
*Minute 10/5/11 Item 20: Clearing bushes—Cllr Davis said he could take care of it.* This has been done. Thanks were voted to Glenda and Kevin for dealing with the bushes.  
*Minute 10/5/11 Item 20: The Clerk to ask Roger Gladwell to do the first cut on the Green as soon as possible, while it was dry.* Done.  
*Minute 10/5/11 Item 20: 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.* Not done yet. **Clerk**  
*Minute 10/5/11 Item 20: The Clerk to notify Highways that only 2 of 7 posts put up to stop people driving on the green remained.* Not done yet. **Clerk**
- 4 Public forum**
- a. **Suffolk County Council:** Councillor Colin Hart was not present and no report was received.  
b. **Suffolk Coastal District Council:** No Councillors were present and no report was received.  
c. **Police:** Not present and no report was received.  
d. **Comments from the public:**  
It was asked whether it was normal not to get reports, and answered that the Council normally received reports.  
It was asked whether the Parish Council had received any specific advice regarding Dale Farm. Cllr Cullingford said there had been a ten-page document from SCC giving advice. (Email SALC, 8/9/11, forwarded to PC 15/9/11)
- 5 Wild About Saxtead (item brought forward)**
- a. **To consider constituting WAS as a Committee or Working Party of the Parish Council**  
Louisa Yorke was invited to speak as organiser of the Wild About Saxtead group. She had spoken to Suffolk Wildlife Trust who assured her that as no money was needed for activities at present, separate insurance was not an issue, therefore a Working Party would suffice. Councillors **agreed** to this and to note how it progressed as a Working Party.  
b. **To consider membership of the British Trust for Conservation Volunteers for WAS**

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This had been suggested to cover insurance. Clerk to check the Council's insurance schedule for cover of Councillors and volunteers for conservation activities, village events etc, and to speak to Suffolk ACRE to check insurance for WAS working on the Green.

Clerk

**c. To discuss WAS and Suffolk Coastal Work Days on the Green early in New Year 2012**

Cllr Cullingford had a draft of a 4-page leaflet produced by SCDC (Peter Ross), "Saxtead Green Future". Councillors and WAS were asked to look at it, review and send feedback to him as soon as possible. Cllr Cullingford suggested a group of interested parties getting together informally at his house to discuss. Peter Ross had said he could print 130 for the Council and WAS to knock on doors, explain the document and get feedback if any. Financial information is included (Higher Level Stewardship scheme). Cllr Hoare suggested a meeting in the pub, but Cllr Cullingford thought people would not come. He was concerned about consistency and would prepare a briefing for those taking round the leaflets. Cllr Ward said it might be better to circulate the letter beforehand. The parish magazine only goes to about 30 households. Cllr Cullingford thought it would be useful to speak to people about the proposed Jubilee celebrations next year. 130 letters went out to households but he had had no feedback on who owns what in the Green.

Cllrs  
LY

Workdays (in the leaflet): 14 January, 18 February.

Louisa to give a list of WAS members to Cllr Cullingford.

LY

Louisa had also drafted text for a WAS newsletter, forwarded to Councillors by the Clerk; it is hoped this will be handed out to all Saxtead households with SCDC's newsletter about Saxtead Green management. The workdays proposed are as follows:

- Saturday 14th January,
- Friday 17th February,
- Saturday 18th February
- Friday 2nd March.

**d. To consider commissioning a Management Plan from SWT for the Green**

Cllr Cullingford said SCDC are doing that anyway so there was no cost to the Parish Council. The Clerk asked if it would be useful to scan the current management plan to put on the website, which was agreed. [Done 23/11/11]

Clerk

**6 Parish Council Vacancy:** The Clerk said that SCDC advice was that for a vacancy arising from the local election all that was required was to notify them after a cooption had taken place. The criteria for candidates are as for a normal election.

It was agreed that the policy for filling vacancies by cooption would be as follows:

1. To advertise in the parish magazine, on the website and in the parish magazine
2. To suggest that anyone interested should come to a Parish Council meeting
3. To allow candidates to speak at the meeting if they wish, after cooption will be considered.

The cooption would be considered at the next meeting.

Clerk

**7 Advertising signs on Saxtead Green:**

Following correspondence from Mr D Taylor of Earl Soham asking the Parish Council to look into fly posting on Saxtead Green, Cllr Cullingford said he was tired of advertising signs being put on the Green. Only Brundish Parish Council had ever asked permission. He would like to prohibit them altogether as they block vision and cause a safety hazard to drivers, they are inappropriate and small signs are hard to read anyway. Highways are only interested in signs placed within 1m of the road. Cllr Mallion suggested a policy of "no signs". Cllr Cullingford proposed a policy to ban all advertising signs from Saxtead Green, to remove them and to write to those responsible with an official letter. The Parish Council to be excepted. This was **agreed** unanimously.

**8 Speed Limits on A1120**

Mr D Taylor of Earl Soham had also written that increasing traffic speed and volume spoils the Green and is dangerous, and wanted a sustained campaign for speed restrictions on all the roads across the green and in particular on the A1120. The Clerk had replied that a 30mph limit existing on the B1119 but limits have been requested on the A1120 unsuccessful.

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fully. Cllr Cullingford said this was taken up 15 years ago when many 30mph limits were first added. An A1120 action committee headed by David Wybar and Sue Marshall took it on but got nowhere. Peter Monk wanted to ban HGV traffic but got nowhere. Police say there are unable to support speed limit proposals unless there are specific circumstances such as fatal accidents. There are few properties next to the A1120 in Saxtead and it does not fall within the Speed Management Guidelines. If anyone was passionate about the issue they could have a go. He wrote to Highways five years ago about road safety outside the windmill but got nowhere.

#### 9 Royal Wedding Celebration, "Celebrations for the Village of Saxtead"

A successful meeting was held at Cllr Cullingford's house last weekend, attended by 21 people. The following programme was decided:-

- Sunday 3rd June: a concert in the Church
- Tuesday 5th June: sports, traditional games, decorated bicycles and other activities on the Green. An afternoon tea party for the over 55s (Sally Ellert's barn hopefully, Saxtead Green House) with squeezebox from former resident and a story teller. Later in the afternoon/evening (6-9?) a barbecue with suitable music for younger generation.

Various people are organising parts of it. Hopefully there will be no cost to anyone except for the barbecue; people can bring their own drinks. There may need to be a fund-raising event in the spring, or donations. The next meeting to discuss arrangements is being held at Todds Farm on the 14th November at 8pm.

No road closures would be needed. Parking may be required for up to 50 cars but Cllr Cullingford did not think it would be a problem.

Sue Ward and Deborah Sharman hope to publish a *Little Book of Saxtead* as part of the celebration. A short description was being circulated.

#### 10 Saxtead Green management: Charles Comins (for Pembroke College) had emailed on 31 August to say that he was retiring next year and future matters to Henry Turtill at Bidwells, Trumpington Road, Cambridge CB2 2LD 01223 841841. The Clerk to contact Mr Turtill.

Clerk

#### 11 Hedgerow Survey

Cllr Cullingford congratulated all those who took part in the Hedgerow Survey. Louisa Yorke had emailed the survey report, circulated to Councillors by the Clerk. Sue Ward showed a large scale map of the hedgerows.

#### 12 Standing orders, Code of Conduct, Financial Regulations:

Deferred to the next meeting (Clerk to send out)

Clerk

#### 13 Clerk's Report

Website: Now completed, including planning information, WAS, meeting dates, councillors, agendas, and all the information from the old website. Some photographs, more welcome. Not much news or events yet. Louisa Yorke has been added as content author for WAS. Please include the website on any newsletters you send out!

Bank accounts: Mandate accepted for signatories, but still difficulties with access by telephone, so the Clerk has to visit the bank to verify identity. The Simple Servicing Authority was sent in June but nothing heard since; will allow limited online access. Missing statements are on order. The rate of interest on the saver account is 0.5% p.a.

Statements for the Saxtead Amenities Fund were still going to Jacky Hunt who sent them back to the bank because David Perry hadn't told her who had taken over. This will be sorted out soon and missing statements ordered. However there is little movement on this account. A PIN sentry card reader has been received, allowing online access to the balance for one account but statements are not visible and it doesn't seem to work for telephone.

Parish Online: This mapping system is available for £10 p.a. plus a one-off £20 setup fee. The Clerk recommended subscribing, since many houses in Saxtead have no number and are

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difficult to find on maps. He would circulate details by email for Councillors to review before the next meeting.

Clerk  
Cllrs

### 14 Planning applications and notifications: no determinations or applications received.

- a. Planning applications received: none.
- b. Recent determinations (approvals/refusals) received:
  - C/11/0616 Saxtead Bottom Farm, Saxtead Bottoms, IP13 9QS: **Permission Granted** (letter 31/5/11).
  - C/11/0909 Manor Cottage, Chapel Road IP13 9QU: **Permission Granted** (letter 2/7/11) *Minute 10/5/11 Item 17b: The Clerk was asked to respond accordingly with these objections. Done 20/5/11; however in conversation with the planning officer it transpired that a Certificate of Lawful Development had already been granted, in effect permitting the dwelling.*
- c. Any other planning matters

- Correspondence item 41, 30/8/11: Consultation on Updated Core Strategy Sustainability Appraisal and Appropriate Assessment consultation. Noted. Deadline 14 October 2011, see [www.suffolkcoastal.gov.uk/yourdistrict/planning/review/corestrategy/supportingdocs](http://www.suffolkcoastal.gov.uk/yourdistrict/planning/review/corestrategy/supportingdocs).
- Correspondence item 43, 10/9/11: Invitation to Briefing: Draft National Planning Policy Framework (28th September 2011 at Stratford St Andrew). Noted, Clerk to reply—noone Councillors planning to attend.

Clerk

### 15 Correspondence: a list of correspondence received was circulated (file copy attached to minutes). Items mentioned and noted included:-

- 8 (31-May-11) Local Crime Community Sentence: poster, invitation for presentation
- 12 (10-Jun-11) Olympic Games 2012, call for "local inspirational people" and torch-bearers
- 39 (30-Aug-11) Outdoor Playing Space Contributions: annual statement of funds, Parish Schedule. The Clerk to reply.
- 42 (05-Sep-11) Mobile Library Consultation
- 45b (16-Sep-11) SALC AGM 7/11/11 Henley 5-9.30pm: invitation and papers
- 46 (16-Sep-11) The Budget Challenge see [www.suffolk.gov.uk/wearelistening](http://www.suffolk.gov.uk/wearelistening)
- 47 (16-Sep-11) Queen's Diamond Jubilee - bonfire beacons and church tower beacons
- 48 (16-Sep-11) Councillors' Data Protection responsibilities

Clerk

### 16 Financial matters

- a. **Audit:** A Review of audit effectiveness: a draft form had been distributed by the Clerk, deferred to the next meeting.  
The Annual Return for 2010/2011 was **approved**. The Council noted that the 2010/11 accounts were in order and **approved** the accounts for submission to the internal and thereafter the external auditor. The Annual Return was signed by the Chairman.
- b. **Report:** The Council's financial position was reported as follows:-
  - The Council had a balance of £592.30 in its current account after adjustments for unpresented cheques and the approval of invoices received.
  - The Council's deposit account had a balance of £ 294.35, making a total of Parish Funds of £886.65 (27% of total 2011/12 precept).

The Saxtead Amenities Fund accounts had a total of approximately £1,100. Recent statements had been requested.

### c. **Payments:** The council **approved** payment of the following invoices:

- |   |         |
|---|---------|
| • Saxtead School of Dance for 27/4/11                               | £12.00  |
| • Saxtead School of Dance for 10/5/11                               | £12.00  |
| • SALC training: website training 14/6/11                           | £24.00  |
| • SCDC Parish Council Election Charges 5/5/11, uncontested election | £100.00 |
| • Clerk's salary May-August 2011 (less tax)                         | £394.75 |
| • Suffolk ACRE Services: Parish Council Insurance 1/10/11-30/9/12   | £182.98 |
| • HMRC Tax/NI (paid quarterly)                                      | £98.80  |

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- Clerk's Mileage expenses May-August 2011 £18.00

**d. Funding:**

Deborah Sharman had emailed the Clerk about the possibility of an Awards for All grant application for a marquee, Deborah. However this was not raised at the meeting to discuss Jubilee celebrations. Cllr Cullingford said a marquee can be hired if necessary.

Cllr Cullingford said the Jubilee Committee may need some funding for mugs, to be designed by children; probably some from the Parish Council and some from the Saxtead Amenities Fund.

Request for donation (Meeting 10/5/11 item 5: *Cllr Walker 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.* The Council declined to give a donation at this stage but will watch developments. Councillor Ward will do some digging.

**GW**

**17 Urgent matters and matters for information:**

The Union Jack flag had been stolen from the flagpole on the Green. This was reported to Police. Clerk to obtain a replacement, probably from Bill Bulstrode at Framlingham.

**Clerk**

The refuse collection day was changing to Tuesday from next week.

**18 Date of next meeting:** The next Council meeting will be held on **Tuesday 6 December 2011** (8.30pm at the Saxtead School of Dance). Provisional future dates are: 21 February 2012, 27 March 2012, Annual Parish Meeting: 25 April 2012, Annual Parish Council Meeting: 22 May 2012.

The meeting closed at about 10.12pm.