

# SAXTEAD PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Tuesday 6 December 2011 at Saxtead School of Dance at 20:30 hours

### Present

Councillors George Cullingford (Chairman), Kevin Davis, Barry Mallion, Lisa Handley.

Also in attendance: Tony Hutt (Clerk). Two members of the public were present and another for item 15a.

The meeting started at 8.38pm.

#### 1 Apologies

ACTION

Councillors Graham Ward, Kate Hoare. Ms Louisa Yorke, PCSO Christian Hassler.

#### 2 Declarations of Interest

There were no declarations of interest.

#### 3 Confirmation of Minutes

Councillors confirmed the minutes of the meeting held on Tuesday 20 September 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. The Clerk replied 29/11/11 and asked for an update, more information on timescales, programming plans etc. Nothing has been received but there is some information in Colin Walker's report.*

*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.*

The Clerk emailed Conservation at SCDC and BT (29/11/11) to ask them to remove it. The reply 30/11/11 from BT Payphones was that SCDC objected to removal; however another rationalisation programme was coming up. The Clerk emailed Paul Coffey at SCDC 5/12/11 to try to find out more. Continued.

Clerk

*Minute 10/5/11 Item 10: Townlands Trust, Cllr Cullingford is waiting for document regarding appointments, who is appointed and when due for reappointment. Cllr Cullingford had not heard any more but the reappointments were overdue. Mr Charles Elliot is ill at present. Continued.*

GC

*Minute 10/5/11 Item 20: Cllr Cullingford asked the Clerk when writing to Peter Ross (SCDC) 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. The green now needs making good where the posts were missing.*

Clerk

#### 4 Public forum

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

b. **Suffolk Coastal District Council:** No Councillors were present but Cllr Walker had sent a report (email 29/11/11) which included some information on Radio Castle, Speeding Traffic in Dennington (A1120) and a proposal for developing the former police station and houses at Framlingham as a proposed community facility for the Framlingham area which involved Saxtead resident John Speight. Councillors asked the Clerk to invite representatives to send reports in advance where possible rather than give verbal reports at meeting, but were very welcome to come to the Annual Parish Meeting.

Clerk

c. **Police:** PCSO Christian Hassler had apologised to the Clerk for not being able to send a report because of computer difficulties. He was not aware of any crimes since the last meeting but would confirm this later. [Note: confirmed on 9th December]. Cllrs believed some criminals had recently been in the area stealing from unlocked houses or sheds, but three youths from Woodbridge had been charged.

d. **Comments from the public:** None

5 **Confirmation of Appointment of Clerk and RFO** Mr Tony Hutt was confirmed as Clerk and RFO for the current year 2011/12.

6 **Parish Council Vacancy:** Ms A Beamish was attending the meeting with a view to being considered for cooption at the next meeting.

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7 **Speed Limits on A1120** It was noted that the Earl Soham action group were meeting Dr D Poulter MP on 9 December [this meeting was postponed]. Cllr Cullingford fully supported what Earl Soham and Dennington were doing, but wondered if all Earl Soham's ambitions were realistic. If anyone wished to make contact with the Earl Soham committee they were welcome to do so. Cllr Ward said a 7.5 ton limit was talked about for the A1120 some years ago but did not happen. There were 30 journeys per day direct to a transport depot. Speed was the problem on the A1120 and B1119.

8 **Advertising signs on Saxtead Green:** There have been several signs on the Green since the last meeting. The policy adopted at the last meeting was reaffirmed. It was agreed that Councillors would remove signs and contact the Clerk to write to owners where possible. Notices on telephone poles would also be removed if not relevant to Saxtead.

Cllrs  
Clerk

9 **Queen's Diamond Jubilee celebrations:** Another meeting was held recently. There was a mood for a project: at the first a village sign was suggested but it was considered too expensive and unjustified. At the second meeting a tree was suggested near the church (in 1953 a tree was planted on the Townlands Trust land in front of the church) but some thought few would see it in that location. Discussions centered on buying two seats since the existing seat on the green is in poor condition; one to be on the Green near the flagpole and the other at Little Green, both to be anchored (likely cost £400-500 each). Businesses in Saxtead, Pembroke College and absentee farmers would be asked to contribute to the barbecue.

*Minute 20/9/11 5b: 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. The Clerk had checked the policy and policy schedule and corresponded with Ms N Glading of Suffolk ACRE Insurance (email 29/11/11), who said that up to three events per year would not be a problem; she sent a list of hazardous activities not covered, none of which were planned for Saxtead's celebrations.*

10 **Saxtead Green management:** nothing further had been heard from SCDC since the meeting on 9/3/11 with SCDC, PC and WAS. A detailed map of the green showing ownership was still needed from Pembroke College and/or SCDC. The issue of laurels planted at Highfields was dealt with by SCDC (emails 30/8/11).

Clerk

*Minute 20/9/11 5c Draft 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 said that nothing further had been heard from SCDC since the last meeting.*

*Minute 20/9/11 5c Louisa to give a list of WAS members to Cllr Cullingford. Continued.*

LY

*Minute 20/9/11 6 Saxtead Green management: The Clerk to contact Mr Turtill. The Clerk spoke to him (6/12/11); he has no files yet from Charles Commins. Bidwells have been managing Pembroke College's rural/agricultural properties for 30 years.*

Regarding insurance (see above), Councillors considered that at present the conservation work by Councillors and volunteers, including WAS working on the Green, was done at the behest and under the control of the Parish Council and should therefore be covered by the Council's insurance policy and not require a stand alone PL scheme at £141 per annum. The Clerk to inform Suffolk ACRE and check there was no extra charge. The Council would need a list of the WAS members involved. No scythes or hazardous activities would be involved.

Clerk  
LY

11 **Wild About Saxtead:** to note £250 has been received from SCDC to set up WAS. The Parish Council does not have a separate fund, nor can the District Council ring-fence the money.

*Minute 20/9/11 5d The Clerk asked if it would be useful to scan the current management plan to put on the website, which was agreed. This was done (<http://saxtead.onesuffolk.net/wild-about-saxtead/saxtead-green-management-plan>).*

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Louisa Yorke had reported (email 6/12/11) that planned WAS activities included guided wildflower identification walks for villagers over spring/summer 2012-2013, also a couple of evening lectures/talks during this winter and next winter to back up the work days. This is in response to feedback from villagers who are interested but would like more definitive information about what is growing and how to identify it. An experienced professional lecturer / guided walker would be contacted. There will probably be only a nominal fee for attendance by villagers. WAS are also planning a quarterly newsletter.

**12 Emergency planning:** to identify a venue for emergencies (*Minute 10/5/11 Item 6*). Deferred to the next meeting. **Clerk**

#### **13 Reviews**

a. Standing orders The revised model standing orders (2007) were lengthy and required a number of choices. They were adopted in principle but the Clerk would circulate them for consideration at the next meeting. A printed copy was given to Cllr Cullingford. **Clerk**

b. Financial Regulations / Procedures The model Financial Regulations (NALC Model 2, Amended Jan 2004) were adopted in principle but the Clerk would circulate them for consideration at the next meeting. A printed copy was given to Cllr Cullingford. **Clerk**

c. Asset Register The Asset Register was reviewed. The stolen flag had been returned. The Clerk asked if the land at Little Green should be included. Cllr Cullingford said it was owned by the Parish, as common land with villagers' rights attached and sometimes exercised. He will enquire of nearby residents. **GC**

d. Review of audit effectiveness Deferred to the next meeting; to be circulated by the Clerk. **Clerk**

e. Risk Assessment Deferred to the next meeting; to be circulated by the Clerk (needs more work). **Clerk**

#### **14 Clerk's Report**

a. Urgent decisions/actions since the last meeting: a Union Jack flag was bought from Bill Bustrade (Framlingham) to replace one stolen from the flagpole (£20).

b. Parish Online: to consider subscription to Parish Online mapping system (£10 p.a. plus £20 setup fee, Minute 20/9/11 15). This was agreed. **Clerk**

c. Bank Accounts: there was no progress in online/telephone communications, hence the Online Banking Form in item 17f. Missing statements have been received.

d. Parish Magazine: an article in December's magazine reported that a "new style Parish Magazine will go out only THREE times a year, before Christmas, before Easter and in July". The free FramFare will be used for topical information; Saxstead residents currently have FramFare delivered with the Parish Magazine, and it appeared that it would be delivered to all households in Saxtead—Clerk to clarify. **Clerk**

e. Meetings: the Clerk asked if Councillors wished to have occasional meetings at Foxearth Nursing Home, if there were a suitable room, since 20% of electors lived there, but they did not.

#### **15 Planning applications and notifications**

a. To consider planning applications received by the date of the meeting:

**C/11/2247** Post Mill Bungalow, The Green, Saxtead, Woodbridge, IP13 9QQ: Erection of extension to existing small bedroom and shower room, extending timber cladding to part of existing house and the provision of an air source heat pump to rear. Consultation period expired 11/11/2011. No objections had been raised by Councillors.

**C/11/2450** Ashmeade, Church Road IP13 9QP: Erection of replacement dwelling and garage. No comments had been received from Councillors. The meeting was opened to the public for this item: the applicant Mr Melton was present and explained the application briefly; a neighbour Mrs Hartley expressed approval of the plans. Councillors considered it would enhance the visual amenity and **supported** the application. **Clerk**

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C/11/2575 Manor Farm, Saxtead Green IP13 9QB: Alterations to facilitate replacement of one window and one pair of French doors (Listed Building Consent). Councillors had no objection since the replacements appeared to be identical to the existing window and doors. Clerk

- b. To note Recent determinations (approvals/refusals) received by the date of the meeting  
C/11/2247 Post Mill Bungalow, The Green, Saxtead, Woodbridge, IP13 9QQ: **Permission granted** (4/10/11). See above for details.
- c. Any other planning matters None.

### 16 Correspondence

A list of correspondence is filed with the minutes.

Items mentioned and noted were:-

- 58 (Colin Walker (email) Standards of Conduct Update
- 62 (18-Nov-11) SCDC, Formal Consultation on Changes to Management of Car Parks (new charges proposed) (deadline 12/12/11). It was not clear which free spaces would remain in Framlingham. Cllr Cullingford said more parking spaces were needed, not more restrictions.
- 63 (21-Nov-11) SALC, Smarter Working for Local Councils, training course on 13/12/11 for councillors and clerks
- 64 (21-Nov-11) SALC, The Impact of cuts and changes to Public Transport in Suffolk - a SALC survey
- 66 (21-Nov-11) SALC, SCC Budget Consultation, "We are Listening", Meeting the Budget Challenge - report on results (see [www.suffolk.gov.uk/WeAreListening](http://www.suffolk.gov.uk/WeAreListening))
- 68 (21-Nov-11) SALC, SCC Heritage Consultation (deadline 31 January 2012)

### 17 Financial matters

- a. Audit: The Internal Audit Report was received by the Council (copy given to Cllr Cullingford, electronic copy not available). Issues/Recommendations contained were as follows: Clerk

- 1a Correct the VAT figures - done.
- 1b Confirm correctness of VAT figures on mileage claims prior to July 2010 - to be investigated.
- 2 Adopt Financial Regs and Standing Orders - see item 13 of this meeting.
- 3 Reclaim VAT for 2010/11 - will be done.
- 4 Number the minutes pages - they are now numbered.
- 5 Review asset values, compare with insurance - asset register reviewed at this meeting.

The External Auditor's Report was received by the Council. The Annual Return was presented to the Council, now that the audit opinion by BDO had been given, and was **approved** and accepted by the Council. The Issues Arising Report was also presented to the Council and only contained one issue: "Accounting statements not approved by 30 June 2011". A public notice should be displayed in future, if it happens again. The Notice of Conclusion of Audit was given to Cllr Cullingford for display on the noticeboard and is displayed on the website.

- b. Report: The Council's financial position was reported as follows:-
- The Council had a balance of £1,264.63 in its current account after adjustments for un-presented cheques and the payment of invoices received. The second half precept of £1,625 had been received and £250 from SCDC for set up of the WAS Group.
  - The Council's deposit account had a balance of £ 294.39, making a total of Parish Funds of £1,559.02 (48% of total 2011/12 precept).

The Saxtead Amenities Fund accounts (not part of Parish Council funds) had a total of approximately £1,100.58. Statements were now up to date.

- c. Payments: To approve payments for invoices received by the meeting date, and to confirm any payments already made:

Bill Bulstrode, Union Jack flag ( <i>payment 28/10/11 confirmed</i> )	£20.00
Saxtead School of Dance for meeting 20/9/11	£12.00
Roger Gladwell: grass cutting May-Sep 2011, 6 visits	£432.00
Clerk's salary Sept-Nov 2011 (less tax)	£498.77

George Cullingford (Chair) .....

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Clerk's Mileage expenses Sept-Nov 2011	£29.82
H M Revenue & Customs Tax/NI	£132.16
BDO LLP: fee for external audit	£60.00

- d. **Budget:** A draft budget for 2012/13 had been circulated and was presented to councillors at the meeting, showing that an unchanged precept would result in a predicted surplus over income (£3350) over expenditure (£3134) of £300 in the year and a total reserve at 31/3/13 of £1556, representing 48% of the current precept (the recommended reserve is 50-100% of precept). However this did not include expenditure for WAS, war memorial cleaning, training for new councillors, contribution to Diamond Jubilee Celebration or seats. It was therefore agreed to increase the precept by 10% to £3,575, allowing extra expenditure for the above items. With these changes the draft budget was **approved**.

The mugs for the Diamond Jubilee celebration (100) are expected to cost around £500 and the seats £800; some can come from the Saxtead Amenities Fund and Cllr Cullingford suggested up to £500 from the Parish Council. No budget is included for a contested election, which could cost £300-400, but in that unlikely event reserves would still be sufficient.

Grass cutting expenditure is influenced by weather, but there will be no running on the Green recreation area so grass cutting is not so critical.

The possibility of a referendum being imposed for an increase in precept was discussed, which the Clerk thought unlikely. [This was confirmed in SALC LAIS 1333 (Dec 2011); the Government have announced that there will be no precept referenda for local councils in 2012/13.]

- e. **Precept:** Councillors **approved** the precept for 2012/13 as £3,575. [Note: following the meeting the SCDC requested a precept to the nearest £100 and therefore a precept of £3,500 was requested.]
- f. **Banking:** As the Simple Servicing Authority form had seemingly been lost in the dark corridors of Barclays, Councillors approved and signed online banking forms for Parish Council and Saxtead Amenities Fund accounts, allowing the Clerk telephone and online access to statements.
- g. **Funding:** *Minute 20/9/11 16d Request for donation (Meeting 10/5/11 item 5: Councillor Ward will do some digging.* Ms D Sharman had asked the Parish Council to consider an Awards for All grant application for a marquee and seats for village events (email 6/12/11). There was no matched funding requirement. Having discussed issues including storage, transport, erection and maintenance, Councillors considered the proposal too impractical and were not convinced of the need or sufficient use to justify the bid.

Clerk

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

19 **Date of next meetings, all at Saxtead School of Dance** To confirm the date, time and place of the next meeting: **21 February 2012 at 8.30pm**. Provisional dates are: 27 March 2012 (8.30pm), Annual Parish Meeting: 25 April 2012 (9pm), Annual Parish Council Meeting: 22 May 2012 (8.30pm). The meeting closed at 11.03pm.