

SAXTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 21 February 2012 at Saxtead School of Dance at 20:30 hours

Present

Councillors George Cullingford (Chairman), Kevin Davis, Barry Mallion, Graham Ward.

Also in attendance: Tony Hutt (Clerk) and Cllr Chris Hudson (SCDC). One member of the public was present (Ms Anita Beamish).

The meeting started at 8.42pm.

1 Apologies

Councillors Kate Hoare, Lisa Handley; Colin Walker (SCDC Councillor); PCSO Christian Hassler.

ACTION

2 Declarations of Interest

There were no declarations of interest or changes to the Register of Interests.

3 Confirmation of Minutes

Councillors confirmed the minutes of the meeting held on Tuesday 6 December 2011 without amendment. The following actions and minutes were reviewed:

Minute 6/12/11 Item 3, (Minute 10/5/11 Item 6: Red telephone box on Saxtead Green—The Clerk was asked to chase BT and remind them to remove it and make good the area): he emailed Paul Coffey at SCDC 5/12/11 to try to find out more but no response was received. He phoned again 21/2/12 via switchboard and left a message but received no response. 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. He said there has been a death and therefore one or possibly two vacancies. Continued.

GC

Minute 6/12/11 Item 4b: 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. Done when the agenda was sent out.

Minute 6/12/11 Item 8: Advertising signs on Saxtead Green: 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. The Clerk had not been notified of any signs. Councillors said several had come and gone, some were lying down, but no one was complaining at present.

4 Public forum

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

b. **Suffolk Coastal District Council:** Cllr Colin Walker had sent a report on First Responders (email 21/2/12, circulated to Councillors 21/2/12), seeking grant funding for training, 45p/mile mileage allowance and a retainer. This was noted. Cllr Chris Hudson said there were difficulties with the Ambulance Service responding in time; First Responders currently had no mileage allowance, organised their own training and needed to save 8% of budget.

Cllr Chris Hudson said he was now also County Councillor for Kesgrave.

He was asked about his role in the closure of the public toilets in Saxtead, reported in *East Anglian Daily Times* on 10 Jan 2012. This had been an on-going problem for 20-30 years. Cllr Davis felt it was a knee-jerk reaction from a new councillor. Police have been involved. Cllr Hudson said that three people had recently reported illicit activities, including two from Saxtead. Cllr Davis and Cllr Cullingford were aware of problems 20 years ago, but why were the toilets closed? Why did Cllr Hudson congratulate SCDC on acting thus? Cllr Hudson said he was given names and addresses of the complainants, who had written down car numberplates, and there had been 20 complaints in the past. Then he was telephoned by an EADT reporter and put on the spot. Cllr Davis said he heard about problems 20 years ago; it was monitored; the pub became a gay pub for two or three years. Councillors were dissatisfied with Cllr Hudson's quote in the press and SCDC's actions and disappointed that he did not ask Saxtead PC first. Councillors wanted the toilets reopened as soon as possible. Cllr Cullingford explained that when Saxtead Mill was taken over by English Heritage from the Sullivans and became established as a tourist attraction there were no public toilets in the area. People living around the Green complained. The PC contacted Ancient Monuments, Blythe RDC and

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Highways; the three got together, bought land and built the toilets. The Mill is now only open at weekends. There were three comments on the EADT website. They have been refurbished about 15 years ago, ceilings were removed and surfaces made easier to clean. Work done last summer by the Community Payback Team at The Green relied on having toilets accessible, so it could not be done now. Cllr Hudson said there were three options: reopen, replace by something else or close them permanently. The layby was also a car park for the Mill. There was no point in having them there if they were closed. The PC wanted the first option. The Clerk was asked to write to Cllrs Hudson and Walker to confirm what the village wanted: to reopen the toilets quickly (before Easter), and if they were not reopened, why not. Also to contact PCSO Hassler to find out what Police have done since January; what reports there have been over 20 years and what will be done now. Cllr Hudson said it was a SCDC officer decision to close the toilets on the grounds of public health and safety. There was nothing to prevent them from being reopened.

Clerk

Clerk

Cllr Hudson discussed the proposal for car parking charges in Framlingham. He believed this was a mistake, and Councillors agreed.

- c. **Police:** PCSO Christian Hassler had sent a report (email 19/2/12, circulated to Councillors 20/2/12) that there were two recorded crimes in Saxtead since the last meeting: fraud by false representation, and criminal damage to a vehicle (scratched, parked behind former council houses on The Green). There had been an increase in rural burglaries in the area, targeting outbuildings and insecurities. People are encouraged to report to Police any encounters with persons asking for scrap metal. When possible get the Make, Model, Colour and most important the vehicle registration number. For non-emergencies dial 101 to contact Police.

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

5 **Saxtead Toilets:** this item was dealt with during item 4b above.

6 **Suffolk ACRE survey:** an online survey was received from Suffolk ACRE (email 26-Oct-11 from Wil Gibson, forwarded to Councillors 4/11/11), "Help Us To Help You Maintain Rural Services". Although the Clerk had completed this for Framsdon it was not straightforward and he requested and received a paper copy, which Cllr Cullingford agreed to complete.

GC

7 **Parish Council Vacancy:** Ms A Beamish was attending the meeting and was willing to be co-opted. Councillors **agreed** unanimously to her co-option onto the Council. She signed the Declaration of Office in the presence of the Clerk, who gave her the Register of Interests form to complete.

8 **Queen's Diamond Jubilee:** Cllr Cullingford reported that the 5 February meeting was called off because of snow. Arrangements are progressing. The pageant on the River Thames is on Monday. There will be another meeting in the next couple of weeks (5 March). The Jubilee Committee would like to buy two benches, one for Saxtead Green and one for Little Green, around £400 each. On Thursday there was a meeting of the Sir Robert Hitcham Trust; Cllr Cullingford could not attend but would look into funding. He had spoken to Roger Challis about his bench on the green, which needed some attention—he would do some work on it. Cllr Cullingford had found the programme for the 1953 celebrations which included 38 races!

9 **Saxtead Green management:** Cllr Cullingford reported on the meeting on 8 February, attended by two representatives from Rural England, Susan Stone (SWT), Louisa Yorke, Peter Ross (SCDC) and himself. They walked around The Green and saw the work done by WAS. They inspected ponds but there was still no definite information on ownership. Guy Haywood, a landowner in Wickham Market, was working with Rural England and SWT to get marginal land into a stewardship scheme. They will ask him about ownership of the ponds. A scheme can assign ponds to the managers of a green to look after. Cllr Cullingford asked Rural England to come to the Annual Parish Meeting to explain what they do.

In summary we were no further forward after the meeting and not in a position to move on the management scheme. Outstanding issues included the overgrowth in front of former council houses and blocked ditches. SCDC were getting no replies from Pembroke College. John Davies was trying to push them for funding.

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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. The Clerk had emailed Peter Ross (16/2/12) who replied (17/2/12) that he would need to talk to John Davies and ask him if they could bollard this off.

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; Minute 6/12/11 Item 3: The green now needs making good where the posts were missing. The Clerk had emailed Peter Ross (16/2/12) who replied (17/2/12) that he would look at them on 17 February.

Minute 6/12/11 Item 10: A detailed map of the green showing ownership was still needed from Pembroke College and/or SCDC. The Clerk had emailed Peter Ross (16/2/12) who replied (21/2/12) that he was still trying to get a response from Pembroke College without success.

Minute 6/12/11 Item 10: The Clerk to inform Suffolk ACRE and check there was no extra charge. Continued. Clerk

- 10 Wild About Saxtead:** two Saturday work days (14 Jan, 18 Feb) had been held at which some progress had been made, plus Friday 17 Feb when Peter Ross and the Suffolk Coastal Footprints team of conservation volunteers and cut down some "big stuff". They will return on Friday 2 March, the final session for this winter. Cllr Cullingford will ask them to remove sapling stumps. LY will write a paragraph for the Annual Parish Meeting. She is thinking of asking Peter Massey to do walks in Spring or Summer to identify plants; fees would be taken from the £250 received from SCDC.

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LY

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

LY

- 11 Emergency planning (Minute 10/5/11 Item 6).** Councillors identified the pub as the most suitable venue; AB to ask the publican.

AB

12 Reviews

a. Standing orders The revised model standing orders (2007) had been circulated but needed further work; Cllr Cullingford to look at the document.

GC

b. Financial Regulations / Procedures: The model Financial Regulations (NALC Model 2, Amended Jan 2004) were circulated but deferred to the next meeting.

Clerk

c. Asset Register: Minute 6/12/11 Item 13c: land at Little Green, Cllr Cullingford to enquire of nearby residents about ownership. Continued.

GC

d. Review of audit effectiveness: reviewed and adopted.

e. Risk Assessment: circulated by the Clerk but deferred to the next meeting

Clerk

13 Clerk's Report

a. Urgent decisions/actions since the last meeting: The Clerk had received a complaint from a parishioner on 29/12/11 and contacted SCDC. Ian Walford (SCDC) replied on 4/1/12 that it was a well-known problem; he had suggested a temporary closure may be effective and would let him know the outcome, but no further communication was received. Suzanne Workman (SCDC) emailed on 6/1/12 that it was being investigated and discussed with the District Council's Cabinet Portfolio Holder with responsibility for Public Conveniences as to the action to be taken. No further communication was received. The Clerk tried to contact Ian Walford on 21/2/12 and left a message but there was no response so far. The Clerk was contacted by an EADT report about the public toilets in Saxtead Green but referred him to Cllr Cullingford and was not quoted in the article on 10/1/12.

b. History query A query was received about Severalls Farm, and information from Cllr Cullingford was passed on to the enquirer.

c. Parish Magazine Minute 6/12/11 Item 14d: Clerk to clarify whether FramFare would be delivered to all households in Saxtead. It appeared that it would not. Cllr Cullingford would find out more.

GC

14 Planning applications and notifications

a. Planning applications:

C12/00013/TCA Tree Preservation Order (TPO) York Cottage, The Green IP13 9HE: Reduce crown of pear tree at front by 1/3; Reduce crown of ash tree between house and barn at back by 1/3. **No**

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objection from Councillors [comments sent 22/2/12].

C/12/0012 Manor Cottage, Chapel Road IP13 9QU: Erection of replacement dwelling (revised scheme). Councillors considered this scheme an improvement on the previous scheme and **supported** the application [comments sent 22/2/12].

C/12/0083 Little Sunflower Nursery School, Saxtead Hall, Church Road IP13 9QT: Change of use from former nursery school (C95/0941) to office. **No objection** from Councillors [comments sent 22/2/12].

C/12/0261 Highfield, The Green, Saxtead, Woodbridge IP13 9QB: Extension of existing double garage to provide a swimming pool. **No objection** from Councillors [comments sent 22/2/12]. Formerly a nursery.

C/12/0310 Little Green Farm, Worlds End Road IP13 9QY: erection of cart lodge. **No objection** from Councillors [comments sent 22/2/12].

C/12/0278 Boundary Farm, Saxtead Road, Framlingham: Variation of Legal Agreement, Application to modify or discharge a planning obligation under Section 106A of the Town and Country Planning Act 1990 to allow permanent residential accommodation (97/1673). This application was on the boundary of Saxtead Green; the Clerk contacted SCDC and established that it involved a modification of use of a building from holiday let to residential, which required variation of the S106 agreement. Noted.

b. The following determinations were noted:

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 granted** 17/1/12.

C/11/2450 Ashmeade, Church Road IP13 9QP: Erection of replacement dwelling and garage. **Permission granted** with conditions (9/1/12).

c. Any other planning matters (noted unless otherwise stated)

- Public consultation: draft Saxtead conservation area appraisal, due 13/4/12. Mr J Sullivan had copied comments to Cllr Cullingford. Councillors had no comments.
- CPRE/NALC: *Planning Explained* and *How to shape where you live: a guide to Neighbourhood Planning* (also download from www.planninghelp.org.uk and online course). The Clerk had obtained further copies of each and gave them to Councillors.
- Pre-Submission soundness consultation - "Pre-Submission Core Strategy & Development Management Policies Development Plan Document December 2011". Councillors had no comments. A spare copy was available from the Clerk including the following:-
 - Guidance notes accompanying the submission response form and statement of representation procedure
 - Pre-Submission Core Strategy & Development Management Policies Development Plan Document December 2011
 - Appropriate Assessment for SCDC Core Strategy & Development Management Policies Nov 2011 (excluding appendices - 308 pages!)
 - Sustainability Appraisal of Core Strategy and Development Management Policies - Nov 2011
 - Appendices to Sustainability Appraisal of Core Strategy and Development Management Policies - Nov 2011")
- Neighbourhood Planning: Conference 3 March at Kesgrave, 10-3, free. Noted.
- Neighbourhood Planning Training, various venues including Claydon (21/3/12) 6-9pm, free. Noted.

15 Correspondence

A list of correspondence is filed with the minutes.

Items mentioned and noted were:-

- 15-Dec-11 David Taylor (email): A1120 Saxtead, response from Highways
- 18-Dec-11 SCC: A New Heritage Organisation for Suffolk: Public Consultation 21/11/11-31/1/12

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- 09-Feb-12 Jennie Catling (SCDC): Outdoor Playing Space Funding Scheme - Sport application - refurbishment works at Framlingham Skatepark (respond by 23/2). Councillors **supported** the application.

16 Financial matters

a. Report: The Council's financial position was reported as follows:-

- The Council had a balance of £611.55 in its current account after adjustments for unrepresented cheques and the approval of invoices received.
- The Council's deposit account had a balance of £294.43, making a total of Parish Funds of £905.98 (28% of total 2011/12 precept).

There was no significant change in the Saxtead Amenities Fund accounts (not part of Parish Council funds).

b. Payments: The council **approved** payment of the following invoices:-

- £36.00 Getmapping PLC: for Parish Online mapping setup fee and annual fee
- £464.96 AJ Hutt, salary Dec 2011-Jan 2012 (less tax/NI)
- £116.20 Post Office Ltd: Tax/NI (paid quarterly)
- £12.00 Saxtead School of Dance for 6/12/11
- £12.00 Saxtead School of Dance for 21/2/12
- £12.00 Saxtead School of Dance for 20/9/11: replacement cheque for 100493

GetMapping PLC had been in contact to offer reimbursement in return for helping with promotion via SALC.

17 Urgent matters and matters for information Cllr Mallion reported problems with litter.

18 Date of next meeting: confirmed as **Tuesday 27 March 2012, 8.30pm at Saxtead School of Dance**. Cllr Davis gave apologies for that meeting.

Provisional dates for future meetings are: Annual Parish Meeting: 25 April 2012 (9pm), Annual Parish Council Meeting: 22 May 2012 (8.30pm). In view of the late start for 25 April, the Clerk was asked to find alternatives.

Clerk

The meeting closed at 11.04pm.