

# SAXTEAD PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Tuesday 27 March 2012 at Saxtead School of Dance at 20:30 hours

### Present

Councillors George Cullingford (Chairman), Barry Mallion, Graham Ward, Kate Hoare, Anita Beamish, Lisa Handley. Also in attendance: Tony Hutt (Clerk) and Cllr Colin Walker (SCDC). Eight members of the public were present. The meeting started at 8.35pm.

#### 1 Apologies

ACTION

Councillors Kevin Davis, PCSO Christian Hassler.

#### 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 21 February with two amendments: in minute 4b, "he said" before "Cllr Davis felt it was a knee-jerk reaction from a new councillor" was deleted; in minute 12, the spurious (second) item 12c was copied by accident and was deleted. The following actions and minutes were reviewed:

*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 that no appointments were needed, but he was still waiting for information.*

GC

*Minute 21/2/12 Item 11 Emergency planning, AB to ask the publican. Done and agreed.*

*Minute 21/2/12 Item 12c Asset Register: land at Little Green, GC will enquire of nearby residents. Continued.*

GC

*Minute 21/2/12 Item 13c Parish Magazine, Cllr Cullingford would find out more. He had established that the Framfare magazine only went to the people who originally received the Parish Magazine. However there were copies in the pub (Old Mill House).*

#### 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, who had a background in ambulance services, gave a verbal report about the East of England Ambulance Service, . He had been in touch with Norman Lamb, Dr Dan Poulter MP and Vicky Ford (EMP). At a meeting on 14/10/11 EEAS were given six months to improve. He had had five meetings with EEAS, especially concerning Community First Responders. He believed more were needed, training for medical emergencies, but EEAS did not wish to be involved with them. A fund of £75m was held by the European Union, which East Anglia can claim provided partners are found in northern France. He is working on this. NHS, SCC and EU officers have been recruited to help and a two-year pilot has been bid for (£1.2m in Suffolk) to recruit and train 2,000 CFRs in East of England. The training, at a cost of £1,000 each, will not be by EEAS. CFRs are currently unpaid and cannot claim mileage allowance. The proposal is for a retainer of £3,500-4,000 pro-rate p.a. and a mileage allowance. Qualifications for 18-28 year olds in CFR were planned. The next meeting was 16/4/12 with EEAS and 2/4/12 for training.

GC asked how things were in this area. CW said staff were very dedicated but could not travel from Framlingham to Woodbridge in eight minutes. GW asked why northern France was involved. CW said Louise Metwall who moved to Liverpool three months ago had contacts with 14 different groupings in northern France who may be interested.

c. **Police:** no report was received. However GW had a Police Bulletin: on Friday 23/3/12 there were seven burglaries in the east of Suffolk. KH said that Saxtead Lodge [not in Saxtead parish] was burgled last week.

d. **Comments from the public:** A member of the public said that there had recently been an accident on the B1119 at Saxtead Green approaching A1120 towards Earl Soham; she rang Highways and said the 30mph derestriction signs were in a bad place and should be nearer the A1120. The signage may need to be changed. GW suggested the Clerk contact Police and Highways about this, also to SCC via Cllr Hart. Cllr Beamish said they had been there at least 13 years. GW had tried to get a 50mph limit on the A1120 but there were not enough houses to justify it.

Clerk

A member of the public asked if the PC had been informed that mowing The Green had been

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brought forward to July, from August. GC said a local farmer used to do it but SCDC in conjunction with SWT did it last year. SCDC manage The Green on behalf of Pembroke Collage and have to cut it when there is an opportunity, when the grass is mature and dry, so it has to be flexible. We can bring this to the attention of SWT and SCDC.

Clerk

- 5 **Red Phone box at Saxtead Green:** the Clerk said that after receiving no response to emails or phone calls to SCDC he spoke to SCDC Conservation Dept who told him that Paul Coffey had retired. He was now pursuing it with Robert Scrimgeour. The phone box is not listed, and he could find no record of SCDC having objected to its removal as BT had claimed.

Mrs Harris had written to ask about the PC or another group adopting the phone box for village communications, for instance. The Clerk had followed up her suggestion of contacting Gt Glemham's clerk about their adoption of a telephone kiosk in the village; however the circumstances are somewhat different.

GC said that it had been discussed openly at two PC meetings and the last Annual Parish Meeting. On 14/5/10 the PC decided to ask for it to be removed and that is still the current policy. Relocating the box had been investigated because of it was too near the road, but this proved too difficult. Against criticism from a parishioner that communications from the PC to parishioners were inadequate, GC said they had never been better; anyone can request to see the minutes, and they are published by email and on the website. Concerned parishioners could also come to meetings. Various people wanted the phone box to stay, for instance as a landmark, but no one had yet come forward with a specific proposal worked out. GC said that unless the PC wished to reverse the decision, the policy would stand. It was felt that the benefits were small and the ongoing costs did not justify retaining it. KH asked if an electricity supply would actually be needed.

CW suggested informing District Councillors, and the PC could apply for a grant, perhaps through SCC.

GC suggested that if a group wanted to get together, as in Great Glemham, it would have the PC's blessing. Alternatively parishioners could lobby Parish Councillors to rescind the policy, or put a resolution at the Annual Parish Meeting. The box is BT's responsibility still.

Dennington's telephone box was also mentioned.

- 6 **Annual Parish Meeting:** the date was moved to the Thursday 26 April because an earlier start of 7.30pm was available. A speaker from Natural England, who are active in forming the new stewardship management scheme for Saxtead Green, was due to come, but unfortunately had changed jobs. GC was trying to get another representative.

GC

- 7 **Saxtead Toilets:**

*Minute 21/2/12 Item 4b* 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. The Clerk pursued this with Ian Walford (SCDC) with some difficulty, but they will now be reopened while the Mill is open.

GC explained to parishioners that they had been closed due to illicit activities and a recent complaint by a parishioner. At the last meeting the PC had remonstrated with Cllr Hudson (SCDC) over why he had supported closure with reference to the PC, who saw it as an over-reaction. Currently they would be open from 7am-7pm while Saxtead Mill was open, i.e. Fridays, Saturdays and Bank Holidays. Angela cleans them (since 1983). Police and SCDC are aware of the problems. The Clerk has written to the SCDC Cllrs (27/3/12) asking for them to re-opened as before.

GC explained that Ancient Monuments part-funded the toilets to serve visitors to Saxtead Mill, which at the time had coach-loads of visitors and was open every weekday. Now the Little Chef at Darsham had closed too. The Toilets sign on the A1120 was now misleading since they are closed five days a week (in summer).

CW said he first learn of the problem from the PC. Why aren't police doing more? His recommendation was that SCDC offer the site on a commercial basis to run a catering facility.

GC said they were refurbished some years ago and was surprised the SCDC Cllrs were not aware.

# SAXTEAD PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Tuesday 27 March 2012 at Saxtead School of Dance at 20:30 hours

- 8 **Suffolk ACRE survey:** Minute 21/2/12 Item 6: the Clerk requested and received a paper copy, which Cllr Cullingford agreed to complete. This was done and sent off on 23/3/12.
- 9 **Queen's Diamond Jubilee:** Cllr Cullingford said arrangements were progressing well. The letter advertising the Annual Parish Meeting will have details of the celebration activities, including a concert in the church on the Sunday. The presentation of mugs will be on the Tuesday at 2pm. Hopefully donations will come to pay for the BBQ (collected by Cllr Mallion and Mike Bone). Afternoon music ("tea dance") will be followed by BBQ on the Green. Bring own drinks. Games on the Green organised by Val and team. A programme similar to 1953's will go out, printed, to every household 2-3 weeks before the event (second week of May). Deborah Bone is organising the mugs at a cost of around £5.50 each for 75; about 68 children were estimated, and an order of 100 was suggested. GC was going to ask Townlands Trust for a contribution but it was outside their remit. Money could be taken from Saxtead Amenities Fund but the Jubilee Committee want to purchase two benches, around £500 each. Clerk to put this on the agenda for the Annual Parish Council Meeting. GC had around £300 in cheques to pay in for the Jubilee. Clerk
- GW asked the Clerk to contact Roger Gladwell to cut the grass on the playing field, reasonably enough for the activities. Clerk
- 10 **Saxtead Green management:** Nothing further to report at present.
- 11 **Wild About Saxtead:**  
Minute 21/2/12 Item 10: LY will write a paragraph for the Annual Parish Meeting. GC has a paragraph from her which will go into the letter (to be printed by Today Magazines, along with a Neighbourhood Watch report from GW). GC,  
GW  
Minute 20/9/11 5c Louisa to give a list of WAS members to Cllr Cullingford. Still outstanding LY  
Cllrs Hoare and Handley left at this point (10.05pm)
- 12 **Reviews**
- a. Standing orders The revised model standing orders (2007) had been looked at by GC. The Clerk would edit and circulate it for approval at the next meeting. Clerk
- b. Financial Regulations / Procedures: deferred to the next meeting. Clerk
- c. Risk Assessment: deferred to the next meeting Clerk
- 13 **Clerk's Report** (a copy is filed with the minutes)
- a. Urgent decisions/actions since the last meeting: none.
- b. Communications: Mrs Harris emailed the Clerk to say that "parishioners learned by chance The Parish Council decided not to adopt the telephone box in question but without consultation with or informing the parishioners." This was dealt with earlier in the meeting (item 5). [Minutes of meetings from 10 March 2010 are published on the website at [www.saxtead.suffolk.gov.uk](http://www.saxtead.suffolk.gov.uk), and earlier minutes from 8 August 2007 onwards are available on request to the Clerk.]
- c. Finance and Bank accounts: forms for online access by the Clerk had been sent to Barclays but without success except for the Amenities Fund.  
Getmapping plc had offered to reimburse the Parish Online subscription in return for assistance with publicity but nothing had been heard since February. He would chase them next month.  
VAT amounting to £405.51 had now been reclaimed from HMRC for FY 09/10, 10/11 and 11/12.  
A mistake had been made with the last payslip, which would be rectified in the next period.
- d. Definitive Footpath Map: there was no copy in the files, and no Cllr had one. The Clerk would obtain one from SCDC. Clerk
- 14 **Planning applications and notifications**
- a. Planning applications:  
No further applications. C/12/0261 and C/12/0310 discussed at the last meeting were currently awaiting decision.
- b. The following determinations were noted:  
C/12/0012 Manor Cottage, Chapel Road IP13 9QU: Erection of replacement dwelling (revised scheme **Permission granted** (19/3/12) with conditions.

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**C/12/0083** Little Sunflower Nursery School, Saxtead Hall, Church Road IP13 9QT: Change of use from former nursery school (C95/0941) to office. **Permission granted** (7/3/12) with some conditions

**C12/00013/TCA** Tree Work Initial Consultation: Notice of intent to carry out tree work at 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. **SCDC raised no objection** (6/3/12).

c. Any other planning matters: none.

### 15 Correspondence

A list of correspondence is filed with the minutes.

Items mentioned and noted were:-

- 23-Jan-12 SCC: Warm Homes Healthy People Fund - poster
- 03-Mar-12 Suffolk Coastal Services Ltd, Litter Action - Spring Clean Suffolk 2012: sacks, gloves, recycling sacks etc available. Passed on to GC for litter pick. The Saxtead Litter Pick was arranged for **Sunday 13th May at 2pm**, meeting at the Old Mill House. GW to arrange.
- 07-Mar-12 Mrs L Harris, Telephone box (to George Cullingford, 26/2/12)
- 08-Mar-12 Suffolk Passenger Transport: Revised Bus Services Operating in your Area from April 2012 (no changes to 119 service) (Forwarded to PC 8/3/12)
- 13-Mar-12 David Taylor (email): Make Earl Soham Safer Action Group; feedback (Forwarded to PC 23/3/12)
- 19-Mar-12 Apache Approach, Framlingham College 28 April: poster—open 1pm, lands 2pm.
- 22-Mar-12 East Area Rights of Way, SCDC: 2012-03-22 Saxtead 10, emergency closure of FP10 at Ashmead (Forwarded to PC 22/3/12; website updated 23/3/12)

GW

### 16 Financial matters

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

- The Council had a balance of £598.55 in its current account after adjustments for unpresented cheques and the approval of invoices received.
- The Council's deposit account had a balance of £294.43, making a total of Parish Funds of £892.98 (27% 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

Cheque 100503 written as replacement for 100493 was destroyed.

c. Donations: requests were received from Disability Advice Service (East Suffolk) and Homestart Suffolk Coastal. GC proposed and Cllrs **agreed** to give a donation of £39 to Disability Advice Service (East Suffolk).

17 **Urgent matters and matters for information**: none

18 **Date of next meeting**: confirmed as **Thursday 26 April, 7.30pm** at Saxtead School of Dance. Provisional dates for future meetings are: Annual Parish Council Meeting: 22 May 2012 (8.30pm). The meeting closed at 11.30pm.