

SAXTEAD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 22 May 2012
at Saxtead School of Dance at 21:00 hours

Present

CLLrs George Cullingford, Graham Ward, Barry Mallion, Lisa Handley, Kate Hoare (*until 10.09pm*). The meeting started at 9.04pm. Before taking their seats Councillors present signed their acceptance of office witnessed by the Clerk.

Also Present

Tony Hutt (Clerk). Colin Hart, SCDC Councillor (*until 9.12pm*). No members of the public were present.

1 Election of Officers

ACTION

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

2 Apologies

Cllr Kevin Davis, Cllr Colin Hart (SCC), Cllr Colin Walker (SCDC) and Cllr Christopher Hudson (SCDC), Louisa Yorke (parishioner).

3 Declarations of Interest

No declarations of interest were received.

4 Confirmation of Minutes

Councillors confirmed the minutes of the meeting held on 27 March 2012 without amendment.

5 Public Forum

Cllr Hart (SCC) had sent a written report (email 15/5/12) in which he said would not standing in next year's elections to the county council.

There was no report from Suffolk Police but the Clerk reported that Twitter users can follow @SuffolkPolice if they are so inclined.

Cllr Davis said there had been a break-in at Saxtead Bottom but nothing taken, apparently. There was discussion of scrap metal collectors, who have been known to go round to the back of properties if no one was in.

NEW ITEMS

6 Issues from the Annual Parish Meeting on 26 April 2012

Annual Litter Pick on Sun May 13th Cllr Cullingford thanked Cllr Ward for organising the jackets and BM for doing it and staying to 2.25pm (overall it was 1.45-4.45pm). He was very disappointed that so few turned up out of a total of 220 electors, excluding Foxearth residents. He said an on-going litter pick is done by Mr and Mrs Hartley and by his wife and himself. SCDC did not deliver bags until the Friday but 13 were filled. A parishioner commented to Cllr Cullingford that it was the responsibility of parishioners because they didn't put it there, but someone stopped to thank the litter pickers.

7 Appointment of Representatives to other bodies

SALC representative to Area Meeting Cllr Cullingford said this used to be the newest member of the parish council, but asked for it to be on the agenda for the next meeting.

Clerk

8 To confirm Clerk/RFO for 2012/13

For audit purposes, Tony Hutt was confirmed as Clerk and Responsible Finance Officer for 2012/13.

ONGOING BUSINESS

9 Saxtead Toilets

Nothing to report at present. Clerk to find out more. Cllr Cullingford said the toilets at Haughley had closed.

Clerk

10 Queen's Diamond Jubilee

The programme had been produced. The concert was a concern because of competition at Aldeburgh, but arrangements were going well. BBQ now in afternoon, not in evening. Money was being received from generous sponsors, £140 paid in so far. Dr Dan Poulter was coming for a couple of hours. LH has a marquee but manpower is needed to erect. In the case of wet weather, Sally Ellert's barn will be used.

Signed: George Cullingford (Chair) Date: 13 September 2012

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Purchase of two benches should have been on the agenda for this meeting but will be included at the next meeting. Clerk

11 Saxtead Green management

There is erosion of the area on Marlborough Road where the ice cream van comes. There were seven bollards but now only one. People try to park there off the road and damage the green. Clerk to write to SCDC and Highways. Some more posts are needed, or an alternative solution. No other site has been identified. Clerk

Cllr Cullingford had an email from Peter Ross (SCDC) which said that Pembroke College were undertaking a review of all the lands they owned with a view to mapping them—possibly as a result of Suffolk Wildlife Trust writing to them. Cllr Cullingford had spoken to Mr Ross earlier in the month about stewardship. An area of grass outside Manor Farm has just been cut by Suffolk Coastal District Services, who are not part of SCDC. Mr Ross had said he would enquire about it. The owner may have entered a contract with them to cut the grass. In the past Peter Smith (predecessor of Peter Ross) had advised the owner of Manor Farm what to do. Clerk to write to the owner, and also Highfields and other residents who are contravening the management scheme by cutting grass on the Green in the summer. Also to write to Peter Ross to give him a list of the addresses concerned. The Parish Council feel it should be brought to the attention of the owner of Manor Farm. Clerk

Water in the ditch opposite Old Mill House is not draining and flooded all the way to the pipe under the car park near the digester. When Peter Ross visited there was no water. There are issues of health and safety due to stagnant water. Cllr Cullingford is surprised that no one is complaining. We have to find out why the land is waterlogged. Clerk to pursue with Peter Ross, asking what he is going to do about it and copy to Pembroke College. Clerk

12 Wild About Saxtead

Saxtead wildflower identification walks with Stephen Massey on 19 May and 16 June, 2-4pm. There was a good turnout with up to 10 attending on each. Payment of £100 to Stephen Massey for leading the walks was **agreed**. Clerk to find out what happened to the money collected and obtain an invoice via Louisa Yorke. Clerk

Minute 27/3/12 Item 11: LY will write a paragraph for the Annual Parish Meeting. Cllr Cullingford has a paragraph from her which will go into the letter (to be printed by Today Magazines, along with a Neighbourhood Watch report from Cllr Ward). Done.

Minute 27/3/12 Item 11: Louisa to give a list of WAS members to Cllr Cullingford. Continued. LY

Cllr Hoare left at this point.

13 **Redundant Phone Box on Saxtead Green** Nothing further to report. Clerk to get back to BT to ask them to remove it. Clerk

BUSINESS DEFERRED FROM PREVIOUS MEETINGS

14 Adoption of Standing orders and Financial Regulations for 2012/13

The Standing Orders were **adopted** and signed by the Chairman. The Financial Regulations had not been printed and were therefore deferred to the next meeting.

15 Risk Assessments and Assets

The Risk Assessment (as previously but the reference to self-employment removed) had been circulated to Cllrs (22 May 2012) and was **agreed**. The revised Register of Assets had been circulated to Cllrs (17 May 2012) and was **agreed**.

Minute 27/3/12 Item 3: Asset Register: land at Little Green, Cllr Cullingford will enquire of nearby residents. Continued. GC

16 Review of audit effectiveness

The draft had been circulated to Cllrs (22 May 2012) but it was deferred until the audit was completed.

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REGULAR BUSINESS

17 Clerk's Report

Urgent decisions/actions since the last meeting: none.

The Clerk had mastered the PAYE end of year process.

After several phone calls to Barclays he had succeeded in getting deposit envelopes for paying in at the Post Office but online access of any sort to the Parish Council account had not been achieved.

He had received two copies of the Definitive Rights of Way map from SCDC (1993).

Neighbourhood Watch contact information was now on the website. Cllr Ward said he has thanked Gordon (previous coordinator) for his work, having moved to Framlingham.

18 Planning applications and notifications

a To note recent determinations:

- **C/12/0261** Highfield, The Green, Saxtead, Woodbridge IP13 9QB: Extension of existing double garage to provide a swimming pool. **Permission granted** 4/4/12 with normal conditions.
- **C/12/0310** Little Green Farm, Worlds End Road IP13 9QY: erection of cart lodge. **Permission granted** 11/4/12 with normal conditions, domestic use only.
- **C12/00049/TCA** Tree Work Notification: Galaxy House, The Green IP13 9QE: T1 Eucalyptus: fell tree next to driveway. T2- T16: remove 15 trees on eastern boundary to allow replacement of fence and replanting. T17-T45 Cypress trees: reduce by one third close to eastern boundary. T46 Leylandii Conifer: reduce by entrance to hedge height. SCDC **raised no objection** (10/5/12). The initial consultation was received by the Parish Council on 5 April and comments were due by 26 April. No objection was raised by the Parish Council.

b To consider any planning applications: none.

c Any other planning matters The *Suffolk Coastal Local Development Framework Core Strategy and Development Management Policies Development Plan Document* was formally submitted for independent examination on 8/5/12. Noted. Documents are available online at www.suffolkcoastal.gov.uk/yourdistrict/planning/review/corestrategy.

19 Correspondence

The following correspondence items were noted:

- 20-Apr-12 SCDC: Scrutiny of Housing Provision within SCDC: 2 page questionnaire
- 18/5/12 Audit Commission consultation - now no fee below £10,000

Other items are listed in the correspondence log.

20 Financial matters and payments due:

a Report

The Council had a balance of **£1,530.78** in the current account after adjustments for unpresented cheques and the approval of invoices received. The Council's deposit account had a balance of **£294.47**, making a total of Parish Funds of **£1,825.25** (52% of total 2012/13 precept). There was no significant change in the Saxtead Amenities Fund accounts (not part of Parish Council funds). A summary report for 2011/12 was presented which included last year's figures as well as budget figures for 2011/12 and 2012/13, plus variances (differences from budget).

b Receipts

- | | |
|--|-----------|
| • HMRC, VAT repayment 16/8/09-10/1/12 | £401.51 |
| • SCDC, 1st half precept | £1,750.00 |
| • For Jubilee Celebration (Cllr Cullingford - cheques paid in) | £140.00 |

c Payments:

The following payments were agreed:

- | | |
|---|---------|
| • SALC: Subscription 2012/13 (279 electors) | £150.00 |
| • SALC: Councillor Training from 8/3/12 | £117.60 |
| • Saxtead School of Dance for meeting 27/3/12 | £12.00 |
| • Saxtead School of Dance for meeting 26/4/12 | £12.00 |

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- Clerk's Salary (Feb-Apr 2012) less tax/NI £286.52
- Post Office Ltd: HMRC Tax/NI (paid quarterly) £71.60
- Clerk's expenses £24.00
- Stephen Massey for walks, WAS £100.00

The following payments made since the last meeting were approved:

- Stupid Tuesday Ltd: 108 Diamond Jubilee Mugs £506.64

There were no payments made during 2011/12 and not previously authorised.

e Annual Audit:

Heelis and Lodge had quoted £35 and were **appointed** as internal auditors for Year End 2012/13.

It was noted that the 2011/12 accounts were in order and the accounts were **approved** for submission to the internal and thereafter the external auditor.

The Annual Return for 2011/12 for audit was **approved** and signed (electronic version circulated to Cllrs by email).

The commencement of the Audit and dates to be complied with were noted as follows:-

Approval of accounts no later than	30 June 2012
Publication of audited no later than	30 September 2012
Internal audit	asap after 22/5/12
Display notice	From 21/5/2011 To 3/6/2012
Make records available	6 June 2012 to 3 July 2012
Send annual return	asap after 6/7/12
Annual return and supporting info to be at BDO LLP by	9/7/12
<i>Date of meeting to approve Section 1</i>	<i>22 May 2012</i>
<i>Date of meeting to approve Section 2</i>	<i>22 May 2012</i>

The present arrangements for payroll and PAYE were **confirmed** (done by RFO).

21 Urgent matters and matters for information

Hollow Lane (South Cottage, Rose Cottage, Greenacre) is in poor condition and splitting down the middle. Refuse lorries down every week. Clerk to report to Highways.

Clerk

22 Date of next and future meetings

The next Council meeting will be held on **Thursday 13 September 2012**, 7.30pm at the Saxtead School of Dance. Provisional dates are: Thursday 13 December 2012, Thursday 14 February 2013, Thursday 28 March 2013, Thursday 25 April 2013 (Annual Parish Meeting), Thursday 23 May 2013 (Annual Parish Council Meeting). All at 7.30pm at Saxtead School of Dance.

Meeting closed at 22:42.