

# SAXTEAD PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Thursday 13 September 2012 at Saxtead School of Dance at 19:30 hours

### Present

Councillors George Cullingford (Chairman), Barry Mallion (from 8.10pm), Graham Ward, Kate Hoare, Anita Beamish, Lisa Handley. Also in attendance: Tony Hutt (Clerk). Three members of the public were present. The meeting started at 7.34pm.

### 1 Apologies

ACTION

Councillors Kevin Davis, PCSO Mary Thompson, parishioner Mrs Margaret Mouzer. Cllrs Barry Mallion and Lisa Handley apologised for lateness.

### 2 Declarations of Interest

There were no declarations of interest relating to agenda items or changes to the Register of Interests, which had been completed online by all Councillors. The new 2012 Declaration of Acceptance of Office and Dispensation Guidance and Application forms were noted.

### 3 Confirmation of Minutes

Councillors confirmed the minutes of the Annual Parish Council Meeting held on 22 May 2012, Special Parish Council Meeting on 24 July 2012 and Special Parish Council Meeting on 28 August 2012 without amendment.

### 4 Public forum

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

b. **Suffolk Coastal District Council:** no Cllrs present and no report received.

c. **Police:** a verbal report was received by telephone from PCSO Mary Thompson (13/9/12): no crime reports in Saxtead in the last three months. A bit of crime had been reported around the A1120 elsewhere. There had been no reports or issues concerning the toilets.

A parishioner reported dustbins stolen at the toilets. Cllr Beamish said there had been a bad accident on the A1120 outside Saxtead at the end of last week, a car leaving the road. Others mentioned suspicious telephone calls to review security and make an appointment.

d. **Comments from the public:** There was discussion of the when the hay cut on The Green would take place. Cllr Cullingford had been chasing SCDC for weeks to get it done, now over two months after the recommended date (7 July). The grass was seeding. Peter Ross (SCDC) had been chasing Rob Cutting, the only person on SWT's list willing to do the job, and normally he was reliable but a new contractor might need to be found; Peter Ross had one or two other contacts. Cllr Beamish said hay can be cut in France at no cost—can trees be dealt with to make it easier to cut? Cllr Cullingford said Peter Ross was trying to get a walk around The Green with WAS to see what needs to be done. The grass has to be removed after cutting to keep the wild flowers going. Cllr Beamish asked if there was a route for formal complaints. Cllr Cullingford said only via SCDC. (Note: area is 9.18ha or 22.7 acres)

Cllr Cullingford asked who cut the grass behind the telephone box, but no one knew; possibly Mrs Vincent arranged it. Tim Last cuts Little Green but is not interested in cutting Saxtead Green. (Cllr Mallion arrived at this point)

Cllr Cullingford thought SCDC were likely to enquire of other contractors.

### 5 Reviews

a. **Review of audit effectiveness** As the external auditor's report had not yet been received, this was deferred to the next meeting.

Clerk

6 **Saxtead Toilets:** Cllr Cullingford telephoned Angela the previous evening who cleans the toilets, currently open Fridays, Saturdays and Bank Holidays when Saxtead Mill is open. Someone had stopped a door from being locked.

The PC need to decide what to do:

a. leave the situation as it is

b. get an explanation of the current position and put forward suggestions for the future

Cllr Cullingford suggested a letter to SCDC asking why the toilets were closed from Sunday to Thursday but open at other times? Do criminals only operate from Sunday to Thursday? (Cllr Handley arrived at this point) Cllr Cullingford had received no complaints similar to those in 1979, and the current situation was ridiculous with a sign still advertising toilets, which would shortly be closed

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until Easter. The response from District Councillors and SCDC has been ridiculous; the former are in favour of closing them altogether. Cllr Hoare asked what the toilets were provided for. Cllr Cullingford said they for Saxtead Mill and those passing on the A1120. They are owned by SCDC. A proper explanation for why they are closed part-time is needed. The PC campaigned for their provision. A proposal to ask for the toilets to be opened full-time was **carried** (proposed Cllr Mallion, seconded Cllr Handley, 5 for, 1 abstention). Clerk to write to SCDC and copy to District Councillors.

Clerk

### 7 Queen's Diamond Jubilee:

The general opinion was that the event was amazing and went really well. The Jubilee Committee decided to get two benches, one for each green. Permission would be needed from Pembroke College for a concrete plinth to secure the one at Saxtead Green, and the Clerk would invite any contribution they might like to make to commemorate the Jubilee. Cllr Cullingford recommended those bought from Genesis (Mencap) for Hitchams Almhouses, costing £740 for two benches, £50 for brackets, £150 for lettering and £28 delivery, total £960 inc VAT. He had a quote of £360 inc VAT from a local builder for two concrete plinths 2mx1m, making a grant total of around £1,320, or £1,100 ex VAT. This expenditure was **agreed**. Roger Challis had said his bench on the green was unlikely to be stolen, despite being unsecured. Cllr Beamish was impressed by the benches from Genesis.

Clerk

### 8 Saxtead Green management:

Cllr Cullingford had asked Peter Ross about the definitive map of Saxtead Green that SCDC were trying to get from Pembroke College but there was no progress. SCDC, who have a duty to manage it, cannot get answers from Pembroke College and are now putting it in the hands of solicitors. A new Stewardship Agreement would be needed in 2014, which the PC would have to agree. Before the PC can consider taking on any form of management from SCDC a definitive map of Saxtead Green is essential to define where the boundary is (9.18ha). This is very frustrating and has been going on for some months, and it is hard to believe that the landowner cannot provide a map to SCDC. The consultation done by the PC of adjoining landowners to identify ponds received no responses. Deeds of properties could yield information but that would involve a lot of work. Pembroke College should have the records. It was suggested that WAS write to Pembroke College and copy to the PC; perhaps also to Cambridge University Plants Department to consider Saxtead Green as a conservation study. Cllr Cullingford said the ditch was flooded again south of the houses on the B1119; Clerk to write again to SCDC reminding it was coming up to winter. Also Clerk to chase progress on repairs to the Green at the ice cream van site.

WAS

Clerk

Clerk

### 9 Wild About Saxtead:

The walk planned for 22 September has been cancelled unfortunately. Stephen Massey will do another walk next year. Consultations will happen on what to do in the future. Clerk to chase LY for the £20 received for walks.

Clerk

### 10 Appointment of Representatives to other bodies:

SALC rep to SALC Area Meeting: Cllr Cullingford said there used to be a representative. He suggested asking for volunteers when the next agenda arrives for those meetings.

Clerk

### 11 Adoption of Financial Regulations

Cllr Davis proposed and Cllr Hoare seconded that the Financial Regulations were adopted unchanged for 2012/13, which were signed by the Chairman.

### 12 Clerk's Report

a. Urgent decisions/actions since the last meeting: none

b. The Clerk had put some Jubilee Celebration photos on website, received from Deborah Sharman; also the Neighbourhood Watch newsletter. The list of meetings was published in August's *Framfare*. The audit was completed, external auditor's report awaited and no problems anticipated.

Problems continued with banking. The Clerk wrote to Anna Parker (Relationship Manager, Business Banking, Barclays) on 25 July requesting the two Saxtead Amenities Fund accounts not to be closed, and other matters. Receiving no reply he wrote to Framlingham Branch on 13 August. No written re-

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ply was received to either , but she telephone on 24/8/12. Cheque and deposit books for SAF had finally arrived today.

The Clerk asked Councillors to keep VAT receipts where possible; £3.67 was unclaimable for ASDA.

### 13 Planning applications and notifications:

a. To consider planning applications received: none

b. To note recent determinations (approvals/refusals) received:

**C12/12/1060** Perry Cottage, Church Road, Saxtead, Woodbridge, IP13 9QT: Retention of lean-to rear extension (Listed Building Consent). Plans received by Parish Council 25/5/12. The Parish Council raised no objection to the application. **Permission granted** 28/06/2012 (delegated). Noted.

c. Any other planning matters

- Saxtead conservation area appraisal received 10/8/12, noted (*see [www.suffolkcoastal.gov.uk/yourdistrict/planning/policy/conservation/appraisals](http://www.suffolkcoastal.gov.uk/yourdistrict/planning/policy/conservation/appraisals), the report is on the Saxtead website at <http://saxtead.onesuffolk.net/parish-council/conservation-area>*)
- Suffolk Coastal District Council's Scrutiny Committee - Review of Planning Services: received 1/6/12 and circulated to Cllrs; the Clerk replied 29/6/12 (circulated).

### 14 Correspondence

A list of correspondence is filed with the minutes. No items were worthy of mention.

### 15 Financial matters

a. Internal audit report: received for 2011/12 on 14/8/12 and circulated by email to Cllrs 7/9/12. There were three recommendations.

Clerk

b. External Audit Report: not yet received.

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

- The Council had a balance of £912.47 in its current account after adjustments for unrepresented cheques and the approval of invoices received.
- The Council's deposit account had a balance of £294.51, making a total of Parish Funds of £1,206.98 (34% of total 2012/13 precept).

There was no significant change in the Saxtead Amenities Fund accounts (not part of Parish Council funds) standing at £1,100.91 .

d. Payments: The council **confirmed** payment of the following invoices already paid:-

£ 100.00 Stephen Massey, for guided flower walks 19/5/12 and 16/6/12 (cheque written 22/5/12)

£ 58.38 Mary Axon, for 20l catering urn bought from HSD Online (cheque written 24/7/12)

The council **approved** payment of the following invoices and cheques were signed:-

£ 12.00 Saxtead School of Dance for meeting 22/5/12

£ 12.00 Saxtead School of Dance for meeting 13/9/12

£ 167.56 Suffolk ACRE Services: Insurance 1/10/12-30/9/13

£ 420.35 Clerk's Salary (May-Aug 2012) less tax/NI

£ 105.00 Post Office Ltd: HMRC Tax/NI (paid quarterly, Q2 2012/13)

£ 23.00 Clerk's expenses (mileage only)

Receipts: £140.00 had been received for the Jubilee Celebration.

16 **Urgent matters and matters for information:** Cllr Cullingford reported that the catering urn (20 litre) bought for the Jubilee Celebration was available for village use: ring him to borrow it.

17 **Date of next meeting:** The next Council meeting will be held on Thursday 13 December 2012 , 7.30pm at the Saxtead School of Dance. Provisional dates are: 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.

The meeting closed at 9.18pm.