

# SAXTEAD PARISH COUNCIL

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

### Present

Councillors George Cullingford (Chairman), Kevin Davis, Barry Mallion, Graham Ward, Kate Hoare (until 8.56pm), Anita Beamish. Also in attendance: Tony Hutt (Clerk). Two members of the public were present. The meeting started at 7.35pm.

#### 1 Apologies

ACTION

Councillors Lisa Handley, PCSO Christian Hassler, Cllr Colin Walker (SCDC), Iris Hammond (parish-ioner).

#### 2 Declarations of Interest

There were no declarations of interest or changes to the Register of Interests. Cllr Beamish signed the Declaration of Acceptance of Office.

#### 3 Confirmation of Minutes

Councillors confirmed the minutes of the meeting held on 13 September 2012 with two amendments: in minute 4d, "including Roger Coe who used to cut the hay and might do it again" was deleted from the final sentence; in minute 6, "proposed Cllr Davis" was replaced by "proposed Cllr Mallion". Mrs Vincent had emailed the Clerk 1/12/12 to say she was not responsible for cutting the grass behind the telephone box (minute 4d) but had spoken a few weeks ago with a man who was, and asked if anyone had asked him to cut it; he said no, he liked cutting grass. She also asked for her name not to be on the minutes. The Clerk replied 6/12/12 and said this information would be included in the minutes of the next meeting. Unfortunately the mystery cutter's identity was not known.

Outstanding actions:

*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 12c Asset Register: land at Little Green, Cllr Cullingford will enquire of nearby residents. Continued.*

GC

#### 4 Public forum

a. **Suffolk County Council:** no report received.

b. **Suffolk Coastal District Council:** no report received.

c. **Police:** written report received (9/12/12, circulated to Councillors 10/12/12) from PCSO 3034 Christian Hassler: "I have looked at the crimes for Saxtead from the 13/09/2012 to 09/12/2012 and currently there are no crimes to report for the Parish of Saxtead." However a Police Direct message today reported a theft of a garden strimmer and chainsaw from an insecure outbuilding at a property on Chapel Road in Saxtead after it was entered sometime between 4pm Tuesday 11th & 8.30am yesterday, Wednesday 12th December.

d. **Comments or questions from the public:** Mrs V Speight asked about the policy on advertising signs on Saxtead Green which keep appearing. Cllr Beamish explained the policy and that she responds to them by email or phone and has collected various signs, mostly not local. There are some wide verges which are not part of the Saxtead Green management scheme area. She assured Mrs Speight that she could lay offending signs down or take them to Cllr Beamish's house. Mrs Harris had suggested a "No Signs" sign. BM suggested a small sign saying "Any signs will be removed", and would investigate costs of such signs in a nice colour. The Clerk was asked to write an official letter to Framlingham College about large signs from Brandeston Hall and Framlingham College.

BM

Clerk

Mrs Vincent said she could not read the notices either in the telephone box or in the noticeboard from SCDC about removal of the box. Cllr Cullingford said the notice in the box was put there by SCDC and was the only legal requirement. Cllr Cullingford had put the notice in the noticeboard. Noone had contacted him about the notices, which he would have been happy to supply. Cllr Cullingford said nothing had changed in about the last three years. Mrs Speight could not read the notice through the glass either. Cllr Ward offered to clean the noticeboard glass.

GW

5 **Saxtead Toilets:** The Clerk read out an email from Cllr Colin Walker, which was noted. Cllr Cullingford felt it did not answer any of the Parish Council's questions. Should the sign not be taken down, or to say "Closed"? Security fencing was needed also. The Clerk to send a letter to SCDC:

Clerk

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either the toilets should be closed or not—a definitive answer is needed. There had been a knee-jerk reaction to a complaint to the Parish Council and SCDC, and no consultation with the Parish Council, "the minority ruling the majority", Cllr Cullingford said. A parishioner had written to SCDC about the mess behind the toilets.

6 **Saxtead Green management:** There were no significant developments. Cllr Cullingford reported the email (circulated 2/12/12 by Louisa Yorke) from WAS to Peter Ross (SCDC) and the latter's reply (27/11/12); the main points were:

- Hay cutting appeared to be still viable but despite contacting other contractors he had found no others: Rob Cutting is still the only one, but suggestions would be welcome.
- In areas S8 and S9 (pp23-24 of Management Plan), a double row of natural trees was required, ash and field maple, to replace poplars felled in 1990s. The recommendations in the plan state there should be selective/sensitive thinning of trees in these areas to retain the best examples. With Chalara Fraxinea (ash dieback disease) possibly rife in the UK, SCDC are not cutting any ash trees this winter and are waiting for next summer to assess the ash tree stock. SCDC will therefore not be removing all of the trees in the straight, contrary to suggestions that it would make hay cutting easier.
- Maps for an HLS application will be provided by the Rural Land Registry.
- A Scheme For Regulation does not give the holder any obligations to manage the land (beyond any health & safety requirements), only the power to do so, if they so wish. So any work carried out under a Scheme for Regulation is purely discretionary.

Cllr Beamish said trees were getting bigger and more were growing. Susan Stone (SWT) wanted some to be removed, but is coming back on 18th January. She thought there 4 strategic trees in 2012 but only 1 in 2013.

The WAS newsletter (<http://saxtead.onesuffolk.net/assets/Wild-About-Saxtead/Newsletters/WAS-Newsletter-Winter-2012-2013.pdf>) was kindly printed by Cllr Davis and delivered by members of WAS. It should have gone to every household. Cllr Hoare to ask Louisa Yorke whether they went to Little Green. KH  
Clerk

The ditch on B1119 was now full: Clerk to write letter to SCDC asking for that to be sorted out (also chase overgrowth clearing and ice-cream van layby).

Cllr Beamish asked if there was a weight restriction on the layby on B1119 (north side, to west of telephone box). Large lorries park there and make it unsafe, sticking out into the road. Clerk to ask Police. Clerk

Cllr Hoare wrote to Pembroke College on behalf of WAS on 20/11/12 to discuss long-term options for management of the Green. There was no reply yet. Cllr Cullingford said it was now two years since the last meeting with Pembroke College, SCDC, SWT, WAS and Parish Council and the management agreement expires in 2013. Cllr Hoare feared it was inevitable that the Green would not be managed, but the Parish Council should pre-empt this and get the ball rolling. It was agreed to send a letter to SCDC to get a meeting arranged. Clerk

Cllr Beamish asked why the triangle was cut, since it's too rough to walk on. Cllr Cullingford said one year it was left uncut for hay at the village's request, but that was not a success; it could not be used for village events and the long grass caused problems of poor road traffic visibility.

7 **Wild About Saxtead:** A volunteer winter work day was planned on Friday 18th January on Saxtead Green at 9.30am, joined by SCDC Countryside Rangers. The aim was to have a quick meeting and look at the new draft management plan to decide what to deal with this year, then split into small groups to start work in different areas.

£20 cash received from wildflower walks had been paid into the bank account in early October; the Clerk was awaiting the paying-in slip from Louisa Yorke.

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

8 **Telephone Box on Saxtead Green:** It was noted that British Telecommunications plc proposes to remove the box. for the removal of a public call box pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction'), Suffolk Coastal District Council has

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responded with a draft decision (dated 31/10/12) in accordance with section 49(4) of the Communications Act 2003 ('the Act'), as follows: "Telephone number - 01728723738 Location - The Green, Saxtead Decision - Consent. Reason(s) No use in the last 12 months, aesthetically not pleasing, support from Parish Council, no objections received."

Cllr Hoare felt that Mrs Harris had not been properly listened to. Cllr Cullingford said that if a group wanted to form a committee they could. Mrs Vincent and Mrs Speight wondered what happened after the survey by Mrs Harris. The Clerk said that where telephone boxes had been adopted, such as at Great Glemham, they were generally listed buildings, had a group of people willing to give time and resources to look after them, and were in a more convenient and accessible position. Cllr Cullingford said there was a danger of having a continued liability—can you ever dispose of it? He asked Mrs Vincent if a group had been formed; she said there are names, but the problem is that it has not gone. Cllr Hoare proposed that the Parish Council acknowledge the email from Mrs Harris; this was not carried (2 for, 2 against, 1 abstention). However the Clerk offered to draft a response.

Clerk

- 9 **Review of audit effectiveness** (deferred from last meeting): The Review of effectiveness of Internal Audit (Financial Year 2011-12), previously circulated by email to Cllrs, was agreed and signed by the chairman.

### 10 Clerk's Report

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

b. Speeding on B1119: Cllr Beamish wished to raise the idea of reducing speeding on the B1119 (email 26/9/12). She had spoken to Mrs Speight who had been doing some research into solar speed signs and has been talking to highways. There seemed to be a lot of local support for this and there were thoughts of a new scheme for temporary signs to be put on loan for an element of surprise. She had been advised that it would be good to write to Colin Hart and to the local police, and highways. The Clerk replied to Cllr Beamish on 27/9/12 mentioning Speedwatch and SID (Speed Indicator Display), but SCC policy at [www.suffolk.gov.uk/environment-and-transport/road-safety](http://www.suffolk.gov.uk/environment-and-transport/road-safety), updated on 12/9/12, was not promising. Speeding complaints were to be referred to police (SNT). Mrs Speight had written (29/9/12) and the Clerk replied 1/10/12. Clerk to ask Police about SID.

Clerk

Cllr Beamish said that that fixed reactive signs were expensive and mobile displays better; Mrs Speight was now awaiting a response from Highways. Cllr Cullingford said the Parish Council had tried to get the Give Way sign (on B1119 approaching A1120) changed to Stop, but failed.

- c. Website: updates done for planning and trees, Neighbourhood Watch newsletters, heating oil scheme and recycling (recycling site at Foxhall Nursing Home).
- d. Bank Accounts: The Clerk tried request a cheque book online but failed; he phoned and was told he couldn't order one because he wasn't a signatory, and only a signatory could order one. He now had a cheque book and paying in book for Saxtead Amenities Fund account (received 14/9/12). He was looking at the Unity Trust Bank as an alternative.
- e. PAYE: Real-time information reporting starts April 2013; no problems are foreseen since the Clerk uses the HMRC Basic PAYE program.
- f. Highway problems: Cllr Cullingford had been told Hollow Lane was getting worse; the Clerk reported this on 15/11/12 at [fixmystreet.com](http://fixmystreet.com). Highways reported via CSD (12/12/12) that they were monitoring this until permanent repairs could be carried out within 8 weeks. Cllr Cullingford had reported flooding twice before in the last few weeks on the road near Foxhall Nursing Home at [fixmystreet.com](http://fixmystreet.com) on 25/11/12, but there was no response yet.

*(Cllr Hoare left at this point)*

### 11 Planning applications and notifications

a. New planning applications and tree works notifications:

**C12/00148/TCA** Tree Work Initial Consultation (TCA) Boundary Farm, Saxtead Road, Framlingham IP13 9PZ (in Saxtead Conservation Area but not in Saxtead). Sycamore (TG1) - fell; Poplar (T4) - Fell. Comments were required to SCDC by 6 Dec 2012; there were no objections from Cllrs so no response sent.

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Outstanding applications: C/12/1669 and 1670 Little Green Farm, Worlds End Road IP13 9QY.

b. The following determinations were noted:

**C12/00106/TCA** Tree Work (TCA) Boundary Farm, Saxtead Road IP13 9PZ (in Saxtead Conservation Area but not in Saxtead). Removal of elm tree between pond and extension. SCDC have raised **no objection** to the tree work (1/10/12).

**C12/00121/TCA** Tree Work (TCA) York Cottage, The Green, Saxtead, Woodbridge, IP13 9QE (in Saxtead Conservation Area). Pollard and rejuvenate Sycamore next to drive and Ash Tree next to hedge. SCDC have raised **no objection** to the tree work (2/11/12).

**C/12/1556** and **C/12/1557** Perry Cottage, Church Road, Saxtead, Woodbridge, IP13 9QT: Construction first floor rear extension and internal alterations to provide access into extension; Insertion of new dormers to rear elevation; Insertion of window into existing rear elevation; Replacement stairs first floor to attic; Reconstruct rear porch as existing and alter roof from flat to pitched. Permission and Listed Building Consent **granted** by SCDC on 2 October 2012 (delegated).

**C12/00127/TCA** Tree Work (TCA) The Limes Farmhouse, The Green, Saxtead, Woodbridge, IP13 9QH. T1 - Fell Goat Willow to ground level and treat stump. In Conservation Area. SCDC have raised **no objection** to the tree work (19/11/12).

c. Any other planning matters:

- **Sizewell C Proposed Nuclear Development: Stage 1 Pre-Application Consultation**, received 21/11/12 (Consultation Document Summary, Stage 1 Consultation document - initial proposals and options Consultation Document, Initial Proposals and Options Transport Strategy and supporting information, Initial Proposals and Options Environmental Report). This is also in libraries and at <http://sizewell.edfenergyconsultation.info>. Receipt of the documents was noted (2.2kg of paper, but also on a single CDROM) and the consultation continues until 6 February 2013.
- Framlingham Town Council had a public meeting on 29/11/12 about a neighbourhood plan. There was no mention of cost in the publicity, which was typically £20,000. Cllr Cullingford had attended. Various groups were formed.

## 12 Correspondence

A list of correspondence is filed with the minutes. Items mentioned and noted were:-

- 22-Sep-12 Cllr Andrew Nunn, SCDC: Suffolk Coastal Services Ltd: Payments for Recyclable Materials collected from bring sites. After corresponding with SCDC the Clerk established that payments had been going to Foxearth Lodge Nursing Home Residents Fund (since they look after the site), but will now cease. There is no longer a bottle bank, only textiles and paper.
- 01-Oct-12 Mrs V Speight: Traffic speed on B1119
- 02-Oct-12 B Reid, SCDC: Removal of Public Payphone 01728 723738, The Green, Saxtead
- 17-Oct-12 Suffolk ACRE: Community Buying, oil buying syndicate
- 01-Nov-12 Guy Ackers: Suffolk Hedgerow Survey Newsletter (final, No.24 autumn 2012) and Report (now at <http://saxtead.onesuffolk.net/wild-about-saxtead/suffolk-hedgerow-survey-final-report/>; to see the paper copy, contact the Clerk)
- 01-Nov-12 B Reid, SCDC: Notification under section 49(4) of the Communications Act 2003, draft decision by SCDC (Notices placed in noticeboards)
- 06-Dec-12 Diana, Cancer Information Centre (phone): Help with looking after a cat for lady going into hospital. The Clerk was seeking someone to help and awaiting information. Cllr Beamish had offered to help.

## 13 Financial matters

- a. External Audit Report: The report has been received and contained one recommendation: that the recommendations in the Internal Auditor's report be considered. Recommendation 1 was already done; Recommendation 2 concerned HM Treasury consols generating a few pence income each year, but Cllr Cullingford thought these were war bonds and probably worthless. Recommendation 3 concerned valuation of assets: "current requirements provide that each asset should be recorded at its original purchase cost or where the original purchase price is unknown a current value is recorded,

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which acts as a proxy for the original cost and will remain unchanged until disposal." The Clerk would look into these.

Clerk

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

- The current account at 28 September had a balance of £3,018.25. After adjustments for un-presented cheques and the approval of invoices received, the balance was £1,574.96.
- The Council's deposit account had a balance of £294.55, making a total of Parish Funds of £1,869.51 (53% of total 2012/13 precept).

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

**c. Receipts:** the following were noted:-

- £1,750.00 SCDC, 2nd half precept (BACS 28/9/12)
- £99.04 Receipts for Jubilee celebration (paid in 26/7/12 100007), including:  
Stupid Tuesday £38.88 Refund for mugs
- £140.00 Receipts for Jubilee celebration (paid in 2/5/12 100013)

Overall the Jubilee Celebration had cost £267.60, after accounting for donations, refreshments, sale of mugs etc. It was noted that Stephen Massey had already been paid for one guided wildflower walk in 2013—no date yet.

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

- £60.00 BDO LLP: External Audit fee
- £546.00 Roger Gladwell: grass cutting on Saxtead Green (x7)
- £352.53 Clerk's Salary (Sep-Nov 2012) less tax/NI
- £88.20 Post Office Ltd: HMRC Tax/NI (paid quarterly)

**e. Budget for 2013/14:** It was agreed to leave two benches in the budget and to transfer £500 from the Saxtead Amenities Fund (option 2 in the draft budget). Councillors **approved** the budget for financial year 2013/14. No benches have been ordered yet. Cllr Cullingford asked for suggestions for lettering for the next meeting (£1.50 per letter).

Cllrs

**f. Precept for 2013/14:** A precept request of £3,500, unchanged from 2012/13, was **approved**. Changes in the way the tax base is calculated, with potential implications should the council tax be increased, were noted but were thought to have no ultimate effect on the Parish Council's finances.

**g. Donations:** requests were received from Magpas [www.magpas.org.uk](http://www.magpas.org.uk) (15/11/12) and East Anglian Air Ambulance [www.eaaa.org.uk](http://www.eaaa.org.uk) (11/12/12). No donations were proposed. Also a request from Radio Castle (12/11/12); the Clerk replied 20/11/12 that the Parish Council did not wish to support it financially at this stage.

**14 Urgent matters and matters for information:**

- It was reported that mobile library visits were reducing from fortnightly to four-weekly in Suffolk generally, but will cease visiting Saxtead from 11 January 2013 owing to lack of use.
- Cllr Ward is now a local coordinator for the Community Oil Buying scheme run by Suffolk ACRE. Information will be on the website at <http://saxtead.onesuffolk.net/local-information/community-buying-scheme-for-heating-oil/>.

**15 Date of next meeting:** confirmed as **Thursday 14 February 2013\* (7.30pm)**. Provisional dates are: 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 IP13 9QP. The meeting closed at 9.36pm.

*\*Subsequently changed to 28 February*