

SAXTEAD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 23 May 2013
at Saxtead School of Dance at 21:00 hours

Present

Cllrs George Cullingford, Graham Ward, Lisa Handley, Kate Hoare (until 8.50pm), Kevin Davis. The meeting started at 7.34pm. Before taking their seats Councillors present signed their acceptance of office witnessed by the Clerk.

Also Present

Tony Hutt (Clerk), PSCO 3034 Christian Hassler. No members of the public were present.

1 Election of Officers

ACTION

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

2 Apologies

Cllr Anita Beamish, Cllr Stephen Burroughes (SCC), Cllr Colin Walker (SCDC). Barry Mallion had resigned from the Parish Council, with effect from 26 April 2013 (email to Cllr Cullingford).

3 Declarations of interest with regard to items on the agenda (pecuniary and non-pecuniary)

No declarations of interest were received. The Clerk reminded Councillors to review their ROI form online and amend if necessary.

All

4 Confirmation of Minutes

Councillors confirmed the minutes of the meeting held on 28 February 2013 without amendment.

5 Public Forum

Cllr Burroughes (SCC) had sent a written report (email 22/5/13, forwarded to Cllrs) in which he reported: No increase in council tax for the next four years, including 2013/14; County Council to complete the Schools Organisation Review - Raising Standards; Suffolk Growth Strategy; new vehicle-activated speed signs across Suffolk (SCC & Police). Ten temporary vehicle-activated signs will move around the county to locations designated by the police, county and parish councils as having the biggest impact. Ten mobile tripod-mounted signs will now be used across the county, being available to Community Speedwatch groups for up to four weeks at a time.

PSCO 3034 Christian Hassler gave a written report which included seven reported crimes from May 2012 to May 2013, compared with four in the previous year, and a comparison with neighbouring parishes. He added verbally: Saxtead followed the trend elsewhere to burglaries from sheds and outbuildings, including powered garden equipment. Someone was arrested recently, and there was a decrease in reported crimes. On the whole Saxtead was doing quite well over the year. An increase in heating oil thefts was likely as weather gets colder. There are now two new officers based at Framlingham who will help to cover the 32 parishes.

Cllr Ward asked about the court case in Norfolk where the police are apparently suing a garage over a trip hazard: would this cause problems for residents if police visit? He had put the question to Tim Passmore (Police Commissioner) but had no answer yet. People want to know their responsibility and liability. PSCO Hassler said that if a police officer visited and fell over the Police were very unlikely to want to sue the owner. He thought the case had been thrown out.

There was no report from the SCDC District Councillors.

NEW ITEMS

- 6 **Parish Council vacancy:** Cllr Mallion had resigned from the Parish Council for personal reasons (email 26/4/13). Cllr Cullingford said he was sorry to lose him and expressed his thanks his very helpful services in the past. Councillors **agreed** that the casual vacancy may be filled by cooption. Parishioners wishing to be considered for cooption should contact the Clerk or the Chairman.

Clerk

7 Issues from the Annual Parish Meeting on 25 April 2013

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There were no issues arising, not covered in the agenda for this meeting.

8 Appointment of Representatives to other bodies

None requested.

9 To confirm Clerk/RFO for 2013/14

For audit purposes, Tony Hutt was confirmed as Clerk and Responsible Finance Officer for 2013/14.

ONGOING BUSINESS

10 Saxtead Toilets

The toilets are now open every day and graffiti has been dealt with. It is not known whether they will be open in the winter also. The Clerk to find out.

Clerk

11 Saxtead Green management

Cllr Cullingford reported a meeting on 26/4/13 at The Green with Roland Bull (Pembroke College) and Peter Ross (SCDC) at their request. They walked the Green and saw the situation with various problems. RB will sort out boundaries first (ponds, ditches etc) and wants to find out ownership relating to including water in the ditch outside former council houses. Boundary issues at Highfield were looked at. Should the PC be involved in management there would need to be involvement from parishioners, since a joint effort is best. Also the issue of stewardship money being prejudiced by unlawful mowing would have to be addressed. Should the PC be a bit more proactive with SCDC trying to do less, Cllr Cullingford asked? Should the PC tell parishioners that we as a village wish to obtain as much money as possible and they should adhere to the policy as laid down (see WAS letter Issue 2, winter 2012-2013)? If parishioners ask why the triangle is being cut, this was a village decision, reaffirmed at the Annual Parish Meeting, to allow for village events to take place. RB was enthusiastic about getting the Green opened up to what it was years ago, removing brambles, etc. SCDC were not so concerned about unlawful mowing and have not pushed the issue. The Clerk to write to the parishioners concerned explaining the impact of the stewardship agreement and that Natural England would inspect before any application (which would be done by the PC with help from SCDC) and to gain the maximum funding their cooperation would be appreciated.

Clerk

Cllr Beamish reported a fence moved about a metre, next to her property.

Peter Ross, with the agreement of the PC, will put in stakes around the area used by the ice cream van, leaving room for the van.

Cllr Cullingford received an email from RB which was very constructive; once ownership is sorted out he will look at encroachments and the ditch, then hold another meeting.

The Kenton Hall advertising sign had disappeared. It was felt that there was no need for draconian measures.

The *Little Book of Saxtead* would be sold at the Fete, Cllr Ward said. Another print run could be done if justified.

12 Wild About Saxtead

Cllrs noted the WAS Tea Party and Wild Flower Walk on 14 June 2013: A Tea Party from 5-7pm. Stephen Massey will be leading a wild flower walk. Meet by the goal posts.

REVIEWS

13 Adoption of Standing orders for 2013/14

The Standing Orders were **adopted** and signed by the Chairman without amendment.

14 Adoption of Financial Regulations for 2013/14

The Financial Regulations were **adopted** and signed by the Chairman without amendment.

15 Risk Assessments and Assets

The Risk Assessment and Register of Assets for 2013/14 were **agreed**. The register now

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included two flags since the stolen flag one had reappeared. It was noted that the litter bins on the triangle and outside the Mill were owned by SCDC, and were emptied without charge by SCDC.

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

This had already been completed on 13/12/12.

REGULAR BUSINESS

17 Clerk's Report

Urgent decisions/actions since the last meeting: none.

The Clerk gave notice that he wished to leave his position but would continue until a replacement could be found. Cllr Cullingford knew of a potential replacement. An advert to be drafted.

Clerk

The PAYE real-time information process had proved very straightforward.

Statements from the Saxtead Amenities Fund accounts were overdue, which the Clerk would investigate. Framsdon PC had opened an account with Unity Trust Bank but it was taking time to get Barclays to supply information. Saxtead had no direct debits or standing orders which would make such a change easier.

Clerk

A VAT claim for 2012/13 had not yet been made (£214.77).

Clerk

Clerk

18 Planning applications and notifications

a Planning applications received

- **C13/0741** and **C13/0742** Hitcham House, The Green, Saxtead, Woodbridge, IP13 9QE PP
C13/0741: new summer house (PP); C13-0742: new utility room next to listed building (LBC
Plans received by Parish Council 30/4/13. Comments are due to SCDC by 23/5/13 but an extension has been obtained to allow consideration at this meeting. Cllrs **supported** the application.

(Cllr Hoare left at this point)

a Recent determinations

- **C13/0564** The Manor Farm, The Green, IP13 9QB: Replace two sash windows in the cottage next to the main house (Listed building consent). The Council raised no objection to the proposals. Permission **granted** by SCDC.
- **C13/0562** Four Winds The Green IP13 9QH: Revised fenestration to existing dwelling, together with internal alterations. Demolition of existing flat roof garage block and construction of new pitched roof structure with room above. The Council raised no objection to the proposals. Permission **granted** by SCDC.

c Any other planning matters

Permitted development rights for larger house extensions: the Clerk reported the Government's proposal (subject to secondary legislation) to grant permitted development rights for larger house extensions for a period of three years, incorporating a "light touch" neighbour consultation scheme. Homeowners wishing to build extensions under the new powers would have to notify their local council (i.e. SCDC) with the details. The council would then inform the adjoining neighbours. If no objections are made to the council by the neighbours within 21 days the development could proceed. If objections are raised by neighbours, the council would consider whether the development would have an unacceptable impact on neighbours' amenity. If approval is not given, the home owner will be able to appeal against a refusal or may wish to submit a full planning application. The home owner will be able to appeal against a refusal of consent but, as with normal planning consents, neighbours will not be able to appeal against a grant of permission. The new permitted development rights would not apply in conservation areas. It is not certain whether the Parish Council will be informed of these applications, but parishioners can contact the Parish Council if they have concerns over a neighbour's application. For more information see

www.planningportal.gov.uk/general/news/stories/2013/apr13/250413/25042013_1

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19 Correspondence

The following correspondence items were considered and noted:

- Local Government Boundary commission review for SCDC (www.lgbce.org.uk)
- SALC Councillor Refresher briefing, 12/6/13 10-12 £28, and annual training programme

Other items are listed in the correspondence log.

20 Financial matters and payments due:

a Report

The Council had a balance of **£1,092.78** in its current account after adjustments for unpresented cheques and the approval of invoices received. The Council's deposit account had a balance of **£294.63**, making a total of Parish Funds of **£1,387.41** (40% of total 2012/13 precept). There was no significant change in the Saxtead Amenities Fund accounts (not part of Parish Council funds) but no statements had been received since July 2012 (see Clerk's Report).

b Receipts

- Barclays Good Will Gesture £4.00

c Payments

The following payments made since the last meeting were approved:

- Printed.com, Little Book of Saxtead £ 230.94
- Stephen Massey, (replacement for cheque 100512) £ 100.00
- Getmapping PLC: for Parish Online mapping £ 12.00

The following payments were agreed and cheques signed:

- Community Action Suffolk, Membership £ 30.00
- Saxtead School of Dance for meeting 25/4/13 £ 12.00
- Saxtead School of Dance for meeting 23/5/13 £ 12.00
- Clerk's Salary (Dec 2012 - Jan 2013) net £ 366.42
- Post Office Ltd: HMRC Tax/NI £ 91.60
- Clerk's expenses (mileage, postage) £ 11.20

There were no other payments made during 2012/13 and not previously authorised.

d Annual Audit

Heelis and Lodge had quoted £35 and were **appointed** as internal auditors for Year End 2013/14. No invoice had been received yet for 2010/11 or 2011/12.

The Summary Receipts and Payments Account for the year ended 31 March 2013 was presented by the RFO and **approved** and signed (copy filed with these minutes). Total receipts were **£4,165.03** and total payments **£3,441.41**, there being a surplus of **£723.62** during the year.

In the coming year there will be expenditure on two benches (to commemorate the Queen's Diamond Jubilee 2013), but £500 will be taken from Saxtead Amenities Fund to cover most of this; it is not listed in the 2013/14 budget. Cllr Cullingford has a new price, £5 higher than previously quoted. A plinth is not proposed now but secure with a wooden stake at an angle with padlock and chain. The position on Little Green to be discussed. It was **agreed** that Cllr Cullingford would order these with lettering, from Genesis.

GC

No other significant, unusual expenditure is expected in 2013/14.

It was noted that the 2012/13 accounts were in order and the accounts were **approved** for submission to the internal and thereafter the external auditor. Section 1 (Accounting Statements) of the Annual Return for year ended 31 March 2013 (Audit Commission form) was approved and signed by Chairman and RFO. The statements in Section 2 (Annual Governance Statement) were considered by the Council and 1-8 agreed, 9 considered not applicable, and signed by Chairman and RFO.

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

- Approval of accounts: no later than 30 June 2013
- Publication of audited account: no later than 30 September 2013
- Internal audit: as soon as possible after 23/5/13
- Display notice: From 10/6/2013 to 23/6/2013

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Make records available: 24/6/13 to 19/7/13

Send annual return to BDO: as soon as possible after 19/7/13

Annual return and supporting info to be at BDO LLP by the audit date of 29/7/13

Date of meeting to approve Section 1: 23 May 2013

Date of meeting to approve Section 2: 23 May 2013

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

21 Urgent matters and matters for information

The telephone box on Saxtead Green was becoming an embarrassment. The Clerk to email Barry Reid to get something done about removing it.

Clerk

22 Date of next and future meetings

The next Council meeting will be held on **Thursday 19 September** 2013, 8.15pm or 7.30pm at the Saxtead School of Dance. Provisional dates: all at 8.15pm (they all avoid half-terms)

Thursday 19 September 2013

Thursday 5 December 2013

Thursday 6 February 2014

Thursday 20 March 2014

Thursday 24 April 2014 (APM)

Thursday 15 May 2014 (APCM)

Meeting closed at 9.20pm.