

SAXTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held on 19 September 2013
at Saxtead School of Dance at 20:15 hours

Present

Councillors George Cullingford (Chairman), Kevin Davis, Graham Ward, Anita Beamish. Also in attendance: Tony Hutt (Clerk), Cllr Stephen Burroughes (SCC). The meeting started at 8.16pm. There were no members of the public present.

1 Apologies

Cllrs Kate Hoare and Lisa Handley.

ACTION

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 23 May 2013 (Annual Parish Council Meeting) with no amendments.

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

4 Public forum

- a. **Suffolk County Council:** Mr Stephen Burroughes was welcomed as our new Councillor for Suffolk County Council; he sits on the Education Scrutiny Committee and also Suffolk Coastal District Council. He gave a verbal report as follows:

- Changes at the County Council have reduced the Conservative majority to 3.
- A report was commissioned (Raising the Bar) from the Royal Society of Arts to look at the the bottom 10% performing schools (all levels) and compare with schools in Hackney. Cllr Cullingford asked if this includes Free Schools. Cllr Burroughes said Ofsted monitors those, but the figures come into the totals.
- Suffolk Better Broadband was hopefully to be completed by 2015.
- He is concerned with rural transport and traffic speeding. Cllr Cullingford said we had a long term concern over Saxtead Green and Chapel Lane.
- He has two Locality Budgets to spend, £12,000 p.a. for Framlingham and Saxtead; also a new Local Highways Budget, which can roll over. These can help with rural deprivation, etc. Councillors mentioned footpaths: from Saxtead Green to Framlingham there is no footpath in Saxtead (it stops at the bends) but room to provide one. Cllr Beamish said that because there is no raised kerb on the Green drivers often stray onto the verge.
- The County as a whole have 10 new speed-activated signs. Cllr Cullingford and Cllr Davis wanted a 40mph restriction; Cllr Burroughes could explore that.

The Clerk to email Cllr Burroughes re Locality Budget for half of the two benches bought (£946) and send copy of invoice.

Clerk

Cllr Davis said that the road at the west end of the Green was frequently used by lorries as a slip road, but should be a service road; could Cllr Burroughes get a weight restriction on it? Clerk to email details to Cllr Burroughes.

Clerk

Cllr Cullingford said Chapel Road was cracking in the middle. Highways have patched it three times in the last eight months but it is as bad again. The road is there for all road users without restriction. Cllr Burroughes said he had adhoc meetings with the Highways team and will talk to them and see what their opinion is.

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

- c. **Police:** a written report was received from PCSO 3034 Christian Hassler, filed with the minutes. There were three reported crimes from 1 May 2013 to 31 August 2013: 1 x Burglary -Dwelling 01/07/2013; 1 x Criminal Damage 28/07/2013; 1 x Theft from a Motor vehicle 21/08/2013 (hub caps). A Police Direct email on 17/9/13 reported 1,000 litres of white diesel fuel stolen from a property on Saxtead Road, Dennington on 14/9/13.

The Neighbourhood Watch report was on the Parish Council website. Cllr Cullingford thanked Cllr Ward for the last two newsletters. There was also a Ford pickup stolen from a barn in Framlingham in mid-June containing a shotgun.

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Cllr Davis reported that scrap dealers had visited a parishioner asking about scrap and by the end of the week it was gone. Hatchers in Framlingham had had wheels stolen.

- 5 **Signs for Church:** Cllr Cullingford reported that there were signs on the corner by Saxtead School of Dance and on the end of Mill Drive. A churchwarden had asked the Parish Council to approach SCC to put a sign to the church on the road adjacent. Cllr Cullingford asked whom they had contacted and for a copy of the request and reply, but had not received any more information yet. Cllr Davis said there were "slow" signs on each side of the church but difficult to see. Clerk to email Cllr Burroughes about this.
- 6 **Telephone box:** no progress made, still there. The Clerk had emailed Mr Scrimgeour at SCDC.
- 7 **Saxtead Green management:** Cllr Cullingford, Peter Ross and Roland Bull walked the Green in April. Cllr Cullingford spoke to Peter Ross but heard no more; Peter Ross emailed Roland Bull on 9 September asking for an update (Cllr Cullingford has a copy) and requesting another meeting in the autumn, to include the role of the community (if any) in helping to manage the Green; he will help us to decide how to manage the Green in this last year of the agreement. Hay cutting difficulties continued. Roland Bull said he was going away but would delve into the matters raised. The sward could be improved by rolling and selective herbicide spraying, if allowed. If traditional hay cutting was wanted beyond 2013, contractor presence would be useful. Cuts in SCDC staffing had meant the loss of some rangers. Cllr Cullingford had hoped to have had a meeting by now, five months after April. The cutting was disappointing, with many parts not cut and piles of hay left. The contractor told SCDC he would only cut what he could get at and the last bit of cutting was by SCDC to tidy it up. No one else will do it. The Green was more open in the past and trees have not been managed. The Stewardship Agreement specifies cutting for hay.
The Clerk had drafted a letter to residents about not circumventing the agreement by cutting grass in front of their properties outside the allowed periods, but this was deferred until the meeting in February.
- 8 **Wild About Saxtead:** There was no news on the WAS Tea Party and Wild Flower Walk on 14 June 2013.
- 9 **Highways and Footpaths:** discussion already minuted above.
- 10 **New Clerk:** the Clerk reported a potential applicant from Kettleburgh was now not interested; however there were other applications.
- 11 **Clerk's Report** (a copy is filed with the minutes)
 - a. Urgent decisions/actions since the last meeting: a cheque had been sent to Cllr Cullingford for the benches, reported below.
 - b. School transport: a parishioner with three children was fighting the County Council over school transport to Framlingham. Councillors believed that it is possible to use the transport if paid for, but only if there is free space on the bus. Cllr Beamish knew of some families the other side of the A1120 who had free transport because the road is dangerous.
 - c. Saxtead Amenities Fund accounts: Cllr Cullingford reported that Barclays had now closed the accounts and sent a cheque to him. He would visit the branch and deposit it in the appropriate account(s). £500 is to come from SAF to SPC for the benches, and £200 from Townlands Trust. The Clerk to write to Phoebe Sullivan to thank the Trust. £245 has been collected from sales of the Little Book of Saxtead, and 75 more copies are being ordered; it is available in Bill Bulstrode's shop.
- 12 **Planning applications and notifications**
 - a. New planning applications:
DC/13/2113/LBC Perry Acres Cottage, Church Road IP13 9QT: Listed Building Consent (Retrospective) for replacement of one window ground floor front and one window top floor back. The Parish Council **supported** the application.
 - b. The following determination was noted:
C13/0741 and C13/0742 Hitcham House, The Green IP13 9QE PP: new summer house (PP); new utility room next to listed building (LBC). Permission **granted** by SCDC on 13 June 2013 (supported by Parish Council, 23 May).

Clerk

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c. Any other planning matters:

- The Suffolk Coastal District Local Plan Core Strategy and Development Management Policies document was formally adopted by the Council on 5 July 2013 and re-titled the *Suffolk Coastal District Local Plan - Core Strategy and Development Management Policies*. See www.suffolkcoastal.gov.uk/yourdistrict/planning/review/.
- SCDC had implemented a new public access system for comments on applications. The Clerk was told by SCDC (Barry Reid 19/9) that the consultee module would not be used yet.
- Cllr Ward recommended a Charity Deposit Account from Virgin Money, currently 1.35%. The Clerk **Clerk** would look at it.

13 Correspondence

A list of correspondence is filed with the minutes.

- 25-Jul-13 Local Government Boundary Commission: Electoral Review of Suffolk Coastal: consultation until 1 October, <https://consultation.lgbce.org.uk/node/1382/la=175> and www.suffolkcoastal.gov.uk/yourcouncil/wardreview/. Noted.
- 12-Aug-13 Katherine Abbott (SCDC, email): Electoral Review of Suffolk Coastal: Guidance on warding patterns for Town and Parish Councillors. Forwarded to Parish Council 13/9/13, noted.

14 Financial matters

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

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

- After adjustments for unpresented cheques and the approval of invoices received, the Council will have a balance of **£2,562.07** in its current account after receipt of the 2nd half precept on 30 September.
- The Council's deposit account had a balance of £294.59, making a total of Parish Funds of **£2,856.74** (44% of total 2012/13 precept).

No statements received since July for the Saxtead Amenities Fund accounts (not part of Parish Council funds), when they stood at **£1,100.91**. It is proposed to transfer £500 from the Saxtead Amenities Fund accounts to the Parish Council account when the SAF accounts are sorted out, as a contribution to the benches. Also £200 to come from Townlands Trust.

b. Audits: The Internal audit recommendations were as follows:

Recommendation 1: The Council should ascertain the book amount and other details of its Long Term Investment. The Council should include the amount of its Long Term Investment in Box 9 of Section 1 of the Annual Return. (This action was still pending) **Recommendation 2:** The Council should confirm that the amount entered in Box 9 of Section 1 of the Annual Return meets the current requirements for valuation of assets, prior to submission of the Annual Return to the External Auditor. (Done)

Benches will need to be added to the Asset Register. Cllr Cullingford said John Handley will anchor the benches, for which there will be some cost.

The external audit report from BDO had not yet arrived.

c. Receipts: The second half of the precept would be paid at the end of the month (£1,750) and was anticipated in the financial report. Also £245 from sales of the Little Book of Saxtead and £200 from the Townlands Trust had been paid in by Cllr Cullingford but did not appear on statements yet.

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

£70.00	Heelis and Lodge: Internal Audit for years 2010-11 and 2011-12
£296.54	Clerk's Salary (May to August 2013) less tax/NI
£59.20	Post Office Ltd: HMRC Tax/NI (Q2 2013/14)
£17.20	Clerk's expenses (mileage)

e. Donation requests: none received since the last meeting.

f. Banking: The Clerk said a resolution will be needed at a meeting if the Parish Council decided to change to Unity Trust Bank, but it was agreed to wait until the year end and see how Framsdon got on.

15 Urgent matters and matters for information: none.

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- 16 Date of next meeting:** confirmed as **Friday 6 December 2013 (8.15pm)**. Provisional further dates: Thursday 6 February 2014, Thursday 20 March 2014, Thursday 24 April 2014 (Annual Parish Meeting), Thursday 15 May 2014 (Annual Parish Council Meeting). All at **8.15pm** at Saxtead School of Dance.
The meeting closed at 9.58pm.