

SAXTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 November 2013 at Saxtead School of Dance at 20:15 hours

Present

Councillors George Cullingford (Chairman), Kevin Davis, Graham Ward, Anita Beamish (from 8.30pm). Also in attendance: Tony Hutt (Clerk). The meeting started at 8.16pm. There were no members of the public present.

1 Apologies

ACTION

Cllrs Kate Hoare, Lisa Handley; SCC Cllr Stephen Burroughes, Suffolk Coastal DC Cllr Colin Walker.

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 19 September 2013 with no amendments.

4 Public forum

a. **Suffolk County Council:** Mr Stephen Burroughes had sent a report (circulated to Cllrs 28/11/13, filed with the minutes) which included the following headings:

- Suffolk climbs school league table
- The views of Suffolk residents to be sought in budget consultation
- Conservatives lend their weight to campaign against A14 toll
- Consultation on home care and community meals launched
- Pylons Update
- Building work underway at new state-of-the-art care home
- County Council and Police given £60,000 to develop closer working relationships

b. **Suffolk Coastal District Council:** Cllr Colin Walker had written (email 25/11/13) that he had nothing to report that of significant consequence.

c. **Police:** no report received, but a written report was received from PCSO 3034 Christian Hassler after the meeting (9/12/13), filed with the minutes and circulated to Cllrs: There has been 1 reported crime from 1st September 2013 through to 31st October 2013, a burglary with intent on 04/09/2013.

d. **An opportunity for the public to make comments:** none present (*Cllr Beamish arrived at this point*)

5 **New Clerk:** Several applications had been received. The Clerk would pass them to Cllr Cullingford and Cllrs would arrange interviews as appropriate.

Clerk
Cllrs

6 **Councillor Vacancy:** no parishioners had expressed an interest.

7 **Standing Orders:** it was noted that new model Standing Orders are available from SALC. The Clerk would edit the model in line with the existing Standing Orders and circulate for adoption at the next meeting.

Clerk

8 **Appointment of Representatives:** Cllr Cullingford reported that Mrs Catherine Cullingford and Mrs P Sullivan had been appointed as Trustees of the Saxtead Town Lands Trust, as representatives of the Parish Council. Clerk to inform Mrs P Sullivan

Clerk

9 **Signs for Church:** the positions were clarified. Clerk still to write to Cllr Burroughes.

Clerk

10 **Telephone box:** there was no change to the situation.

11 **Saxtead Green management:** Cllr Cullingford said the Stewardship Agreement ends this year and Suffolk Coastal's involvement may end. Suffolk Coastal DC have been talking to Pembroke College. Roger Cutting will come and cut the remaining parts of the Green that he can cut sensibly—the main bits—and get at easily, because of his commitment to Suffolk Coastal DC. The latter rang Cllr Cullingford for any ideas to cut using small equipment, but the only alternative was to get someone to top the rest. Cllr Cullingford introduced PR to Roger Gladwell to look at cutting the Green in 2014. The Bursar at Pembroke College had changed. Roland Bull had another meeting with PR, making little progress; Cllr Cullingford was unable to attend. Ownership still needs resolution; Pembroke College say they own up to the bank along B1119 where the ditch floods, not the ditch itself. Pembroke College will have responsibility for management of the Green after 2014. £851 is currently available from the Stewardship Agreement (lower level).

12 **Wild About Saxtead:** There was no news.

13 **Highways and Footpaths:** Chapel Road is going to be sorted again (patched up), Cllr Cullingford said.

14 **Clerk's Report** (a copy is filed with the minutes)

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- a. Urgent decisions/actions since the last meeting: none.
- b. Other matters: The seats have been installed on Saxtead Green and Little Green. An invoice will be received for the anchoring.

The Barclays fiasco with the Saxtead Amenities Fund has been sorted; the cheque for £500 has been re-presented.

15 Planning applications and notifications

a. New planning applications:

DC/13/3213/FUL The Old House The Green Saxtead Suffolk IP13 9QB: Erection of single-storey pitched roof rear extension. Plans received by Parish Council 1/11/13. Extension granted for comments to Suffolk Coastal DC by 6/12/13. The Parish Council **supported** the application.

DC/13/3435/FUL Ivy Farm The Green Saxtead IP13 9QG: Proposed garden room. (In place of partly completed conservatory). The Parish Council **supported** the application.

b. The following determinations were noted:

DC/13/2113/LBC Perry Acres Cottage, Church Road, Saxtead, Woodbridge, IP13 9QT: Listed Building Consent (Retrospective) for replacement of one window ground floor front and one window top floor back. Parish Council supported the application. LBC **granted** by Suffolk Coastal DC on 17/10/13.

DC/13/2681/AME Ivy Farm, The Green IP13 9QG: Change roof for slates to match the existing and change north elevation to brickwork also to match existing. Non-material amendment to planning permission **refused** by Suffolk Coastal DC on 14/10/13.

c. Any other planning matters: none

16 Correspondence

A list of correspondence is filed with the minutes. There were no items of particular note.

17 Financial matters

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

- After adjustments for unrepresented cheques and the approval of invoices received, the Council will have a balance of **£1,844.29** in its current account.
- The Council's deposit account had a balance of **£294.71**, making a total of Parish Funds of **£2,139.00** (61% of total 2012/13 precept).
- The Saxtead Amenities Fund accounts (not part of Parish Council funds), stand at **£1100** (estimate, subject to checking).

b. Audits: The External Auditor's report had been received and no issues were reported.

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. The £500 cheque from Saxtead Amenities fund which had bounced had been re-presented by Cllr Cullingford.

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

£628.00	RG Landscape and Construction Ltd: grass cutting on playing field, 8 visits
£124.58	Clerk's Salary (Sept-Oct 2013) less tax/NI
£31.20	Post Office Ltd: HMRC Tax/NI (Q3 2013/14)
£6.00	Clerk's expenses (mileage)
£161.09	Suffolk ACRE Services, insurance 1/10/13 to 30/9/14 (5 year long term agreement)
£12.00	Saxtead School of Dance for meeting 28/11/13

e. Budget for 2014/15

A draft budget had been circulated; this was **agreed**, with an amendment to the precept, as below. Saxtead Parish Council have no responsibility for the toilets. Cllr Cullingford was asked verbally by Suffolk Coastal DC if the Parish Council would take over the toilets, but it was declined.

f. Precept for 2014/15 A precept of £3,457.48 was **agreed**, which in addition to the Council Tax Support funding of £292.52 amounts to a total income of £3,750. This is a slight increase of £250 (7%) over the previous income of £3,500.

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

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- 18 **Urgent matters and matters for information:** It had been reported that deer were crossing the road by the windmill.
- 19 **Date of next meeting:** confirmed as Friday 6 February 2014 (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 9.45pm.

Amendments are shown in grey