

SAXTEAD PARISH COUNCIL

Minutes of the Annual General Meeting of Saxtead Parish Council

Held on Thursday 22nd May 2014 at Saxtead School of Dance.

Present: Chairman Cllr. Mr .G. Cullingford. Vice Chairman. Cllr.Davies Cllr. Anita beamish. Cllr. Lisa Handley

Parish Clerk/RFO. Brian Farquhar

There were no members of the public present.

1.Election of Chairman. It was proposed and accepted by all that Cllr. Cullingford continue as Chairman for this coming year of 2014/15. Cllr. Cullingford agreed to continue, as a continuation of the Chairman's position there was no need for a further Declaration of Acceptance.

2.Appologies. SCDC. Cllr.Walker. Cllr.Hudson. SNT.Framlingham. At this time Cllr.Beamish advised the chairman that due to personal commitments she would like to leave around 9pm, the Chairman agreed to this request.

Saxtead PC.Cllr.G.Ward(on leave)

3.Declaration of Interest on Agenda items/Register of Members Interests.

There were no declarations of interest neither were there any amendments to the Register of Members Interest

4.Election of Vice Chairman.It was proposed by Cllr. Cullingford and seconded by Cllr. Beamish that Cllr. Davies be asked to stand again, the Cllr duly accepted the proposal and on agreement of those members present was therefore elected as Vice Chairman for this coming financial year 2014/15

5. Appointment as member Representatives on behalf of Saxtead PC to SALC/SNT/SCDC. The chairman asked members present to offer their time to attend the meetings as and when called. At this time there were no offers to attend as representatives mainly due to personal and business commitments. Cllr. Cullingford said that he would speak to the Neighbourhood Watch Representative Cllr. Ward to see if it is possible for him to attend the

SNT meetings. In the absence of Cllrs. being available the clerk would be prepared to attend SCDC and SALC meetings thereby giving the parish council a presence and report back accordingly, the Chairman thanked the clerk.

6.Reports. Were circulated to all members for the Annual Parish Meeting on the 1st May 2014.

Chairman Yearly Report./Earl Soham CP School Head Karl Pearce/SNT/Cllr.Walker Framlingham & District Young Town Team/ Neighbourhood Watch Cllr.Ward/ Townlands Trust M.Sharman/ Wild About Saxtead Louisa Yorke/Saxtead Green Management Cllr.Cullingford.

No reports were received from SCC.Cllr.Burroughs/SCDC.Cllr.Hudson for either meeting. 1st May or 22nd May.

7.Approval of minutes. The minutes of the APM held on the 1st May 2014 were agreed as correct. Proposed Cllr.Beamish seconded Cllr.Cullingford.

a.Matters Arising. There were no matters arising from those minutes.

8.a.Planning Applications received . There were no applications received.

b.Feedback Planning Permissions. Granted/Withdrawn/Refused.

Granted.1.The Old PO.The Green. Two storey rear extension.

2.Post Mill Bungalow.The Green. To fell to hedge height storm damaged ASH in rear garden.

3.Highfield.The Green. TCA items T1-3 outside of Conservation Area

T4-6. To be felled as per notice.

For more in depth information please contact the clerk.

9.Finance.Clerk/RFO Brian Farquhar

Barclays Bank Current Account.	£3714.21	19.05.14
Instant Access Saver Account.	<u>£294.75</u>	19.05.14

Total Financial Asset.	£4008.96	19.05.14
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Authorisation for payment.

a. Clerk Salary. Mar 20 th /22 nd May 2014 inv.002.	£324.00
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9 weeks x 4hrs(36 x £9 p.hr.)

Thorndon/Saxtead mileage @ 40p x 20 mls.	<u>£8.00</u>
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<u>Salary/Expenses due</u> 22.05.14	<u>£332.00</u>
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b. SALC. Membership fees 2014/15_	£158.00
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c. Community Action Suffolk. Fees 2014/15	£30.00
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All finance items were proposed for acceptance by Cllr. Davies seconded Cllr. Beamish and agreed by all members present. All three cheques were duly signed by Cllr.Cullingford and Cllr.Davies.

10. Clerks Report. a. Handover report/Internal Auditor. Handover of documents from the previous clerk is now complete. There are still some items that need to be cleared before I can prepare the accounts for members approval before they go to the Auditor(Internal) I was hoping to have them available by this meeting for approval but the timescale of events has not allowed me to do so.(refer to item f)

b. Agenda/Minutes preparation of. Clerk advised all that the agenda timescale is legislated under the LGA(Local Government Act) and must be published no later than 3 days(working) before the proposed meeting date. A date of one week before publication is the deadline for any extra items to be received by the clerk for inclusion (all members circulated by e.mail requesting details) The clerk asked all members present the most accepted timescale to receive minutes of the previous meetings, various timescales were discussed between members and clerk with a final request to the clerk of two weeks after the meeting to receive the DRAFT minutes. Following this meeting the clerk will activate the agreed request. The Standing Orders will need to show this amendment and the clerk will act accordingly, the STO will need to be amended at the next meeting.

c.HMRC/PAYE.Ladywell Accounting. Ladywell advised me that they are still waiting for the former clerk to provide them with his P45, until this is finalised I as current clerk can't ask Ladywell to continue the administration of the Real Time and PAYE on behalf of Saxtead PC. However I have reminded Tony of the need to provide the information to Ladywell. The future Real Time and PAYE business will be taken over by SALC who offer a far wider range of administration for all Town and Parish Councils at a reduced cost compared to Ladywell. As the tax that I pay on earnings is greatly reduced via age and allowances, SALC will not have as much administration to do on my behalf therefore a lesser cost to Saxtead PC.

d.BDO External Audit. The current BDO date for the return of the approved accounts along with the completed Internal audit comments has now been set at 29th July. During the month of June a meeting will need to take place the completed accounts will be presented to the parish council members for scrutiny and approval, there after they will be given to Heelis and Lodge for the internal audit, conclusion of the external audit for the year ending 31st March 2014 by BDO will be no later than 30th September.

11.Correspondence sent/recvd since last parish council meeting 25.04.14

a.Sent. Barclays Bank PLC. Change of clerk and correspondence address.

b.Received. SCDC/SALC/Community action Suffolk.

Refer to items 8b,9b,9c.

12.Meetings attended/Items for discussion from cancelled meeting 20.03.14.

a.Spring Cleanup. Chairman: A bit overgrown but general comment from members was that most people seem to be clearing their own patch.

b.Saxtead Green. Chairman is still harassing Mr. Bull at Bidwells to try and get a decision to the problem.

c. Saxtead A1120 Toilets.Chairman pleased to see that the toilets have been opened again from the 18th April, having spoken to the cleaner they said they did not start cleaning until the 24th April.

d.Framlingham & District Dev Trust. Chairman stated that the Trust appears to have died and any further operation seems to have ground to a halt.

e.May 14th Family Parishes Meeting with SCC Stephen Burroughs/Chairman

The chairman attended the meeting held in the Westbury Centre on Fairfield Road along with many other chairman and representatives from Town and Parish Councils within Cllr. Burroughs Framlingham Ward. This was the 1st event of its kind with a hope from CC Burroughs it will be the first of many. Ideally a meeting of minds to discuss "Issues affecting the Community" and how parishes can work together on mutual problems, as a for example speeding etc and how parishes can all play a part. The Locality Budget was discussed by Julius Oyebade assistant to Cllr. Burroughs, he explained how it is used within the Framlingham Ward and the future plans for it throughout the Ward.

Updates on the current state of play at Suffolk County Council were discussed and their future plans on developments within the CC. There was an open forum at the end of the meeting where some questions were asked, a report from Cllr.Burroughs and his assessment of the meeting will be circulated as soon as received.

12.AOB at the discretion of the Chairman including items received after the publication of the Agenda on the 19.05.14

a.Clerk presented the minutes from the 06.02.14 from the cancelled meeting of the 20.03.14. They had previously been circulated for that meeting, the chairman called for the minutes to be proposed as correct and with no matters arising, the minutes were agreed as correct with a proposal from Cllr. Davies and seconded by Cllr. Handley. The chairman duly signed them as correct.

The Chairman also mentioned that the BT box had at last been removed and the sitting of the box cleared.

At this time the chairman mentioned that we are still 2 councillors short. Cllr. Handley mentioned a resident Lucy Flack who may be interested in becoming a councillor. Cllr. Handley will talk to her and find out if she is still interested. Clerk stated that he would need to check the electoral role to first see if Lucy

is able to stand for co-option to the parish council As long as Lucy appears on the electoral role that will be OK. Clerk will advise the Chairman and then take what ever action the Chairman wishes.

Due to the late start time of 8.30 pm a comment was made about changing the venue, the Care Home was mentioned as having a possible room that could be made available for use by the parish council, this would be a preference rather than moving out of Saxtead for meetings, the chairman commented that he would rather meet there than out with Saxtead. The chairman offered to check this out, members present being agreed for this to happen.

Full reports will be available on the website at www.saxtead.suffolk.gov.uk also hard copies are available to all persons on request by contacting the clerk at pcclerksaxtead@gmail.com or writing to the clerk at the address given.

13. Date of next meeting. Date.Time and Venue to be advised.

In due course details of the next meeting will be advertised in the FramFare and on the website.

The Chairman closed the meeting at 21.30.

Signed. Mr.G.Cullingford.....Chairman

Date TBA.

SAXTEAD PARISH COUNCIL

Brian Farquhar

Clerk to the Parish Council

14.Fen View.

Thorndon

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