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## SAXTEAD PARISH COUNCIL

### Minutes of the Meeting of Saxtead Parish Council

Held on Wednesday 24th September 2014 at Foxearth Lodge.

Present: Chairman Cllr. Mr .G. Cullingford. Vice Chairman. Cllr. Davis Cllr. Anita Beamish. Cllr. Lisa Hayward.

Parish Clerk/RFO. Brian Farquhar

There were no members of the public present.

1. **Appologies.** SCDC. Cllr. Walker. Cllr. Hudson. SNT. Framlingham.

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

2. **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

3. **Reports.** There were no reports received from either County Councillor S. Burroughes or District Councillors. C. Hudson or C. Walker.

SNT. Received and circulated to all,

4. **Minutes of Meeting.** 22<sup>nd</sup> May AGM., agreed as correct by members present, proposed by Cllr. Hayward and seconded Cllr. Davis,

Minutes of Special Meeting. 12<sup>th</sup> August. agreed as correct by members present, proposed by Cllr. Beamish and seconded Cllr. Hayward.

5. **Matters arising from those minutes.** 22.05.14. The Chairman commented on the spring clean up and with little or no response from residents to assistance. Cllr. Cullingford said that he had collected one bag of litter.

Chairman advised all that Cllr. Ward had attended the last SNT Forum

meeting.

**6.a.Planning Applications received since last meeting.**

Refer to the Extraordinary Meeting minutes of 12<sup>th</sup> August 2014.

**b. Feedback planning permissions. granted/refused/withdrawn**

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DC14/2090/FUL. Hegderows. Saxtead. Double garage withdrawn from plans.

**7.Finance,**

Barclays Bank. Current Acct.00786527.                    £3194.21 27.06.14

Instant Access Saver.                                            £294.83 27.06.14

Total Funds prior to meeting.            £3489.04

(Current acct. includes 50% precept for 2014/15 of £1875.00 30.04.14)

(final 50% balance of precept due 30.09.14)

**Authorisation for payment.**

**a.Clerk Salary.** May 23<sup>rd</sup> to Sept 18<sup>th</sup> 2014. Inv.003.            £612.00

17 weeksx4 hrs.(68 x £9 per hour)

Mileage.Thorndon/Saxtead 40 x 20mls. 12.08 and 24.09    £16.00

Salary and mileage due 18.09.14                                            £628.00

Chq issued and signed Cllr's Cullingford and Davis 20.09.14

**Payments made since 22.05.14 (AGM)**

Saxtead school of dance. Inv.22788.for 22.05.14 mtg.            £12.00

Chq,100560 signed by Cllr's. Cullingford and Ward 01.06.14

**8.Clerk Report.**

**1.Internal Audit.**The report was done very quickly and efficiently by Heelis

& Lodge. Due to the delays in the completion of the annual return and therefore the delay of finalising the documents needed by the internal auditor, it was agreed with the external auditor BDO LLP that they should have the documents that were available forwarded to them before the internal auditor had managed to complete his report. The reason for this was because the legal time allowed for a "Conclusion of Audit" is the 30<sup>th</sup> September and BDO wished to have something lodged before that date. The internal audit was completed on the 18<sup>th</sup> September and the balance of documents sent to BDO by recorded post on the

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18<sup>th</sup>. My personal thanks were given to Mr. Brown for his efforts in doing the audit so quickly. Needless to say that the audit will be done for year 2014/15 within the allowed dates for completion of each section of the "Annual Return"

**2.External Audit.** Part explained in 1. the external auditor was getting rather nervous that we would not be able to lodge our documents with them in time for 30<sup>th</sup> September, however as we were able to provide them with documents before Mr. Brown of Heelis and Lodge had sight of them a major problem was diverted, it would have resulted in Saxtead Parish Council being put on report to the District Council who would have had to investigate our failings to adhere to the strict instructions as laid down by the old Audit Commission. Thankfully with the cooperation of both auditors this was averted, I repeat that needless to say it will not happen again.

**3.HMRC/PAYE.** Clerk advised all members that the payroll mechanism had been taken over by SALC from Ladywell Accounting. This means that they too will provide the clerk with a bi-monthly payslip and then invoice Saxtead accordingly, at this time I have to yet receive an invoice from them for the work done.

**4.Overpayment of invoice.** Members were advised by the clerk that an overpayment of salary had been made to the previous clerk of £59.20. for the September 2013 payment. On contacting Mr. Hutt he duly advised the

clerk that there are still expenses to be claimed from Saxtead and that he will make recompense once these have been calculated and provided to the parish council. It was agreed by all members present to give him until the 30.10.14 to settle both items, this proposal was made by Cllr. Beamish and seconded by Cllr. Cullingford.

## **5. Correspondence sent/received since last official meeting 22.05.14.**

### **a. Sent.**

**SCC**, Sarah Shinnie. Response to Play Space Funding request by Framlingham Town Council. Skate park and Baseball End of Pageant Field. Members had agreed previously to support the request a letter was sent to SCC in support. (copy can be obtained from the clerk)

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**SCC**. To apply for locality funding of £946.00 which had been agreed by CC. Burroughes in November 2013 for 2 benches for the parish, these had in fact already been purchased.

**Received**. Locality funding payment of £946.00 from Suffolk County Council.

On behalf of the parish, the clerk has written to County Councillor Burroughes to say thank you. The clerk was asked to correspond with Cllr. Burroughes regarding possible road signs on the A1120.

1. **Meetings attended/items for further discussion.**
2. **a. Footpath 10.** Chairman is happy with the changes made, note where it exits, but with a no way maker not in place.
3. **b. Saxtead Green update.** Chairman had received an e.mail from Bidwell's the agent, the chairman duly advised members present of its content.
4. **c. Framlingham TC. Neighbourhood Plan. (Circulated to all)** The main comment from members was that the infrastructure should be in place to handle such an increase in the traffic.
5. **d. New Members.** Chairman raised the concern that there is still no

sign of anyone else coming on board and join the parish council, Cllr. Hayward made comment that Lucy Flack the lady recently mentioned as a possible addition to the pc, may be able to come to the next meeting.

6. **10.AOB.** The chairman had received a letter direct from the Leiston, Saxmundham and District Advice Bureau. The chairman mentioned the good work that they do and highlighted the fact that 14 clients from the pc area came to the CAB for advice. It was proposed by the chairman Cllr. Cullingford that we donate a sum of £30.00. The proposal was agreed by members present and cheque was duly raised and signed by Cllr's Cullingford and Davis.
7. **11. Items for next meeting.** New members/External Audit Qualifications/Budget 2015/16./Saxtead Green/New Members/CoC update.

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12. **Date(s) of next meeting.** 27<sup>th</sup> November, 22<sup>nd</sup> January 2015, 26<sup>th</sup> March, 28<sup>th</sup> May (APM/AGM) to include parish council elections for the period May 2015 to May 2019.

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

Signed. Mr. G.

Cullingford.....Chairman

Date 27<sup>th</sup> November 2014

**SAXTEAD PARISH COUNCIL**

**Brian Farquhar**

**Clerk to the Parish Council**

**14.Fen View.**

**Thorndon**

**Eye. Suffolk. IP23 7JW**

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