

SAXTEAD PARISH COUNCIL

Minutes of the Meeting of Saxtead Parish Council

Held on Thursday 27th November 2014 at Foxearth Lodge.

Present: Chairman Cllr. Mr .G. Cullingford. Vice Chairman. Cllr. K. Davis. Cllr. Lisa Handley. Cllr.G.Ward

Parish Clerk/RFO. Brian Farquhar

There was one member of the public present. Mrs.L.Flett

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

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

1. **Reports.** a, County Councillor Burroughes. Received and circulated to all Cllrs. There were no Saxtead items of interest for discussion.
2. b. There were no reports received from District Councillors. C. Hudson or C. Walker.
3. c. **SNT.** Received and circulated to all,
 - i. For public interest all reports are available from the Clerk.

4. Minutes of Meeting. 24th September 2014. Were proposed, seconded and agreed.

5. Matters arising from those minutes. There were no matters arising from those minutes.

6.a. Planning Applications received since last meeting.

DC14/143236/FUL. School Farm.Saxtead.IP139QT

Was discussed proposed seconded and agreed that the members had no objection, clerk to write to SCDC. (letter sent 01.12.14)

DC14/3489/FUL. Millside House.Saxtead.IP139QF.

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Was discussed with the a concern over the size of the "shed", members think it may be used as a garage, a concern over the height and length of (the side) shed

P. Officer to be asked if actual height in cms or ft.ins is known. The PA was proposed,seconded and agreed with no objection only a concern to size ,the clerk will highlight this when writing to SCDC.

b. Feedback planning permissions. granted/refused/withdrawn

None.

7.Finance,

Barclays Bank. Current Acct.00786527. £5362.79 03.10.14

Instant Access Saver. £294.83 03.10.14

Total Funds prior to meeting. £5657.62

(Includes final 50% precept pmt. for 2014/15 of £1875.00 29.09.14)

also cleared funds of £946.00 received from SCC(Locality Budget-Benches)

Authorisation for payment.

a.Clerk Salary. Sept 19th to 27th Nov 2014. Inv.004. £360.00

Thorndon/Saxtead. 10 miles @40.p.m. x 2 £8.00

Post Office .BDO. Documents.Annual Return.13/14.	<u>£2.03</u>
Sal/Expenses due.	£370.03
b. CAS Ltd. Zurich Ins to 30.09.15 (inc IPT)	£161.36
c. SALC. Website training update on new systems.16.10.14 VAT)	£54.00(inc
i. SALC. 6 months payroll to 30.09.14 (Clerk)	£16.80(inc VAT)
ii. All finance items proposed, seconded and agreed.	

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Chq issued and signed by Cllr's. Cullingford and Davis 27.11.14

Payments made since last meeting. None.

8.Clerk Report.

a.Seminar.Filming and Social Media. This seminar was to bring to the attention the changes to the LAW surrounding all audio recording. From the 6th August 2014 the law was changed to allow all parish/town councils to have audio recording of varying sorts, I.e twitter, you tube, filming etc.,take place without any contradiction to its legality by members of any council. There are specific rules attached to the law which will still give protection to the most vulnerable in society. All cllrs. have been circulated with this information.

b. BDO External Audit. A conclusion of Audit dated the 30th September was issued by BDO with the recommendation that the RFO ensures that the accounts are administered within the time scale issued. As cllrs will be aware it was with the help of the Internal Auditor and BDO that we were able to save any problems arising over the lateness of the return.(refer to previous minutes of the 24th September 2014 found at Clerk's report under Internal Auditor)

c. Overpayment of invoice. Mr. A.J. Hutt. After discussion it was proposed, seconded and agreed that this amount should be written off. (Refer to previous minutes of 24th September)

- i. **Saxtead Pension Staging 2012 and 2018.** Clerk advised members that it is now a legal requirement that any employee should be offered a pension. There are various stages when this has to happen, for Saxtead it will not be until 2018, when the staging for Saxtead comes into being. It can be done in the meantime, but with the possible change to LGA (local government administration) the ruling may change which could happen sometime after the May 2015 Elections.
- ii. **e. Budget Forecast. Parish/District/Government Elections.** As part of the Budget Forecast the actual cost can only be estimated at this time, it is very much dependant on the requirement to elect pc members if the numbers come forward plus the district and government. The maximum cost should be around
- iii. page
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- iv. £600.00 split either 2 or 3 ways, the forecast will include the maximum figure./3 .

Correspondence sent/received since last official meeting 24.09.14

8.1 Sent.

CAB Leiston. Donation of £30.00 proposed, seconded and agreed.

- 1 **Received.**
- 2 Planning Applications from SCDC x 2
- 3 TCA from SCDC x 1
- 4 CAB Leiston. Saxmundham and District. Donation request.
- 5 SCDC. Parish Council Elections 07th May 2015. possible

costings.

- 6 House of Commons. Dr. D. Poulter. A4 Laminated poster for notice board.

9. Meetings attended/items for further discussion.

1. **a. Notice Board.** A replacement for the old NB was discussed. Clerk provided members with details including photographs of the NB in Butley, the clerk quoted a figure of around £500.00 (No VAT) to include, build, siting of the NB, and other ancillary parts including a lock and the top of the NB being engraved with the words Saxtead Parish Council. After discussion it was proposed, seconded and agreed that clerk should contact the carpenter Ray Cooke to go ahead with the build for early part of the new financial year commencing 01.04.15
2. **b. Dog Bin. Little Green.** Clerk had provided details from Broxap for the supply of a basic Dog Bin including the different models of bins available. Members decided to go for a basic bin (Sirius Post Mounted) which will cost £110.00 plus VAT. This will include a standard waste stream sticker, be 40 litres in size and in a colour of green. Proposed, seconded and agreed. Clerk will contact Broxap for delivery date and advise members.
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4. **c. Reporting of meetings.** With the new openness requirements Chairman went over the implications of correct reporting of meetings.
5. **d. The Green. Toilets and future Management.** Chairman advised the members that he was continuing to have conversations with Bidwells via e-mail the last contact being on the 14th November and was very much in a stalemate situation at the moment. Clerk was requested to write to SCC and SCDC regarding the toilets and the surrounding greenery. Not least pointing out that the residents are

concerned as to the state and the way the toilets are abused by the public. Clerk will advise members as soon as a response is received. (internal renovations, outside of building and trimming down to acceptable level of greenery)

6. **e. Slow Signs A1120.** It was proposed and agreed that there should be slow signs at either side of Church entrance on the A1120.
7. **f. Junction A1120/B1119.** After discussion it was proposed seconded and agreed that the current 30mph limit is extended to include the junction of the A1120 with the B1119. Clerk will correspond with SCC(Works and Highways) for both items e & f.
8. **g. Openness of Local Government Bodies(Recording etc., Documents delivered to all members 22.11.14)** The chairman reiterated what had been said by the clerk at 8a.
9. **h. Millside Hse and School Farm.Planning Applications.Refer to 6a.**
10. **10.AOB.** Cllr.Ward advised members that he had attended the AGM of SALC held on the 12th November. A report of the AGM will follow in due course.
- 11.
12. **11. Items for next meeting.**Budget 2015/16./Saxtead Green/Toilets
12. **Date(s) of next meeting.** 22nd January 2015, 26th March, 21st 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.

Cullingford.....Chairman

Date 22nd January 2015

SAXTEAD PARISH COUNCIL

Brian Farquhar

Clerk to the Parish Council

14.Fen View.

Thorndon

Eye. Suffolk. IP23 7JW

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