

SAXTEAD PARISH COUNCIL  
MINUTES

of Meeting held on Thursday 10th December 2015

At Foxearth Lodge Nursing Home Saxtead

Present George Cullingford ( Chair) Graham Ward, Jonathan Sullivan, Kevin Davies,  
Barry Cable (Clerk)

**1/ Apologies** Lisa Handley

**2/ Declarations of Interest** -Jonathan Sullivan Item 10

**3/ Minutes of Last meeting** on 8<sup>th</sup> October were agreed & signed

**4/ Matters arising** – None

**5/ County & District Councillors Reports** None **Police Reports** None

**6/ Chairmans Report** –None

**7/ Clerk's report** – A receipt has been sent by Leiston & District C A B for £ 50.00  
donation

**8/ R F O Report-** The Chairman explained to Council the matter of the fine from HMRC  
which was occasioned at the end of the Tax Year 2013/14 when the statutory P 35 was not  
filed. The present Clerk was sent the demands by the previous Clerk about 6 weeks  
previously. After discussion, it was decided that there was no option but to pay it and the  
cheque was duly authorised. Other Payments authorized were ~ E 16/16 Roger Gladwell  
£ 504.00 for grass-cutting on The Green during the year E 17/16 HMRC £ 400.00~Heelis &  
Lodge 2 years Audit Fees £ 77.00~B.Cable –Salary £324.00 ~Headway Charity £50.00  
A Draft Budget had been circulated prior to the meeting and after discussion it was decided to  
apply for a precept of £3,500.00

**9/ Correspondence received**

2 Copies Suffolk Coastal site Allocation

Letter from Headway Suffolk

**10/ Planning Matters** :~ Application DC /15/4755/TCA for Mr Jonathan Sullivan to reduce  
the crown of a sycamore tree to north of Windmill to improve air flow to the windmill. This  
was approved.

**11/ Neighbourhood Watch Matters** The Co-ordinator had been sending Email reports as  
and when recieved

**12/ Management of the Green** ~Jonathan queried whether the area which was cut could be  
reduced in order to save costs After discussion it was agreed to continue as at present.

**13/ War Memorial Cleaning** The Chairman had received a quote for cleaning the War  
Memorial of £85.00, also to move one name and add a further name ( E N Brundish) would  
cost £ 136.00 These works were proposed by Jonathan and 2<sup>nd</sup> by Graham , all agreed

**14/ Queen's Birthday Celebrations;**~ It had been suggested and agreed that a small  
informal “do” involving sensible children's games, supervised Tug of War, be held on Town  
land Trust Land on May 8<sup>th</sup> 2016

This would involve villagers only and light refreshments would be served, supervised by  
someone with a food hygiene certificate. The Clerk is to make enquiries as to insurance costs

**15/ Meeting Dates 2016:** ~The Clerk had drawn up a proposed list of Meeting Dates which  
had been previously circulated, and were agreed for publication to the website

**16/ Review of Asset Register & Risk Assessment.** This was held over until the next  
meeting, but it was agreed that the War Memorial was to be added to the register

**17/ Matters for next Agenda**

Next Meeting 11<sup>th</sup> February 2016

