

**SAXTEAD PARISH COUNCIL**  
**MINUTES**  
**of Meeting held on Thursday 11th February 2016**  
**At Foxearth Lodge Training Room, Saxtead**

Present: George Cullingford (Chair) Graham Ward, Lisa Handley, Kevin Davies.

**1/ Apologies:** Jonathan Sullivan, B Cable (Clerk).

**2/ Declarations of Interest:** None.

**3/ Minutes of Last meeting:** on 10<sup>th</sup> December were agreed & signed.

**4/ Matters Arising;** None.

**5/ County & District Councillors Reports:** None.

**Police Reports:** None.

**6/ Chairman's Report:** SALC had been contacted regarding the survey of the toilets and a reply was awaited. Also, confirmation that the toilets would be re-opened on Good Friday (when Saxtead Mill would be open) had been sought.

**7/ Clerk's Report;** None.

**8/ R F O Report:** None received.

- It was noted that the VAT reclaim does not yet appear to have been lodged with HMRC.
- The Chairman was asked to seek clarification of the Clerk's salary and income tax figures which had been submitted for approval.

**9/ Correspondence Received:**

The following correspondence was noted:-

- PAYE information from SALC
- Martin Whyberd – offering grass cutting services
- Age UK - promoting February as 'Will Month' and asking for support for "Secret Gardens of Suffolk"
- Suffolk Coastal D C – East Suffolk Business Plan

**10/ Planning Matters:** None.

**11/ Neighbourhood Watch Matters:** The Co-ordinator continues to Email reports as and when received.

**12/ Management of the Green:** As a result of the recent work carried out by Bidwell's contractor (GTS), several favourable comments had been received by Council members. The issue of the blocked drainage ditch to the North of the B1119 had been referred to Flagship Housing by Bidwells. It was agreed that the Chairman would write to the Senior Bursar at Pembroke College to express the Council's appreciation of the work carried out.

It was noted that fencing is to be erected around the pond opposite 'The Old Mill House'.

**13/ The Queen's 90<sup>th</sup> Birthday Celebrations:** The Clerk is making enquiries as to insurance costs associated with the event – no update on progress was available.

**14/ Review of Asset Register, Risk Assessment and Code of Conduct:**

- The Risk Assessment was reviewed and accepted without amendment. The risks associated with the pond at Little Green were to be addressed in the Risk Assessment for the coming Financial Year.
- The Asset Register was reviewed and accepted without amendment.

**15/ Code of Conduct and Financial Regulations:** The Code of Conduct was reviewed and accepted without amendment.

**16/ War Memorial:** The arrangements for cleaning of the memorial and the addition of a name are being progressed. It is anticipated that the work will be completed within the next two months.

**17/ Annual Appointment of Representative to Robert Hitcham Trust:**

The Chairman was proposed and unanimously elected as the representative.

**18/ Matters for next Agenda:** None.

The meeting closed at 20:25.

**Next Meeting: 14<sup>th</sup> April 2016**