

SAXTEAD PARISH COUNCIL

Minutes of meeting held on Thursday 10th February 2017 at 7.30pm
At Foxearth Lodge Training Room, Saxtead

Present : - George Cullingford (Chairman) Cllrs Graham Ward, Kevin Davis, Jonathan Sullivan, Lisa Handley, Barry Cable (Parish Clerk) No Members of the Public

The Chairman welcomed every-one

1/ Apologies for absence Cllr Stephen Burroughes

2/ There were no Declarations of Interest

3/ Minutes of the last Meeting were agreed as accurate and signed

4/ Matters Arising-None

5/ County & District Councillors reports A Report had been received from County Councillor Stephen Burroughes and District Councillor Paul Rous, both filed with these Minutes

6/ Clerks Report He reported that the Budget was agreed in his absence at the last meeting and the Precept Application had been submitted for £3750. for the coming year

7/ RFO Report The Internal Audit report was considered, and the following points were noted

7.1/ An Error had been made in the Cash Book analysis which meant that an amount of £ 4.50 of Reclaimable VAT was wrongly identified. Closer attention to detail was required.

7.2/ Standing Orders and Financial Regulations should be reviewed and these are included in the Agenda item 15/ below.

7.3/ A claim for VAT to be repaid was restricted due to the time limit having expired for some earlier invoices. It was agreed to submit future VAT reclaims on an annual basis.

7/4/Transparency Code requirements the Council is fully compliant with the code except for the display of Items over £100 which will be corrected by publishing the RFO's spread sheet of expenditure annually

7.5 & 7.6 Fixed asset - this item now longer applies as this asset was disposed of about 18 months ago

7.7 The following payments were approved B Cable Salary (Net) £403.20 HMRC Tax £100.80
B Cable Expenses £101.50

8/ Update on Toilets A site Meeting has been arranged with Cllr Carol Poulter and others ,to try and remedy this situation This will take place on Friday 11th February and a report on the outcome will be made known at the next meeting.An email had been received from Cllr Stephen Burroughes expressing disappointment at not having been informed about the situation The Clerk had replied to him that we had previously thought it could be resolved at District level

9/ Planning Matters DC/17/0386/TCA for Mrs Louisa Yorke at Old Post Office Cottage to pollard Multi-stem Ash in Rear Garden was approved ~DC /17/0279/FUL- modifications to original Plans at Galaxy House were also approved. The application to build 3 new properties at Old Mill House Pub is still pending

10/ Grass Cutting Roger Gladwell had confirmed that he was prepared to keep his price per cut at the same as last year, i.e. £70 per cut with discretion as to when and how often he cut .However 2 further quotes are required and 2 names were put forward for the Clerk to contact

11/ Little Green water supply Parish Council had previously given permission for the owner of Boyce's Farm to create a trench across the Green while holding a cheque for £500 as security. On inspection of the site, it was found that a stop cock had been fitted approximately one metre back from the roadway , which had not been mentioned before, and that it had been left above the ambient level of the ground , causing a potential trip hazard and the plastic cover was liable to be damaged if a car or lorry pulled off the road ; it does not appear to be adequately supported The Chairman is to write to the owner of the farm.

12/ Footpaths Several Footpaths in the Village had been reported as being over- grown. The District Council had been contacted and the matter had been reported on line A footpath officer is to visit them and report back to the Clerk

13/ Extention of 30 MPH signs. The Clerk had been directed to the police SNT team who would advise on feasibility, A response is awaited

14/ Correspondence received – A booklet from the M.E.P for East of England explaining her work
An update from SZC on the latest from Sizewell

15/ Revue of Statutory Documents A copy of proposed Financial Standing Orders, Risk assessment and Asset Register.& Standing Orders had been circulated before the meeting. However, Council felt that more time was required to edit the FSO and SO documents so this was held over until the next meeting. The Asset Register was signed and Council wished for the inclusion of further items in the Risk Assessment, again for inclusion at the next meeting

Matters for next Meeting

Finalising of statutory documents as in 15 above

Meeting ended 9.45

Next Meeting 13th April

SignedChairman