

# **SAXTEAD PARISH COUNCIL DRAFT MINUTES**

For Meeting held on Thursday 12th October 2017 at 7.30 pm  
at  
**Foxearth Lodge Nursing Home Training Room. Saxtead**

## **OPEN FORUM**

15 minutes was available for public discussion but no contributions were made.

**1/ Apologies for absence –** Lisa Handley

**2/ Declarations of interest in Agenda items.** There were no declarations

**3/ Minutes of last meeting were agreed and signed by the Chairman.**

**4/ All Matters arising were covered as agenda items.**

**5/ County/District Councillors, Police & Neighbourhood Watch Reports.** There were no reports but the Neighbourhood Watch Coordinator was thanked for circulating security issues arising via his email data base.

**6/ Chairman's Remarks.** It was noted that the items of interest were already covered by the agenda.

**7/ Clerk's Remarks.** The Clerk reported that he had attended on 15/09/17 a Networking Day at which new rules for Data Protection had been highlighted. He drew members attention to the fact that the rules could be inadvertently be compromised under normal operating conditions. Extra vigilance is essential especially where names may appear in official documents.

**8/ The RFO's Report. Members were asked:-**

1. To note the receipt of 2<sup>nd</sup> half of the precept in the sum of £1875.00
2. To authorise the following payments, Expenditure reference E10/18 the Clerk's Salary for the following weeks 7<sup>th</sup> September 2017 to 12<sup>th</sup> October 2017 that is 6 weeks in the sum of £201.84.
3. Expenditure reference E11/18 a refund of cost incurred by G Cullingford Chairman for a Book of Condolence £17.99.
4. Expenditure reference E12/18, BDO's Audit fee £42.00.
5. Expenditure reference E13/18 Contribution to Campsea Ashe PC for 50% of a share cost for Clerk's Networking day £ 8.00.
6. It was agreed to support Leiston CAB with a donation of £40.00.
7. Finally the Audit Report was considered and it was noted with some regret that it has been classed as a Qualified Audit as short comings were identified. It was noted that:-
  - A. The Risk Assessment was not recorded in the minutes.
  - B. There were discrepancies between the documents forwarded to our local audit and those considered at a national level.

- C. Not all elements of the Transparency Code had been complied with because items had been omitted from the PC's website.
- D. A fixed asset valued at £8000.00 for insurance purposes was reduced to £1.00 under audit procedures which do not accommodate an insurance valuation. It is worth noting that this audit procedure was not a matter of concern for our local auditors.
- E. Because the Audit was Qualified the PC will incur a penalty so it will be necessary to make a provision of £200.00 in the budget for 2017/18
- F. The audit will move from BDO to PKF Littlejohn LLP.

**9/ Planning** – The Clerk updated members on the revised planning application notification procedure. In future the Clerk will be alerted about new applications via SaxteadPC @ yahoo.com rather than by hard copy in the post. Members can view applications via SCDC's planning website once notified.

**10/ Update on 30 mph Extension** – Following a meeting on site 11/10/2017 with SCC Highways Area Manager Mr Tony Buckingham members noted that it is no longer the highway authority's intention to introduce additional speed limits. The emphasis is on drivers to drive in accordance with prevailing conditions as speed limits rarely improve safety and the police have no resources to survey compliance. No non mandatory signs will be replaced and the emphasis is on drivers to know where they intend to travel and if appropriate purchase aids such as Satnavs. Budget constraints have reduced the highway safety staff from 20 persons to two. The Manager did agree to consider improvements to the "safe turn box" from the A1120 to the Framlingham road as the box size has been compromised. This will be completed when the white lining has worn away in about 4 years' time.

**11/ Update on Footpaths** – The visit by SCC footpaths Officer and her subsequent action plan were noted by members. The report confirmed that signs have been re-erected at the bottom of Church drive and at paths 16 and 10. Members agreed to monitor the situation as there are still matters concerning fallen trees and over grown paths.

**12/ Update on ACV petition.** The Chairman confirmed that sufficient support has been gained from villagers and customers to make an application to declare The Old Mill House Pub an ACV. The Clerk agreed to make the application now all the data has been collected.

**13/ Update on hedge planting at the old toilet block.** SCDC will do the planting in season but as it had been a year of low rainfall it was decided that the season just passed was inappropriate.

**14/ Update on General Data Protection Regulation (GDPR) and appointment of Data Protection Officer.** This was deferred because of time constraints and as a result of a lack of clarity over the requirements.

**15/ The Asset Register, Insurance Cover and Risk Assessment.** This was deferred because of time constraints.

**16/ Applications for Grazing and Contingent Rights on Little Green.** The Clerk was advised to notify Dr Moffat who had expressed an interest in using Little Green for grazing and to post the approved License Agreement on the PC's website.

**17/ Correspondence received from Leiston CAB** was noted seeking financial assistance. A donation was agreed see Item 8:6 above.)

Date of next meeting was agreed as 14<sup>th</sup> December 2017.

*Jonathan Sullivan*

Hon Minute Secretary for the meeting.