

MINUTES OF MEETING OF SAXTEAD PARISH COUNCIL

Thursday 13th September 2018 at 7.30 pm

1. The Chairman welcomed everyone to the meeting.
2. Councillor Burroughes sent his apologies for absence.
Present
George Cullingford (Chair) Kevin Davis Graham Ward
Lisa Handley Jonathan Sullivan Lydia Kirk (Clerk)
2 members of public (first half only)
3. There were no declarations of interests nor applications for dispensations
4. The Minutes of the meeting held on 16th July 2018 were approved as a true record of the meeting
5. There were no matters arising

PUBLIC FORUM

Representatives from SCDC and The Rural Coffee Caravan came to discuss items 11, 12 and 16. These items were brought forward for discussion after item 5.

6. The Chairman reported that he understands that the village pub has now changed ownership. He also read the response from the Highways Department regarding the missing and damaged road signs, stating that they could not replace them.
7. The clerk is continuing to try to get a response from Cllr. Burroughes about the dumped road planings and village entrance signs. She has obtained some costings for two types of entrance signs from a company in Norfolk. She is still trying to get confirmation from the Highways Department as to whether or not the PC can install its own signs, provided by a different company, and what the health & safety, siting and insurance considerations would be in this regard. The clerk has reported the overgrown footpath and the missing and damaged road signs.
8. **Responsible Financial Officer's report**
 - a) The following payments were approved:

Reference Number	Amount	Payee	Details
P5 18-19	£42.30	L. Kirk	Facilities Fee (July, August), Mileage
P6 18-19	£100.00	Suffolk Biz	12 months website provision
P7 18-19	£216.49	Business Services at CAS Ltd	Parish Council Insurance <i>The Council discussed the Long Term Undertaking discounts and opted to enter into a 3 year deal.</i>

Invoices with full details of the items above were on display at the meeting.

- b) The bank balances were reviewed.
 - c) The bank statements and bank reconciliation were reviewed by the Examining Officer, having been emailed to all Councillors prior to the meeting.
 - d) The quarterly report on spending was reviewed and will be examined further when planning the budget for 2019-2020 at the next Council meeting.
9. Minor revisions to the Standing Orders regarding references to the Data Protection Officer, as suggested by NALC, were approved.
 10. The insurance schedule provided by Community Action Suffolk was reviewed and it was considered suitable for the Council's needs.
 11. Megan Ablard from the Rural Coffee Caravan explained the role of this community project and asked Councillors to consider hosting the caravan in Saxtead, possibly in conjunction with the Community Connector project, details at item 12.
 12. Chloe Winlow from SCDC explained the aims of the Community Connector project, which focuses on social prescribing to help alleviate demand on GPs for non-medical needs. She asked the Council to consider hosting and supporting the project in Saxtead, as social isolation has

been identified as a problem in the area north of Framlingham. With Saxtead having no main street, village hall or community hub, and some residents who are likely to suffer from loneliness, the idea was seen as being potentially very beneficial to the community. She would hope to be able to provide the project with a Link Worker next year, but the Coffee Caravan could start visiting before then to help give people the opportunity to meet each other and access resources and advice for non-medical needs. The Council supported these projects in principal and discussed practicalities including advertising and possible locations for the visiting caravan.

13. Council discussed SCDC's draft Local Plan & accompanying documents:

i) Draft Local Plan

ii) Policies Maps (Saxtead page 81)

14. Council discussed the possibility of installing a community defibrillator. Cllr Handley had conducted extensive research which she presented to the Council. One of the most popular models is £1,490+VAT which includes training for 10 people and a cabinet. The Council think a defibrillator would be of benefit to the community and approved the idea in principal.

GC thanked LH for her work to date and for offering to be the custodian of the equipment. LH will conduct further research to answer questions regarding installation and running costs, the area covered by current defibrillators at Thomas Mills High School and Earl Soham, and the implications of using adult pads on children. JS will approach The Townlands Trust to see if it could provide some financial support if the PC proceeds with the project.

15. Councillors discussed the large cable reel that has been left on the village green, as well as a hazardous broken cover on the ground next to the reel through which live cable can be seen.

The clerk has contacted BT Openreach in this regard and will also try contacting Morrisons Utility.

16. Chloe Winlow gave an update on the application to register *The Mill House* as an Asset of Community Value. No objections have been received to date and it is going to panel next week. The PC will then be informed of the outcome. She reiterated that if the application is successful, it would not necessarily stop parties applying for planning permission at the site.

17. Councillors were disappointed with the subsidence repairs opposite Church Farm, and were concerned that some deep ridges on the side of the road still remain. The clerk will contact the Highways Department when she has received photos highlighting the dangers.

18. Council discussed the possibility of replacing the brown tourist information sign for *The Old Mill House* but this was not considered feasible. The Chair has provided the landlords with the Highways Department's response to the PC regarding missing signs and has suggested that they report the issue too.

19. The clerk has received some prices for entrance signs from a private company, which are significantly lower than the costs provided by the Highways Department, but do not include any installation costs. She is continuing to try and get a response from Cllr Burroughes as to whether or not the PC can purchase its own signs from an alternative source and then install them itself.

20. The following planning application was discussed:-

DC/18/3672/TCA Treeworks at Saxtead Village Green Applicant: Bidwells

Council fully support this application and look forward to the works being carried out.

21. Correspondence received since date of last meeting was discussed. All correspondence requiring a response has been actioned by the clerk or raised in other agenda items.

22. Cllr Ward raised concerns about household appliances that appear to have been dumped on the edge of the village green opposite the pub. The clerk will report it to SCDC, and if necessary, also to Bidwells as this land is owned by Pembroke College.

23. Matters to be raised at the next meeting

Discussing the budget for 2019-2020 & setting the precept level

Receive update on entrance signs

Receive update on Rural Coffee Caravan and Community Connector projects.

24. The date of the next meeting was confirmed as Thursday 15th November.

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 21.40pm.

Signed:

.....
G. Cullingford
Chairman

.....
Date