

# MINUTES OF MEETING OF SAXTEAD PARISH COUNCIL

**Thursday 15<sup>th</sup> November 2018 at 7.30 pm**

1. **The Chairman welcomed everyone to the meeting.**
2. **Councillor Burroughes sent his apologies for absence.** Lisa Handley could only stay for part of the meeting, so it was agreed to bring items 12 and 8c) forward.

**Present**

George Cullingford (Chair)	Kevin Davis	Graham Ward
Lisa Handley	Jonathan Sullivan	Lydia Kirk (Clerk)

3. **There were no declarations of interests nor applications for dispensations**
4. **The Minutes of the meeting held on 13th September 2018 were approved as a true record of the meeting**
5. **There were no matters arising**

### PUBLIC FORUM

*There were no members of public present and so this was not held.*

6. **The Chairman commented that whilst Saxtead was a small village, yet again there were many items for discussion on the agenda.**

He then reported on Suffolk County Council's targets to save £23million from its annual budget and he discussed some of the ways in which they aimed to do this.

The Chair also reported that he thinks that the pond on Little Green needs cleaning out and asked for this to be raised for discussion at the next meeting when Councillors had looked at the pond.

**ACTION POINT** Clerk to look into grant funding for pond clearances. Council needs to be mindful of obligations regarding newts and wildlife.

7. **The clerk reported that the cable reel from the village green has been removed.** [*Councillors confirmed that the damaged covers next to it had now also been replaced.*]

Cllr Burroughes has now confirmed that he can ask the Highways Department to remove the dumped road planings from the informal layby. [*Councillors then discussed this. Whilst the Council would have preferred the planings to have been used to fill in potholes in the existing layby rather than extend it, over time the planings have settled and look much better now. It is feared that if removed, the layby might look worse than it currently does.*]

SCDC have sent details of the charges for the Local Election on 2<sup>nd</sup> May 2019. If there is a contested election the cost for Saxtead Parish Council would be £913.61. [*Since the meeting the clerk has established that if it is not contested, the admin charges for the election are likely to be in the region of £100.*]

The clerk has started putting relevant news from Suffolk Coastal District Council on the village website.

The clerk is going to an information and networking session provided by SALC next week.

8. **Responsible Financial Officer's report**  
a) The following payments were approved:

Reference Number	Amount	Payee	Details
P8 18-19	£637.52 £42.30	L. Kirk	Pay for quarter ending 30.09.2018 Facilities Fee (Sept, Oct), Mileage
P9 18-19	£21.60	SALC	6 months payroll provision

In addition, Council agreed to pay Roger Gladwell's invoice of £350 + £70 VAT, for 5 grass cuts between May- October 2018. The invoice was raised after the Agenda had been circulated but Council did not wish to delay this payment until January's meeting. The quotation had already been authorised at a previous meeting.

*Invoices with full details of the items above were available to view at the meeting.*

- b) The current and deposit bank balances were reviewed as being £8,984.71 and £295.71 respectively
- 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. GW queried the reserved funds balance. LK thinks this is detailed on the end-of-year accounts, but not the year-to-date reports, but will revert to him on this.
9. **Meeting dates for 2019 were agreed and will be emailed to Councillors and published on the website and noticeboards.** GC will continue to book the venue for the meetings.
10. **With no village hall and the Foxearth training Room only available after 5pm, it was decided that there was not a suitable venue for the Coffee Caravan over winter. ACTION POINT** Clerk to contact the scheme organiser and ask to commence in spring when the caravan can be used as the meeting point.
11. **Councillors were concerned that motorbikes might be using the A1120 to race on at weekends, with bikes seemingly speeding at regular intervals on occasion. ACTION POINT** Clerk to contact Suffolk Police to see if they are aware and can take action or monitor the situation.
12. **CIlr Handley provided further information on the community defibrillator project.** Adult pads can be used on children if necessary, but are placed on different areas. People requiring a defibrillator in Saxtead would not be sent to the GP Surgery at Earl Soham. Installation costs have been quoted as approximately £200 + VAT.  
Council discussed the possibility of getting a £600 grant from the British Heart Foundation but with obligations to then provide monthly training on the defibrillator, plus the requirement to purchase a cabinet for £1,245 it decided against this option.  
LH gave details of the prices of two popular models from the East of England Ambulance Service, as well as the costs of cabinets, batteries and replacement electrode pads. Council veered towards the Cardiac Science Powerheart model, with slightly lower purchase and ongoing costs.  
Council resolved to raise this issue at the next meeting when a response to its request for funding from Townlands Trust should have been received.  
JS offered a vote of thanks to LH for all her research on this project, for offering to conduct the maintenance checks on the defibrillator and for offering to pay the electricity charges. This was echoed by all.
13. **GC reported concerns with the state of some footpaths in the village.**  
Footpath 17- The footpath sign recently placed near the junction for Marlborough Road and Footpath 13 has disappeared.  
Footpath 10- The signpost opposite The Saxtead School of Dance along the A1120 has fallen over.  
Footpath 12- This footpath has become overgrown between Black Cat Cottage on the B1119 and the first gate along the path.  
Footpath 13- Between markers 13 and 14 on the footpath map, the landowner has not cleared or sprayed a path across the field where the footpath runs. He has also been confrontational towards ramblers who are forced to walking around the field edge as an alternative route.  
**ACTION POINT** Clerk to raise these issues with the Rights of Way Department
14. **Councillors considered the notes provided by SCDC from their meeting on 19.10.2017.** They did not feel that this were an overly accurate record of the meeting.  
**ACTION POINT** Clerk to contact the Council to see what happened as a result of this meeting and whether Saxtead PC's concerns were considered when revising the draft Local Plan. Also to ask whether the PC are expected to do anything further in this regard at present.
15. **The clerk has made contact with the Highways Department who are intending to return to continue road repairs opposite Church Farm over the weekend of 17<sup>th</sup> November 2018.** They are intending to replace the road planings that have been pushed out, and replace the damaged cones that were placed along the edge of the road to protect the verge. Apparently there is a limit to what they can do from "a reactive perspective as the road is very narrow and requires a road closure for anything else".  
**ACTION POINT** GC to email the clerk a photo and precise location of a large hole 200m from the site of these road repairs if this has not been repaired over the weekend.  
**ACTION POINT** Upon receipt of above information from GC, clerk to report the hole in the road.

16. **Councillors discussed extending the pavement from Saxtead Lodge to Boundary Farm.** Whist in essence Council supported the idea and agreed it would make it far safer for pedestrians walking to Framlingham, the main concern was that the land fell outside of Saxtead's boundary, and the pavement would be in Framlingham Town Council's area. Council resolved to invite County Councillor Burroughes for a site visit and to ask for his advice on how to progress this matter.
17. **Council has now heard back from Cllr. Burroughes who has confirmed that he could provide financial assistance for entrance signs to the village in the next financial year.** He suggests meeting to discuss the project, along with other possible traffic calming methods. Council resolved to raise this issue again after this site meeting.  
**ACTION POINT** Clerk to organise a site meeting with Saxtead PC representatives and Cllr Burroughes.  
**ACTION POINT** Clerk to contact Earl Soham Parish Council to discuss how it sourced and funded the new entrance signs to its village.
18. **Correspondence received since date of last meeting was considered.** GC provided a letter from SCDC confirming the completion of the registration of the Old Mill House as an Asset of Community Value.
19. **GW discussed his recent Neighbourhood Watch report, including the theft of used and new vegetable oil from an outbuilding at the pub.** In addition, he had been informed by a parishioner of the recent theft of two cars from World's End Road, but he had not received a police report in this regard.  
**GC proposed making a donation to Foxearth Lodge for the use of the Training Room as the Parish Council meeting venue.** A £100 donation as per recent years was suggested and Councillors agreed with this proposal. The clerk pointed out that this should have been included on the Agenda as a separate point for discussion and asked if it could be put back until January's meeting, but Councillors were keen to send the money before Christmas so it could be used as part of the staff bonus. The clerk raised a cheque which was signed by KD and GC who will be asked to sign a donation slip confirming this payment at the next meeting, for Council's records. It was agreed to include this item in the November meeting Agenda henceforth.
20. **Matters to be raised at the next meeting**  
 Discuss the budget for 2019-2020 & set the precept level  
**ACTION POINT** Clerk to work on year-end projection and draft budget figures and distribute to Councillors for consideration prior to the next meeting.  
 Decision regarding proceeding with the community defibrillator.  
 Discuss maintenance of the pond on Little Green  
 Discuss progress with proposed footpath extension and village entrance signs, following site visit with Cllr Burroughes.
21. **The date of the next meeting was confirmed as Thursday 10<sup>th</sup> January 2019.**  
*There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 21.20pm.*

**Signed:**

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**G. Cullingford**  
**Chairman**

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**Date**