

MINUTES OF MEETING OF SAXTEAD PARISH COUNCIL

Monday 16th July 2018 at 7.30 pm

1. **The Chairman welcomed everyone and thanked them for coming**
2. **There were no apologies for absence**
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 Annual Meeting of the Council held on 11th May 2017 were approved as a true record of the meeting.** It is noted that the previous clerk should have had these minutes approved at the meeting following the Annual Meeting last year.
5. **There were no matters arising**
6. **The Minutes of the Annual Meeting of the Council held on 10th May 2018 were approved as a true record of the meeting**
7. **There were no matters arising**

PUBLIC FORUM

There were no members of public present so no public forum was held.

The Chairman went through a report provided by District Councillor Stephen Burroughes, which will be put on the village website.

8. **The Chairman reported that the Parish Council was running well.** He also reported that the hay cut to Saxtead Green has now been carried out to a good standard by Pembroke College's contractors. He asked the clerk to inform Pembroke College of this, but also to ensure that they were aware that several areas around the edge of the Green still need to be strimmed. *Cllr. Ward will provide the clerk a map of the areas and she will then do this.* The Chairman also noted that some road signs along the Green have been damaged or are missing. He asked the clerk to report these to the Highways Department so at least they have a record of the request, even if they are not replaced at present.
9. **Clerk's Report** The clerk reported that the situation regarding the dumping of road planings in the layby near the windmill has reached a stalemate situation, with the County Council refusing to accept responsibility for the fly-tipping and no longer responding to our emails. *Council agreed that contacting Cllr Burroughes for his help may help to progress the issue.* The period for Public Inspection of the accounts has now finished and there were no requests to view the annual paperwork. The Exemption Certificate is with the External Auditors. The Parish Council account with HMRC has a credit of overpaid tax from the previous clerk, so the tax liability on the wage slip at item 10a. does not need paying. There is still a credit of £187.10 which will be carried over to the next quarter. The Clerk has added a section to the website on the Townlands Trust and how to apply for funding from the Trust.
10. **Responsible Financial Officer's report**
 - a) The following payment was considered and approved:

Reference Number	Amount	Payee	Details
P4 18-19	£48.30	L. Kirk	Home Working Allowance-May & June. Mileage, Official Copies Title Register & Plan
	£510.12		Salary

Invoice with full details of item above will be on display at the meeting.

- b) The following payment received since the last meeting was noted:

Date	Amount	Company	Details
04.06.2018	£0.15	Barclays	Interest Deposit Account

- c) The clerk was pleased to report that she has now received a hard copy bank statement for the deposit account to the correct name and address. Statements for the accounts and the bank reconciliation were considered and signed off by Cllr. Handley.
- d) The quarterly report on spending was reviewed and considered in order.

11. Council considered itself compliant to its Internal Control Statement

12. Planning. The following applications were discussed:

a) **REF DC/18/2668/TCA To coppice Ash Trees C and D following further decline from ash dieback, despite recent crown reduction.** *Highfield, The Green, Saxtead.*

As per Mr Stracey's previous application, the Council responded that it would like the applicant to seek the permission of the landowner of the trees before conducting the works and Council would agree with SCDC Tree Officer's recommendations regarding the works.

b) **REF DC/18/ 2593/FUL Demolition of existing and erection of replacement stable building and creation of manege.** *School Farm, Church Road, Saxtead.* Applicant: Lisa Messent. The Council supported this application.

13. The Council examined the draft recommendations for the Electoral Review of East Suffolk, as drawn up by The Local Government Boundary Commission for England but had no formal observations to make in this regard.

14. The Chairman provided a list of community groups who use the Old Mill House to help support the application to register it as an Asset of Community Value. The clerk is in liaison with the Community Officer at Suffolk Coastal District Council regarding the proposed application. The Officer has received the draft submission and has forwarded it to the District Council's solicitor for comment and will report back to us as soon as she can.

15. There were no responses from parishioners to the Council's proposed Welcome signs for the village as posted on its website. The cost from the Highways Department is prohibitive to have all four signs installed at the same time, so it was proposed to try and install two signs initially, at entrances to the village from Framlingham and Earl Soham. The clerk is to ask Cllr Burroughes to consider helping to fund part of the project from his Locality Budget. The clerk is also to look into whether Councils can install such signs themselves as there is a company in Norfolk which produces reasonably priced village entrance signs. There would be risk assessments and considerations regarding the location of the signs to consider. The Chairman has received a complaint about vehicles parked along the Green when there is insufficient parking space in the lay-by outside the Council houses. Councillors noted that this would be an issue for the complainant to raise with the Highways Department, but also commented that vehicles parked on the edge of the road forced traffic to slow down in an area that is notorious for speeding.

16. Correspondence received since the date of last meeting was discussed and no further action was necessary.

17. Matters to be raised at the next meeting include:-

Progress update on ACV application regarding *The Old Mill House*

Progress update on project to install village entrance signs

18. The next meeting was confirmed as Thursday 13th September at 7.30pm.

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.35pm.

Signed:

.....
G. Cullingford
Chairman

.....
Date