

# MINUTES OF MEETING OF SAXTEAD PARISH COUNCIL

Thursday 10<sup>th</sup> January 2019 at 7.30 pm

1. **The Chairman welcomed everyone to the meeting and gave his best wishes to everyone for the New Year.**
2. **Councillor Burroughes sent his 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 meeting held on 15<sup>th</sup> November 2018 were approved as a true record of the meeting**
5. **There was one matter arising from the minutes.** To tie in with the cheque stub, GC & KD signed a remittance slip regarding the donation to Foxearth Lodge for the Council's financial records.

## PUBLIC FORUM

*There were no members of public present so this was not held.  
Councillor Burroughes' report was distributed prior to the meeting and  
will be put on the village website.*

6. The Chairman reported that it was at the January meeting last year where Council met the new clerk. He was pleased to report that over the year, the Council affairs have been running efficiently and he thanked the clerk for her help with this.  
The Chairman has met with organisers of the Saxtead Festival, planned for 21<sup>st</sup> & 22<sup>nd</sup> September. The Chair should know more about the festival by March's meeting and will report further then.  
As discussed in November's meeting, the Chairman has reported the pothole on Church Road to the Highways Agency.  
The Chairman reported that the flag is in poor condition and needs replacing. *Councillors authorised him to spend up to £50 on a replacement flag.*
7. **The clerk reported on her actions since the last meeting.** She has reported the speeding motorbikes to Suffolk Police but has had no response. She contacted Earl Soham Parish Council regarding the new village entrance signs, to be told that they aren't actually new, but instead old ones that have been repainted.  
Three copies of *The Good Councillor* have been reserved for collection from SALC, at a cost of £3.50 each to give to potential new Councillors.  
The clerk contacted SCDC regarding the meeting of October 2017, to see if the issues raised therein were considered in the latest Local Plan draft. The latest draft will be out in early 2019 for public and councils' comments, and the clerk is going to a briefing session for Councils about this on 11<sup>th</sup> January.  
The clerk asked Bidwells to thank Pembroke College regarding the works to the Green. Pembroke College in turn thanked the Council for taking the time to pass on its appreciation. The clerk contacted Cllr Burroughes on 16<sup>th</sup> November, 2<sup>nd</sup> January and 7<sup>th</sup> January to try and organise a site meeting regarding the various issues in the village.  
Various problems with footpaths in the village were reported to the Rights of Way department on 29<sup>th</sup> November. On 8<sup>th</sup> January, the clerk reported a more urgent issue of a fence being erected over one of the village footpaths, and chased for progress on the other issues.  
The clerk has booked on to Election Training with SALC later this month, in preparation for the elections on 2<sup>nd</sup> May. She is also going to an information day for Parish Councils on Sizewell C on 22<sup>nd</sup> January.

SALC will soon be offering a locum clerking service with recruitment firm Opus. It is likely to cost in the region of £24 per hour.

SALC are working on a Model Council interactive tool, with click-through categories on nine topics including planning, finance, meetings, calendar etc. It should offer assistance during meetings when legal and procedural questions arise. It is hoped this might then be adopted by NALC and used nationwide.

The website Roadworks.org is a useful resource for being alerted to details of local road closures and diversions. The clerk has signed up for alerts within Saxtead and will put these on the village website.

The clerk has been to one of the Stage 3 Public Consultation exhibitions about Sizewell C and urged Councillors to try and attend one and submit their opinions on the proposals.

The clerk also reported on a local Parish Council who have purchased and erected their own replacement highways signs for the village, after the Highways Department did not agree to replacing them.

## 8. Responsible Financial Officer's report

a) The following payments were approved:

Reference Number	Amount	Payee	Details	Cheque Number
P12 18-19	£637.52 £ 54.68	L. Kirk	Salary for period 01.10.18- 31.12.18 Facilities Fee (Nov, Dec), Mileage	#680
P13 18-19	£10.20	SALC	Clerks networking and info event (Cost split with Parham Parish Council)	#681

*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 £7,763.29 and £295.87 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.

9. **As per the contract of employment, the clerk's rate of pay from April 2019 was confirmed as per NALC recommendations dated 7<sup>th</sup> December 2018, which equates to an increase of 27p/hour.** This was proposed by KD, seconded by JS and carried unanimously.

10. **The budget for 2019-2020 was discussed at length.** It was agreed to allow £200 for the new Asset Maintenance category. Council agreed to allow £550 for grass-cutting, although it was noted that this figure very much depends on growing conditions over the summer. The clerk's salary figure was adjusted to increase by a scale point for one year's work, plus to incorporate NALC's pay increase as per item 9. £100 was allowed for charitable donations. £220 was allowed for Councillor training in the hope that the vacancies are filled. The budget totalled £5,006 and will be put on the website. The budget was proposed by JS, seconded by KD, and carried unanimously.

11. **After much discussion, the precept for 2019-2020 was set as £4,750.** This was proposed by JS, seconded by KD, and carried unanimously. Council noted that this was less than the figure agreed for the budget, but it was keen to only increase the precept by a nominal amount after the larger increase last year. In addition, the projected spending costs for the year ending 31<sup>st</sup> March 2019, suggest Council should be under budget so will have some reserves left over from the 2018-2019 precept.

12. **Councillors agreed that the pond at Little Green is in need of some attention and would like some advice as to what works should be carried out.**

The clerk has contacted Suffolk Wildlife Trust (SWT) and Natural England for advice regarding funding pond clearances. As Little Green does not fall within a Stewardship area

the Council will need to look in to alternative funding sources to carry out the work. The Council must be mindful of obligations and responsibilities to wildlife prior to carrying out any works. The clerk has looked into various sources of grant funding, which can be explored when we have more information from SWT on what works need doing.

**ACTION POINT** Clerk to contact Suffolk Wildlife Trust and see if a representative can attend a site visit to advise Council on how to proceed.

**ACTION POINT** Clerk to contact groups who may be able to help clean the pond out- Otley College, Norse, Community Offenders Scheme etc.

13. **The Townlands Trust has kindly agreed to contribute 50% of the actual cost, up to a maximum of £1,000, of a community defibrillator.** Council resolved to proceed with the purchase of a Cardiac Science Power Heart G5, external security light and the installation of a cabinet at a total cost of £2,088 including VAT. This was proposed by JS, seconded by GC and carried unanimously. Ongoing costs were noted as being approximately £260 every 4 years, and £60 every time the defibrillator is used.

LH is trying to organise a training session on the equipment to be held at the Saxtead School of Dance. Councillors thanked LH for all her work progressing this project, for agreeing to conduct the regular checks of the defibrillator and for offering to pay the ongoing electrical costs incurred.

**ACTION POINT** JS will contact the Townlands Trust to say that the Parish Council will be proceeding with the purchase, thanks to its pledge of support.

**ACTION POINT** LH to order the new defibrillator and design a leaflet to go to each household informing them of the purchase and inviting them to the training session.

**ACTION POINT** Clerk to thank the Townlands Trust when its financial contribution has been received. Also to add the defibrillator to the Asset Register and Insurance Policy after purchase.

14. **At the SALC networking event, the clerk learnt that Councillor's permission should be sought to display any contact information on the village website.** It had previously been thought that contact information must be included to comply with Transparency Code obligations. Councillors were individually asked if they were happy for contact information to be included, and everyone was in agreement to either a phone number or email address being used online.

**ACTION POINT** Clerk to put agreed contact information on the website and seek new Councillors' permission regarding this in the future.

15. **Council were disappointed to note that, despite the road having been closed, the road repairs opposite Church Farm still do not appear to have been completed.** Council agreed that the state of the road is still hazardous, especially for cyclists or when two lorries have to pass each other.

**ACTION POINT** Clerk to contact Highways Department and ask when this is likely to be finished and the cones removed.

16. **There was no progress to report regarding extending the pavement from Saxtead Lodge to Boundary Farm.** The Council was disappointed to note that it has not yet managed to arrange a site visit with Councillor Burroughes.

17. **There was little progress to report regarding regarding proposed traffic calming methods in the village as the site visit with Councillor Burroughes had not yet taken place.** Council discussed the slow progress on this issue and agreed for the Chairman to send Cllr. Burroughes a letter noting its disappointment and seeking a possible time frame for when he is likely to help these matters progress.

LH asked if there are any statistics available on the effectiveness of village entrance signs at slowing speeding vehicles. There were some concerns at the likely total costs of the signs, erection, risk assessments regarding situation etc. Councillors are considering if there are more effective methods that are also cheaper. Ideas mooted include replacing the faded 30mph signs and having children make home-made signs asking drivers to slow down.

18. **Correspondence received since the date of the last meeting was considered and two copies of the Sizewell C consultation documents were distributed.**

**19. Matters to be raised at the next meeting**

To receive an update on the maintenance of the pond on Little Green

Discuss the tender for cutting the grass at Little Green

Discuss progress with proposed footpath extension and village entrance signs, hopefully following a site visit with Cllr Burroughes.

Receive an update on various issues with public footpaths in the village that have been reported.

*The next version of the Draft Local Plan will be released on 14<sup>th</sup> January 2019. If the plan varies significantly from the previous edition discussed by Council, there may be the need to hold an additional Council meeting to discuss this item in order to meet the deadline date for comments of 25<sup>th</sup> February 2019.*

**ACTION POINT Clerk to send link to Local Plan and accompanying documents to Councillors for their consideration.**

**20. The date of the next meeting was confirmed as being Thursday 14<sup>th</sup> March 2019.**

*There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 21.25pm.*