

MINUTES OF MEETING OF SAXTEAD PARISH COUNCIL

Thursday 14th March 2019 at 7.30 pm

1. **The Chair welcomed everyone and thanked them for attending.**

2. **Present**

George Cullingford (Chair) Graham Ward Lisa Handley Lydia Kirk (Clerk)
Apologies for absence were received from Jonathan Sullivan.

3. **There were no declarations of interests nor applications for dispensations**

4. **The Minutes of the meeting held on 19th February 2019 were approved as a true record of the meeting**

5. **It was noted that, regarding item 10, the hedging has still not been planted at the former toilet site.**

ACTION POINT Clerk to ask for when this will be done & raise again at next meeting.

6. **Chairman's Report**

The Chairman thanked GW and JS for their help in arranging the pond clearance and helping to dispose of the scrub afterwards. He also thanked LH for all her work with the community defibrillator project.

The Chairman reported that Councillors have themselves funded an engraved fruit bowl as a gift for Kevin Davis, following his resignation after 30 years on the Parish Council.

7. **The Clerk reported that she has submitted a VAT claim for £432 to February 2019, and has received confirmation that the precept request has been safely received.** She

attended an election briefing provided by SALC about the Parish Elections on 2nd May 2019. The busiest time of the clerking year is now approaching and the clerk has started work on the year-end accounts and audit paperwork.

The clerk has added the defibrillator and new flag to the assets register and insurance policy. Councillor contact details, as agreed at the January meeting have been put on the website.

The clerk attended a briefing at SCDC on the final Local Plan draft and period for public representations. It is noted that this is no longer a public consultation as the plan has entered a more formal stage, and responses are now only sought on the legality of the plan.

8. a) The following payments were approved

Reference Number	Amount	Payee	Details	Cheque Number
P19 18-19	£691.52*	L. Kirk	Salary & Facilities Fee for period 01.01.19- 31.03.19	#686
	£35.10		Mileage	
	£8.64		Postage & Stamps	
P20 18-19	£108.00	Susan Ward**	Portaloo Hire for Little Green Pond Clearance	#691
P21 18-19	£149.76	Bulstrodes	Union Jack Flag	#688
P22 18-19	£21.60	SALC	6 months payroll provision	#689

* Payment of this before 31st March was approved to aid the year-end account preparation.

** Premier Toilet Hire's invoice needed settling immediately. The Council currently only has 2 signatories and Cllr Ward cannot sign cheques made out to himself. Adding an additional signatory will be raised again after the election results in May.

Invoices with full details of items above were on display at the meeting & cheques were signed by GC and GW.

b) Payments made since the date of the last meeting were noted as follows:-

Reference Number	Amount	Payee	Details	Cheque Number
P14 18-19	£10.50	SALC	Three copies of The Good Councillors Guide 2018	#682
P15 18-19	£15.00	SALC	Clerks Election Briefing (Cost split with Parham Parish Council)	#682

- c) The bank balances were reviewed as being £4,911.27 & £295.87 on 1st March 2019.
In addition, the clerk was handed a cheque to bank for £865, from the Townland Trust, being a 50% contribution towards the defibrillator.
- d) The bank statements and reconciliation were reviewed and signed off by the Examining Officer.
- e) The quarterly report on spending was reviewed and all was considered in order.
9. **The clerk has advertised the contract for cutting the Parish Council's section of the village green on the website and tenders are invited until 28th March.** A quotation of £80+VAT has been received from the current contractor. If no other tenders are received, Council resolved to continue with the current contractor who, it is noted, does a very good job and uses his judgment to decide when cuts are required.
10. **The clerk re-posted the Chairman's letter to the Cllr. Burroughes via recorded delivery on 25th February.** The Council were disappointed to note that they have still not had a meaningful response from him regarding a site visit to discuss the village entrance signs and speed limits. Despite his verbal promise to the Chair, and an email to the clerk, promising to be in touch within a week, Council has heard nothing further. Councillors discussed how to proceed and agreed to attempt to contact the Councillor once more, with a one week deadline for a satisfactory response.
11. **Due to still not succeeding in holding a site meeting with Councillor Burroughes the proposed pavement extension has not progressed at all.** See item above.
12. **The Rights of Way Officer has contacted the landowner at Little Green Cottage asking them to remove the steps and a section of the fence to create a gap to provide easy access to the public footpath.** She has received confirmation that this has been done. Regarding footpath 13, there have been issues with the path not being accessible between markers 17 and 14. The landowner has been in hospital, but the Officer chased on 21st February and has received confirmation that the footpath has now been cleared, although Councillors do not think this is the case.
The missing footpath signs will be replaced when a contractor is next in the area.
13. **The clerk reported the Council's concerns that the road repairs on the A1120 have still not been completed and are hazardous on 14th January.** Dennington Parish Council has also raised concerns regarding this.
14. **See item 12.**
15. **Councillors have been handed nomination forms and the clerk has collected the latest electoral register to fill in candidate and subscribers' roll numbers.** The clerk will make an appointment to take completed nomination forms to SCDC for checking and submission. It is hoped that the Parish Council will fill its vacancies by co-option after the election if further candidates do not stand on 2nd May. The Chair was given Election Notices for displaying on the village noticeboards.
16. **The defibrillator has arrived and is awaiting installation.** LH has prepared leaflets for each household in the village, inviting them to a training session and showing them where the defibrillator will be located. These will be distributed when LH has received confirmation that the training date is suitable with the proposed venue.
Council agreed to publicise the installation of the defibrillator in the East Anglian Daily Times, FramFare, the parish magazine and the village website.
17. **There were no Councillor reports. Issues to raise at the next meeting are as follows:-**
- Defibrillator - Hedging at the toilets - A1120 repairs
- Response from Cllr Burroughes regarding site meeting to discuss pavements, speeding and traffic calming issues.

It was noted that the clerk will not be asking for items before the next meeting, which will be conducted after the election on 2nd May by a new Council.

18. The date of the next meeting was confirmed as 9th May 2019.

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.30pm.

Signed

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G. Cullingford
Chairman

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Date