

**APPROVED MINUTES OF MEETING OF
SAXTEAD PARISH COUNCIL
Thursday 14th November 2019 at 7.30pm**

1. **The Chairman welcomed everyone and thanked them for coming to the meeting.**
2. **Present**
George Cullingford (Chair) Graham Ward Jonathan Sullivan. Lydia Kirk (Clerk)
Apologies for absence were received from Lisa Handley, Cllr Burroughes, Cllr Cook and Tracy Warnes.
3. **There were no declarations of interest.**
4. **The minutes of the meeting on 5th September 2019 were approved as a true record of the meeting.**
5. **There were no matters arising.**

PUBLIC FORUM

No members of public were present.

Monthly reports from the County and District Councillors have been circulated and put on the village website.

6. **The Chairman expressed his disappointment that the Ward Councillors have been elected for over 6 months and have not yet attended a Saxtead Parish Council meeting.** He also suggested that the clerk asks Cllr. Burroughes to send us his monthly report directly, as he does to some other Parish Councils.
7. **The clerk has contacted the Rural Coffee Caravan to try and arrange dates for it to visit Saxtead again in 2020.** The clerk will be attending SALC's Annual Conference on Monday 18th November. The clerk was sorry to note that each of the Community Partnership meetings started at 5.30pm, rather than having sessions starting at different times to suit more people. The 5.30pm start prohibited her from being able to attend any of them.
8. **Financial**
 - a) The following payments were approved:

Reference Number	Amount	Payee	Details
P9 19-20	£20.00	SALC	VAT for Councils course- <i>shared between 3 Parish Councils</i>
P10 19-20	£21.60	SALC	6 months payroll provision
P11 19-20	£734.85 £10.80	L. Kirk	Pay ending 30 th September 2019 Mileage 02.05.2019 to 31.10.19
P12 19-20	£768.00	R. Gladwell	Mowing grass on the green
P13 19-20	£125.00	Foxearth Nursing Home	Donation for venue hire
P14 19-20	£210.67*	Business Services at CAS Ltd	Parish Protect Insurance (*3 year LTU price)

- b) The only payment received between the last meeting and 31st October 2019 was the second installment of the precept of £2,375.
 - c) The bank balances were noted as being £8,734.58 & £296.32. The bank print-outs and reconciliation were reviewed and signed off by GW.
 - d) The year-to-date payments and receipts account was reviewed and considered in order.
 - e) Draft figures for the 2020-2021 budget were discussed, and will be agreed at the next meeting.
- ACTION** Clerk to email figures as discussed to Councillors.

9. **Meeting dates for 2020 were discussed and agreed.** The clerk will publish these on the website and they will be displayed on the noticeboards.
10. **The clerk has contacted Framlingham Town Council regarding what information they require from a survey of residents regarding the proposed footpath extension.** We are awaiting their reply in this regard. GW hoped that the FTC would also be contacting its residents to establish how many of them would find the footpath extension beneficial.
11. **The application for grant funding from the Exemplar Fund for village entrance signs was unsuccessful.**
ACTION Clerk to resend request for feedback on unsuccessful application, and also to enquire as to alternative funding sources as per SCC's outcome email.
12. **The Celebrating Saxtead Festival went very well and raised over £3,000, as well as being a social event that a large number of residents joined in with.**
13. **Advertising signs continue to be placed on the village green, contrary to the Parish Council's policy.** Signs found in future will be removed by Councillors who are then to alert the clerk. The clerk will notify the owner of the signs that the signs that they have been removed and advise them where they can be collected from.
14. **The insurance policy provided by CAS was considered.** Councillors resolved to commit to a 3 year long term undertaking to secure a reduced premium.
15. **Correspondence received was discussed.**
Councillors again praised the detailed and efficient response from Hilary Slater regarding issues with the parish elections.
GC proposed donating to the Citizens Advice Bureau, as per its funding request letter. A donation of £30 was agreed, and the clerk will suggest to them that some of their mailings could be sent electronically to reduce their postage and stationery costs.
16. **GW has been made aware of more local churches having lead stripped off the roofs.** He is working on another Neighbourhood Watch report.
17. **Items to be raised at the next meeting:-**
 - Footpath extension
 - Village entrance signs
 - Budget and precept
18. **The date of the next meeting was confirmed as Thursday 9th January 2020.**
There being no further business, the chair closed the meeting at 20.40pm.

G. Cullingford

11.01.2020