

**MINUTES OF MEETING OF  
SAXTEAD PARISH COUNCIL  
TUESDAY 4<sup>th</sup> June 2019 at 7.30 pm**

1. **The Chair welcomed everyone and thanked them for attending on the revised date.**
2. **Present**  
George Cullingford (Chair)            Graham Ward            Lisa Handley            Jonathan Sullivan.  
Lydia Kirk (Clerk)  
*There were no apologies for absence and the Council were disappointed to note that neither of the new District Councillors had attended or sent their apologies, despite being contacted by the Chair and Clerk prior to the meeting.*
3. **There were no declarations of interests nor applications for dispensations.**
4. **Having not been in attendance at the last Council meeting, Councillor Sullivan signed his Declaration of Acceptance of Office following the uncontested election.**
5. **The Minutes of the Annual Meeting of the Council held on 9<sup>th</sup> May 2019 were approved as a true record of the meeting.**
6. **The only matter arising was Councillor Handley reporting that she is in the process of chasing the East Anglian Daily Times regarding publication of her article on the new defibrillator.**

**PUBLIC FORUM**

*There were no members of public present so this was not held.  
There were no reports from the police nor District Councillors.*

7. **The Chairman reported that he has made contact with the new District Councillor covering Saxtead, inviting him to meet with him prior to a full Council meeting and discuss the village, its history, current issues and such like.** To date he has not received a response to his email.  
**The Chair has also been in contact with Barclays.** Graham Ward has obtained the correct forms to add Jonathan Sullivan and remove Kevin Davis as a signatory.
8. **The clerk thanked Councillors for all completing their online Declarations of Interests before the deadline despite encountering several issues whilst trying to do so.**  
We have heard from our 2 new District Councillors for the Framlingham Ward, Maurice Cook and William Taylor. William intends to be the primary contact for Saxtead and he will try to attend as many meetings as possible or send a written report.  
Suffolk Cloud are offering a web security certificate for people viewing the village website via Google Chrome. This is an annual cost of £10 and it is not mandatory as the webpage does not gather personal information. However, Councillors felt for such a small sum this should be purchased.  
The clerk has not done a financial report, as other than the transactions approved at the last meeting, the only other transaction has been for five pence interest received in the deposit account.  
The clerk has sent a short article on the new defibrillator to *Framfare* for publication in an upcoming edition.  
The clerk has today received confirmation from the external auditors, PKF Littlejohn, that they have received our Certificate of Exemption for the year ending 31/03/2019.
9. **PLANNING**  
**Prior Notification for a conversion of an agricultural building to a three bedroom dwelling at Wood Hall Farm, The Green, Saxtead, IP13 9QA (Ref DC/19/1666/PN3)**  
Council discussed this application and supported it. Councillors also questioned why the similar application discussed at the last meeting, DC/19/1598/PN3, had been recommended for refusal by the Planning Officer.

**ACTION** Clerk to contact East Suffolk Council asking for clarification on which requirements of Class Q of the GPDO were not met with application 1598.

10. **The Highways Official has provided a rough estimate of £30,000 for the new footpath.** This does not include labour, traffic management costs, land ownership issues or crossing point solutions. With the Parish Council's small budget, this is not something it could pursue on its own. As the land falls outside of the Saxtead boundary and is in Framlingham, JS suggested at this stage we approach Framlingham Town Council to see whether they have any available CIL money which they would consider using to help fund the project. It was noted that people from Framlingham wanting to go to Saxtead walk along the road, as well as children from Saxtead who regularly walk to and from school. Whilst it would be a costly project, the Council feels that if it could potentially save a life, it would be worth pursuing.

**ACTION** Clerk to contact Framlingham Town Council in this regard

11. **The Highways Agency has reported back that our proposed entrance signs for the village are not approved under traffic sign regulations and could only be used on private land.** However, two of the entrance signs would be on private land so GC proposed proceeding with the purchase of these signs initially. It was noted that the Highways Agency would not install any such signs and the PC would have to look into carrying out pre-installation safety checks, risk assessments and the installation.

The clerk informed the Council that Dennington PC is currently looking into purchasing mobile Vehicle Activated Speed signs, which could possibly be shared with a neighbouring parish. The clerk provided prices for the Council to consider.

It was also noted that the damaged Tourist Information sign has now been removed.

**ACTIONS:**

- Clerk to contact Pembroke College asking if they would be in agreement to siting two signs on the green and asking if they would be able to contribute financially.
- Clerk to contact Councillor Burroughes asking if he would be able to contribute financially towards the project.
- Clerk to see if VAS signs can also be used in 60mph areas.

12. **Most of the road cones along the A1120 have been removed.** This has increased the risk of vehicles coming off the side of the road, where there is a dangerous drop due to erosion. The Highways Official has raised these road repairs as a Category 7 issues. However the Council considers this to be extremely hazardous, especially if two large vehicles were to meet here. The road is regularly used by HGVs and school buses. Councillors feel the risk of an accident occurring here is high and could be fatal.

**ACTION** Clerk to ask Highways Department to raise this issue to a Category 5 fault, to ensure it is resolved more urgently.

13. **Public Rights of Way in the Village**

It was noted that the sign on Footpath 17 has now been replaced.

Some other issues with access on Public Rights of Way were noted:

**Footpath 459/16** Outside South Cottage- walkers are forced to use the adjacent field edge as the actual footpath route has a fence encroaching on it. If walkers do manage to walk down the extremely narrow path available, they then have to cross a ditch to exit the footpath.

**Footpath 459/13** Between High House and Mill House- there is overgrowth that means walkers cannot get through.

**Footpath 459/17** North West of Red House Farm- there is no path across the field.

**Footpath number 255/65** South of Boundary Farm- there is no path across the field.

The PC did note that where rapeseed has been planted in a field, any footpath crossing it tends to become impassable due to overgrowth at this time of year.

**ACTION POINT** Clerk to raise these issues with the Public Rights of Way Officer

14. **Some possible dates for the Rural Coffee Caravan were discussed.** Councillors suggested the date of the village fete, Tuesday 25<sup>th</sup> June, one date in August and Friday 20<sup>th</sup> September as this is the opening day of the Celebrate Saxtead Festival.

Councillors thought the most appropriate place for it to park would be on the green near where the ice-cream van parks, as this is visible and there is space to park nearby. We would also need to publicise the events and hope the RCC could help with this.

**ACTION** Clerk to contact Rural Coffee Caravan in this regard.

**15. Correspondence**

- The Chair has received an email asking if pony-rides can take place on the village green during the Festival of Saxtead event in September.

**ACTION** Clerk to respond to them that the Greens are owned by Pembroke College and suggest the organisers seek its permission in this regard.

- The clerk has received a leaflet containing sample village gateways from Glasdon.

**ACTION** Clerk to contact them asking if they can also install signs and carry out necessary pre-installation risk assessments.

**16. Councillor Sullivan reported difficulties in completing his online Declaration of Interests, including ambiguity as to which geographic area certain questions of the form covered and which interests needed declaring.** He has been in communication with the Head of Legal Services at East Suffolk in this regard, and she in turn has offered to come to a PC meeting to answer questions and clarify some points. Councillors agreed this would be beneficial.

**ACTION** Clerk to liaise with the two parties and organise an extraordinary PC meeting.

**17. Issues to raise at the next meeting are as follows:-**

Discuss response from Framlingham Town Council regarding request for financial assistance with the footpath extension.

Discuss updates on reported footpath issue.

Discuss response from Cllr Burroughes to request for financial assistance with the village sign project.

Discuss Submission of Councillors' Declarations of Interests with Hilary Slater.

**18. The date of the next meeting was confirmed as 12<sup>th</sup> September 2019, although it is noted that there is likely to be an extraordinary meeting before this.**

*There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 9.30pm*

**Signed**

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

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**Date**