

**MINUTES OF MEETING OF  
SAXTEAD PARISH COUNCIL HELD ONLINE ON  
Thursday 11<sup>th</sup> March 2021 at 7.30pm**

1. **The Chairman welcomed everyone to the meeting.**  
There were no apologies for absence.  
**Present**  
George Cullingford (Chair)            Graham Ward            Jonathan Sullivan    Lisa Handley  
David Johnson            County Councillor Stephen Burroughes            Lydia Kirk (Clerk)
2. **There were no declarations of interests.**
3. **The minutes of the meeting on 20<sup>th</sup> January 2021 were approved as a true record of the meeting and were signed by the clerk p.p the Chairman.**
4. **There were no matters arising.**

**PUBLIC FORUM**

There were no members of public present.  
Reports from Ward and County Councillors have been shared on our website and distributed to Councillors. In addition Cllr. Burroughes was pleased to note that schools had now re-opened to all children. Automatic Number Plate Recognition (ANPR) cameras have been installed at recycling centres to help improve accessing the sites and to monitor numbers. Felixstowe's Freeport East bid has been given the go-ahead, which will unlock a lot of investment in the area. There have been a lot of problems locally with flooding and drainage. SCC are looking into various ways that surface water can be managed effectively.

5. **Chairman's report**  
The chairman reported that Saxtead is continuing to soldier on in the current lockdown and that it is good that restrictions will soon be easing.
6. **Clerk's report**  
The clerk submitted a VAT claim for £99.80 at the end of February. The clerk has attended a refresher Preparing for Audit training session with SALC and is starting work on the end-of year accounts and paperwork.  
The clerk has contacted the landowners' agent regarding the fly-tipping behind the houses abutting the Green and will report back when she hears further in this regard.
7. **Responsible Financial Officer's report**  
a) The following payments were approved:

Reference Number	Amount	Payee	Details
P14 20-21	£759.90	L. Kirk	Pay to 31 <sup>st</sup> March 2021
P15 20-21	£40.00	L. Kirk	ICO Fee reimbursement
P16 20-21	£22.80	SALC	6 months payroll

- b) No funds have been received since the last meeting
  - c) The bank balances were £7,157.46 & £296.70 on 28<sup>th</sup> February 2021. The Council authorised the Clerk to transfer £2,000 from the current account to the deposit account. Also to earmark the budgeted election funding and £350 from accrued asset maintenance funding.
  - d) The bank print-outs and reconciliation were reviewed. LH has signed digital copies of the bank transactions which will be passed on to the clerk.
  - e) The year-to-date payments and receipts account was considered in order and in line with the agreed budget.
8. **The Council's considered its internal control system.** This was considered fit for purpose and the Council considered itself compliant to its system.
  9. **After discussion it was agreed to proceed with the traffic survey along the A1120 on 13<sup>th</sup>- 21<sup>st</sup> April as suggested by SCC Highways in order to help progress this matter. It**

might be possible to hold a second survey later in the year when all government restrictions have been lifted but this would need funding.

10. **The meeting with the final landowner regarding the possible pavement extension from Saxtead Lodge to Boundary Farm will take place when government restrictions allow.**
11. **Councillors agree that the recent verge repairs on A1120 were wholly unsatisfactory.** The clerk has reported this online and Councillor Burroughes reported that a neighbouring parish has also complained about the works. He will seek an update from SCC in this regard.
12. **Correspondence received since date of last meeting was considered.** The Clerk has renewed the Council's ICO subscription.
13. **Councillor Johnson reported that Openreach has completed their structural plan, which involved 178 properties and businesses.** Their estimated costs of the project are £31,000. The Department for Digital Media, Culture and Sports discontinues the current scheme at the end of the month and are not taking new applications. Details about a replacement voucher scheme are awaited and once these have been released, interested Saxtead residents can then apply for their vouchers which should be sufficient to fund the project.  
GW has reported a missing staggered junction warning sign at Dial Lane to SCC Highways.
14. **Matters to be raised at the next meeting**  
Discuss results of traffic survey on A1120  
Fibre broadband update  
Footpath extension  
Village entrance signs funding bid
15. **The next meeting was confirmed as being the AGM on Thursday 13<sup>th</sup> March 2021, to include a presentation by Nicola Jenner, ESC's Community Officer for Saxtead.** Awaited updates to government legislation will dictate whether or not Parish Council meetings can continue to be held online after 7<sup>th</sup> May.  
**ACTION** Clerk to ascertain local hall hire costs for when physical meetings will resume.  
There being no further business, the chair closed the meeting at 8.30pm.

Signed *G. Cullingford*  
Chairman

5<sup>th</sup> May 2021  
Date