

**MINUTES OF EXTRAORDINARY MEETING OF  
SAXTEAD PARISH COUNCIL  
Held at Dennington Village Hall on  
Thursday 2<sup>nd</sup> December 2021 at 7.30pm**

1. **The Chairman welcomed everyone and thanked them for attending this extraordinary meeting.** Apologies for absence were received and accepted from Lisa Handley as she had a prior engagement. Resident Christina Darrell-Brown also sent her apologies.

**Present**

George Cullingford (Chair)                      Jonathan Sullivan                      Liz Wale                      David Johnson  
Paul Johnson                      Simon Hordern                      Lydia Kirk (Clerk)

2. **There were no declarations of interest.**
3. **The minutes of the meeting held on 11<sup>th</sup> November were approved as a true record of the meeting and were signed by the Chair.**
4. **Since the last meeting, Councillor Sullivan has worked on a response to ESC's Affordable Housing Consultation.** This has been circulated to all and submitted to ESC, the County Councillor and Ward Councillor after some minor amendments.

**PUBLIC FORUM**

There were no members of public present.

5. **The Chair was pleased to note that despite some problems across other parts of the country, locally, people seemed to be managing to get their Covid-19 booster jabs.**
6. **The Clerk is struggling to keep on top of Parish Council emails and correspondence and is regularly going over her weekly allocated hours.** She thanked Councillors for their patience and asked them to chase her if any tasks or responses from her are still awaited at any point.
7. **Updates were received on current projects and initiatives:**
- i) The clerk contacted Suffolk Highways' Community Liaison Engineer on 23<sup>rd</sup> November for an update. He has chased the Assets Manager about the feasibility of the pavement extension and will let us know as soon as he has any further news. The landowner has now removed the entire scrub-hedge along the ditch boundary which aids visibility around the corner. Whilst it is uneven, it does give pedestrians an area of refuge.
  - ii) The Parish Council's and County Councillor's responses to the traffic survey report have been forwarded to Suffolk Police and its response is awaited. Then the PC has the opportunity to amend its response before it is submitted to SCC for consideration.
  - iii) The residents' survey working group will be meeting after this Parish Council to discuss the draft survey. SH has been in contact with ESC who has provided some advice on community surveys and PJ has circulated some other surveys that may be useful.
  - iv) ESC has purchased oak trees and commemorative plaques for Parish Councils across the district.  
**ACTION** Clerk to ask Pembroke College if a tree can be planted on the green at a location agreed by Councillors. Also to request a tree from ESC before 10<sup>th</sup> December, plus a second tree for Little Green if there is a surplus.  
PJ has spoken with Christina Darrell-Brown regarding the Jubilee weekend celebrations. Whilst the Jubilee events will be social, the Fete would be to fundraise for the church so these events do need to be kept separate. CDB would like the Parish Council to take responsibility for the tree planting. Councillors agreed the tree would be planted in the dormant season, with a village event linked to the tree planned over the Jubilee weekend. It was suggested that either local children and/or the oldest residents in the village could be invited to help with the tree unveiling. The PC would also need to purchase a wrought iron tree guard for the tree.
8. **Projected year-end figures were considered and draft budget figures were mooted.** Councillors were mindful that they did not wish to increase the precept significantly in the

current financial climate, and that other components of the Council tax bill are likely to be increased.

There are funds in the general reserves and Amenity Fund that could be used for the Platinum Jubilee celebrations. There is also £100 in the current budget for charitable spending which can be discussed at the next meeting.

The budget and precept will be confirmed at the next meeting and it was noted that the level of precept requested doesn't need to be the same as the budget figure.

9. **It was agreed that the clerk will attend SALC's Preparing for CILCA (Certificate in Local Council Administration) session in February to see if the course would be manageable alongside her current workload and personal commitments.** If the Clerk does train for her CILCA the costs could be split between the three Parish Councils.
10. **It was agreed to pay the invoice for £19.00 from Dennington Village Hall for hall hire on 2<sup>nd</sup> December 2021.** GC will set up the online payment to be authorised by a second mandate.
11. **JS and GC have been liaising about the Parish Council's response to Suffolk County Council's lorry route consultation.** They are meeting with County Councillor Burroughes on 14<sup>th</sup> December to seek his approval to the response. This would then need to be submitted before the deadline of 17<sup>th</sup> December. There were concerns that messages from SCC about the consultation have repeatedly gone into our junk email folder and that other local Parish Councils may not even be aware of the consultation. Requiring a County Councillor's agreement with each Parish Council's response is also likely to limit the number of responses SCC receive.  
**ACTION** Clerk to contact other PC's along the A1120 tourist route to ensure they are aware of the lorry consultation and deadline.
12. **The next meeting was confirmed as Thursday 13<sup>th</sup> January 2021.** There being no further business, the Chair closed the meeting at 8.40pm.

Signed *G. Cullingford*  
Chairman

*13<sup>th</sup> January 2022*  
Date