

**MINUTES OF MEETING OF
SAXTEAD PARISH COUNCIL HELD
AT DENNINGTON VILLAGE HALL ON
Thursday 9th September 2021 at 7.30pm**

1. **The Chairman welcomed everyone to the meeting.** He thanked them for attending and welcomed Liz Wale who was interested in joining the Parish Council. Resident Paul Johnson, who attended the last meeting, was still interested in joining the Parish Council and was co-opted on to the Council.
ACTION LK to notify ESC of the new Councillor and PJ to complete his online register of interests. LK to write to PJ with introductory information and links to our policies and procedures.
2. **Apologies for absence were received from Ward Councillor Lydia Freeman**
Present
George Cullingford (Chair) Lisa Handley Jonathan Sullivan Simon Hordern
Paul Johnson Lydia Kirk (Clerk) County Cllr. Burroughes
Residents: Liz Wale Deborah Sharman Christina Darell-Brown
2. **There were no declarations of interest.**
3. **The minutes of the meeting held on Wednesday 9th June were approved as a true record of the meeting and were signed by the Chairman.**
4. **There were no matters arising**

PUBLIC FORUM

One resident asked if there was any progress with purchasing the village entrance signs. GC explained that the Council had decided to wait and see what the outcome of the proposed speed reduction through the village was first. If the speed limit is reduced, the entrance signs could also incorporate the new speed limits, which would hopefully be more cost effective. The clerk pointed out that the costs of 4 entrance signs is likely to be over £14,000. It was later asked whether the Parish Council could purchase a flashing speed sign. Councillor Burroughes suggested this might be appropriate if and when the reduced speed limit was enforced, to help remind drivers of their speed.

5. **The Chair noted that there had been three cases of Covid in Framlingham over the weekend from people attending church there and hoped the number of cases locally would not increase.**
The Chair thanked Cllr. Handley for purchasing new pads for the defibrillator and not charging the Parish Council. He also thanked her for the regular maintenance duties she carries out on the defibrillator.
With Graham Ward having moved out of the village, we are in need of a new Neighbourhood Watch Coordinator. *Paul Johnson offered to carry out this role. He suggested asking residents what their local safety concerns are and he will draft a survey to consider at the next meeting.*
6. **Clerk's report**
The planning application for to replace a lean-to extension and for a 3 bay cart lodge at Penny Acres has been withdrawn. The application for a caravan site for a Caravan Club campsite for up to 5 caravans does not need planning permission.
7. a) The following payments were approved:

Reference	Amount	Payee	Details
P5 21-22	£771.80	L. Kirk	Pay to 30 th June 2021
P6 21-22	£2.40	HMRC	PAYE
P7 21-22	£ 110.00	Suffolk Cloud	Website hosting
P8 21-22*	£210.67	Business Services at CAS	Insurance

*Invoice raised since the agenda was issued

- b) Six pence interest has been received since the last meeting.
- c) The current and deposit account balances were £9,122.66 & £2,296.77 respectively on 31st August 2021.

ACTION The Council authorised the clerk to transfer £5,000 from the Current Account to the deposit account, on the understanding that funds can be transferred back to the current account if necessary.

- d) The bank statements and reconciliation were reviewed and signed by LH.
- e) The year-to-date payments and receipts account was considered in order and in line with the agreed budget.
- f) The bank mandate forms to removed G Ward and add L Handley were completed and signed by GC and JS. With LH now being added to the banking mandate, the Council needs a new Examining Officer. PJ offered to carry out this role.
- g) When the mandate change has been confirmed, permitted Councillors, will try to gain access to online banking. All payments will be authorised by two mandates. Proposed changes to the Council's Financial Regulations with regards to online bank payments were adopted. It was agreed that the clerk will remain with "view" only online access to the accounts. The clerk will send approved invoices to one of the mandates who will set up the online payments.

8. **There is a vacancy for a Village Recorder.** Full training is provided along with support from the Suffolk Local History Council. The vacancy is advertised on our website and Parish Councillors are urged to discuss this with residents who may be interested in this interesting voluntary role. PJ commented that improving communications with residents seems to be a key requirement to allow the Parish Council to work more effectively.

9. **Correspondence from Suffolk Climate Change Partnership and Groundwork was discussed.** It was noted that the move away from online meetings has not helped Parish Councils to minimise their environmental impact. The Clerk attended a Climate Forum ran by SALC on 8th September. SALC are keen to hear what Parish Councils are doing and to share ideas. The SALC website has links to other agencies who can provide support and advice for green initiatives. The environmental impact of all Parish Council projects should be considered, e.g. the environmental impact of a new pavement compared to the benefit to residents. General consensus was that the Parish Council needs to be more environmentally proactive and it was agreed to put this item on the agenda as an ongoing item.

10. **We have now heard from SCC that they believe they own enough of the verge along the site near Boundary Farm to locate a pavement without encroaching on anyone else's land.** A site meeting with a Highways Officer to discuss the feasibility of the project is arranged for the morning of 21st September. GC, JS, PJ and LK to attend.

11. **Councillor Burroughes provided his draft response to the Highway Department's Speed Survey report, regarding the speed reduction proposals along the A1120.** GC, DJ and LK attended an online meeting with Cllr. Burroughes and a Highways Officer on 22nd June 2021 to discuss this. Councillors agreed to ask SCC to extend the 40mph on the northern section of the A1120, up to the Saxtead entrance sign. This stretch would include the School of Dance and the church where there are already traffic calming measures in place and where visibility is limited for vehicles trying to join the road.

ACTION DJ to draft a response from the Council based on his research and evidence provided when initially suggesting the speed reduction. Then Cllr. Burroughes' report and Parish Council's report to be submitted to SCC's Highways Department.

12. **Correspondence received since the last meeting was discussed.**

i) A resident has requested that a path is laid over the green from Boundary Farm to the A1120. The resident was present and explained her reasoning behind her request in more detail. This land is owned by Pembroke College and is also a SSI conservation area but the Parish Council will ask them to consider laying a path across the area and report back.

ACTION Clerk to contact Pembroke College's land agent in this regard

ii) The insurance renewal documentation was reviewed and considered in order and fit for the Council's needs. Assets to the value of £20,000 are covered as well as Employer Fidelity Insurance and Public Liability Insurance.

13. Matters to be raised at the next meeting

- Ways to celebrate and commemorate The Queen's Jubilee & the Festival of Suffolk
Some discussion about possible events then took place, including a tea party and planting trees to commemorate the event. *This will be discussed again at the next meeting.*
- Report from pavement extension site meeting
- Speeding and excessively noisy vehicles along the A1120.
PJ has a noise recording machine and will monitor the sound levels of anti-social vehicles in the village along the A1120, for reporting at the next meeting and further action.
- Residents' survey to help shape Neighbourhood Watch projects
- Discuss communications with residents – possibly carry out a leaflet drop to create an online mailing list.

14. The date of the next meeting was confirmed as Thursday 11th November at Dennington Village Hall. There being no further business, the chair closed the meeting at 9.30pm.

Signed

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Chairman

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Date