

**MINUTES OF MEETING OF  
SAXTEAD PARISH COUNCIL  
Held at Dennington Village Hall on  
Thursday 11<sup>th</sup> November 2021 at 7.30pm**

1. **The Chairman welcomed everyone to the meeting.** He thanked them for attending and welcomed Ward Councillor Freeman, who introduced herself to the Council. Resident Liz Wale, who attended the last meeting, was still interested in joining the Parish Council. She was co-opted on to the Council and signed her Declaration of Acceptance of Office.

**ACTION** LK to notify ESC of the new Councillor and LW to complete her online register of interests. LK to write to LW with introductory information.

Apologies for absence were received and accepted Lisa Handley (illness) and David Johnson (work). County Councillor Burroughes also sent his apologies.

**Present**

George Cullingford (Chair) Jonathan Sullivan Simon Hordern Paul Johnson  
Liz Wale Lydia Kirk (Clerk) Ward Councillor Lydia Freeman (until item 10)

2. **There were no declarations of interest.**  
3. **The minutes of the meeting held on 9<sup>th</sup> September were approved as a true record of the meeting and were signed by the Chair.**  
4. **Since the last meeting, the Parish Council has heard back from Pembroke College's agent that it is not possible to have a footpath to aid pedestrians across the village green as this would compromise the stewardship scheme.**

**PUBLIC FORUM**

Cllr. Freeman wanted Councillors to know that she is happy, where possible, to help with any problems and to contact her if needed.

5. **The Chair was pleased to note that the new Councillors are embracing their role and have already enrolled on training modules to help them learn all about the responsibilities of Parish Councillors.**  
6. **The Clerk has asked that future editions of the Parish Newsletter only include news from the Parish Council supplied by the clerk or Chair and that there is a link to the village website in each edition for residents to see news from the Parish Council.**  
The Clerk is interested in completing her Level 3 CILCA qualification. She would like to go to an introductory session provided by SALC in February to see if it is manageable alongside her current workload. Any costs could be split between three Parish Councils. This will be discussed further at the next meeting.

7. a) The following payments were approved:

Reference Number	Amount	Payee	Details
P11 21-22	£771.60	L. Kirk	Pay to 30 <sup>th</sup> September 2021
P12 21-22	£22.80	SALC	6 months payroll provision
P13 21-22	£400.00	R Gladwell	Mowing of green 2021
P14 21-22	£30.00	SALC	Councillor training 1 module S Hordern
P15 21-22 *	£19.00	Dennington Village Hall	Hall hire for meeting 11.11.2021

\*Invoice raised since the agenda was issued

- b) The following payments have been made since the last meeting:

P9 21-22	£2.60	HMRC	PAYE
P10 21-22	£120.00	SALC	Councillor training 4 modules P Johnson

Six pence interest has been received since the last financial report.

- c) The current and deposit account balances were £2,905.19 & £7,296.83 respectively on 31st October 2021.
- d) The bank statements and reconciliation were reviewed and signed by PJ.
- e) The year-to-date payments and receipts account was considered in order and in line with the agreed budget.
- f) The bank mandate change removing G. Ward and adding L. Handley has now been confirmed. All three mandates- GC, LH, JS- now have online access to pay invoices, with each payment requiring authorisation from two mandates. Payments P9 & P10 were successfully made online.

8. **There are still vacancies for a Village Recorder, a SALC representative and a Community Partnership representative.** The Village Recorder would provide annual reports about events in, and news from, the village to the Suffolk Records office and the Parish Meeting. The SALC representative and Community Partnership representatives would need to attend SALC meetings and regular Community Partnership meetings with other local Parish Councils and report back. LW is interested in the role of Village Recorder, but this can be considered again once we have completed our consultation with residents.

9. **There were discussions on what we can do locally to help the environment, which included planting trees on communal land, encouraging wildflowers, re-installing hedgerows and drafting a village environmental policy.** It was noted that as Saxtead Green is a protected natural grassland so it is not appropriate to add more trees to this open space as this is likely to compromise the protected biodiversity of an Site of Special Scientific Interest (SSSI).

PJ suggested that creating a working party formed from members of the Parish Council and residents might be a good way of helping this progress. This could establish what ideas residents have in this regard and help to prioritise different ecological projects. Having a working group might help facilitate action which can then be reported back to the Parish Council for its input.

10. **Christina Darell-Brown has an outline of plans for village events to commemorate the Queen's Platinum Jubilee, including a tree planting event and a tea party.** The Parish Council will contact her asking how it can help, and PJ will discuss some other possible ideas with her.

11. **PJ has recorded vehicles on the A1120 with a decibel meter and found that some cars exceed the legal noise level, as well as many motorbikes.** He is in contact with Suffolk Police to find out if they will take enforcement action if we provide evidence of illegal noise levels. He is also looking into traffic noise cameras and whether this is something the police would consider using one along the A1120 or if it could be feasible to purchase one in collaboration with other local Parish Councils. PJ carried out checks on one of the vehicles which has now lead to enforcement by the Police for a motoring offence.

12. **Councillors discussed the importance of community engagement and seeking residents' opinions on a whole range of items, not just Neighbourhood Watch priorities.** Once priorities have been established, the Parish Council can then work on action plans. The Parish Council can drive projects but needs to carry out surveys to shape the direction of its work.

**ACTION** PJ, LW, SH and LK will form a sub-committee to work on a survey for residents and report back at next meeting.

It is hoped that response rates will be higher if Councillors arrange to collect the surveys personally and speak directly with residents. The village could be divided into sections for the seven Councillors to cover between them.

It is noted that housing development in Saxtead is very limited because of its classification as an "other village".

13. **Discussed alongside item 12.**

14. **Representatives from the Parish Council met with Peter Sparrow from Suffolk Country Council's Highways Department on 21<sup>st</sup> September to discuss the possible pavement extension from Saxtead Lodge to near Boundary Farm.** One of the landowner's along the site has been asked to cut back the hedge, which SCC considers to belong to him. This will help visibility around the corner and aid pedestrians by allowing them a verge that they can stand on safely. It is hoped that this will help pedestrians to walk around the corner more safely in the short-term, with the longer-term aim being to have an actual pavement installed here.  
**ACTION** Clerk to chase the Asset Manager as to whether SCC would agree to a new footway being installed at this location and an estimated cost for the scheme that could then be taken to Framlingham Town Council for consideration. Also to ask Councillor Burroughes to chase this as the Parish Council are concerned about the lack of progress in this ongoing matter.
15. **DJ has responded on behalf of the Council to the Highway's Officers' report about the speed reduction along the green.** This has been submitted along with Cllr. Burroughes's report and we are awaiting SCC's and Suffolk Police's responses. It is hoped that the Police report will back the Parish Council's view that a reduced speed is necessary here.
16. **Meeting dates for 2022 were agreed and will be shared with all and on the website and noticeboards.**
17. **Correspondence received since the date of last meeting was considered.** ESC's response to COP26 was noted.  
The Parish Council would like to respond to ESC's consultation on Affordable Housing and SCC's consultation on lorry routes across the county. JS is in discussions with ESC regarding the number of affordable houses currently available or in the pipeline, how this number of houses is ascertained and a definition of what affordable housing is. He will prepare a report on behalf of the Parish Council which will be shared with Councillors before submitting as part of the consultation.  
Despite the A1120 through Saxtead being a designated tourist route, there are large numbers of HGVs which seem to use the road as a shortcut from Stowmarket to Yoxford. Councillors are concerned that these numbers could increase greatly if the route became a designated lorry route.  
**ACTIONS** JS to form response to Affordable Housing Consultation and Clerk to respond to lorry survey
18. **Reports from Councillors**  
PJ reported that he has now attended 2 councillor training modules and found the module about engaging with residents to be particularly useful. He has two other modules booked in.
19. **Matters to be raised at the next meeting:**  
- Updates on pavement, speed reduction, Jubilee plans  
- Draft budget figures  
- Clerk CiLCA qualification
20. **It was agreed to hold an extraordinary meeting at 7.30pm on Thursday 2<sup>nd</sup> December, to receive updates on our current projects and to ensure Councillor D. Johnson does not vacate his office through absence at meetings for over 6 months.**  
**ACTION** Clerk to check the rules around Councillor's vacating their office through absence after conflicting information was given at recent SALC training.  
There being no further business, the Chair closed the meeting at 9.20pm.

Signed *George Cullingford*  
Chair

2<sup>nd</sup> December 2021  
Date