

**MINUTES OF MEETING OF  
SAXTEAD PARISH COUNCIL**  
**Held at Dennington Village Hall on  
Wednesday 9<sup>th</sup> November 2022 at 7.30pm**

1. **The Chair welcomed everyone to the meeting and thanked them for attending.**  
Apologies for absence were received and accepted from Cllr. Wale (family commitment).

**Present**

Councillors George Cullingford (Chair)    Lisa Handley                    Jonathan Sullivan

Paul Johnson                    Simon Hordern

County Cllr. Burroughes via Zoom until item 12 Ward Cllr. Freeman until item 12

Residents    Paula Slater    Evelyn Sullivan

Lydia Kirk (Clerk)

Co Option

The two residents were interested in becoming parish councillors and they introduced themselves to the council. Even though not legally required, in the interests of transparency, Cllr Jonathan Sullivan left the meeting, as Evelyn is a distant relative.

The residents also left the meeting whilst councillors considered the co-option. Councillors reluctantly had to vote on the matter as there was only one vacancy. It was noted both candidates would make excellent councillors and be an asset to the council. The vote was split, with the chair then holding the casting vote in favour of Evelyn Sullivan.

The residents and Cllr. J. Sullivan were invited back to the meeting and thanked for their expressions of interest. Cllr. E. Sullivan signed her Acceptance of Office and Electronic Meeting Summons Consent forms.

2. **There were no declarations of interest.**
3. **The minutes of the meeting held on 7<sup>th</sup> September 2022 were proposed by Cllr. J. Sullivan as being a true record of the meeting.** This was seconded by Cllr. Handley and carried unanimously before being signed by the Chair.
4. **There were no matters arising.**

**PUBLIC FORUM**

The Ward Councillors' monthly report had been shared with councillors and places on the village website. The County Councillor's report had been received today and will be circulated and put on the website. Cllr. Burroughes noted that Framlingham Town Council has expressed an interest in a visit from the ANPR speed indicator device to catch persistent offenders. Cllr. Burroughes reiterated the impact of the spiralling cost of living on the Council. Children in care are a major cost to the council, hence the current drive for more foster carers in the county.

The Ward Councillor had nothing to report.

There were no questions from members of the public present.

5. **Chair's Report** Since the last meeting, The Rural Coffee Caravan has visited the village twice. Sadly there were no attendees at the first visit, and not many residents from Saxtead at the second, which suggests that the visits might not be needed in Saxtead. *This will be discussed at the next meeting.*

6. **Clerk's Report**

The local government pay claim for 2022-2023 has now been agreed. This is the equivalent to £1,925 increase per scale point for a full time role, plus 1 day's permanent additional annual leave entitlement. For Saxtead, this is a £1 per hour increase, which is to be backdated from 1<sup>st</sup> April and will be added to next quarterly payslip.

Cllr. Sullivan reported a dangerous branch hanging on the green. The clerk notified Pembroke's agent and it was cleared on 27<sup>th</sup> October.

Cllr. P Johnson is due to attend an e-training session on *Finances for Councillors* on 30<sup>th</sup> November.

The first village newsletter has been sent. No responses from residents have been received to date.

7. a) The following payments were approved:

Reference Number	Amount	Payee	Details
P16 22-23	£18.58	L. Kirk	1/3 share folders, ink, top copy paper
P17 22-23	£30.00	Dennington Village Hall	Hall hire November
P18 22-23	£480.00	Roger Gladwell	Annual village green cuts

- b) Payments made since the last meeting were noted:

Reference Number	Amount	Payee	Details
P13 22-23	£22.80	SALC	6 months payroll service
P14 22-23	£30.00	Suffolk Cloud	Website amendment- London Bridge
P15 22-23	£825.50	L. Kirk	Wages to 30/09/22

£1.63 interest has been received in the deposit account.

- c) The current and deposit account balances were £3,262.82 and £5,299.20 respectively on 31<sup>st</sup> October 2022.
- d) The bank statements and reconciliation were reviewed and signed by the Examining Officer. Cllr. Hordern noted that the allocated payments-to-date were around £20 higher than the final payments figure that tallied with the bank reconciliation.  
**ACTION** Clerk to investigate this and report back
- e) The year-to-date payments and receipts account was considered in order and in line with the agreed budget. It was noted that the clerk's salary will go over budget with the set pay increase.

8. **The following planning application was discussed:**

i) DC/22/4034/FUL Change of use of agricultural barns to form a single dwelling with garage/workshop, new driveway and natural swimming pool.  
*Wood Hall Farm, The Green, Saxtead, IP13 9QA*

Cllr Handley proposed not objecting to the application. This was seconded by Cllr. J. Sullivan and carried unanimously.

9. **The following vacancies were discussed:**

**SALC representative-** Cllr. E. Sullivan would like to know more about this role.

**Village recorder-** Cllr. E. Sullivan will speak to a resident who might be interested in this role.

**ACTION** Clerk to send full details of these two roles to ES.

**Community Partnership representative –** Cllr. Johnson offered to carry out this role

10. **Since the last meeting, Suffolk County Council has provided its decision on the speed limit reduction request.** Most of the request has been accepted, although the 40mph section along the A1120 from Church Farm was not included in the approval. Cllr. Johnson questioned Cllr. Burroughes on why this was the case, and what actions Cllr. Burroughes had carried out in this regard. Cllr Burroughes amplified the context of the decision making process and that if the Parish Council had insisted on the extended speed limit proposal it is likely the whole project might be lost or extensively delayed bearing in mind the Police would not support the extended speed limit. Cllr Johnson was satisfied with this response.  
Cllr. Burroughes informed councillors that he and the parish council would be expected to make significant financial contributions towards the new speed limit costs, which came as a surprise to the council. When challenged on this Cllr. Burroughes commented that he would do whatever he could to cover the entire cost himself rather than ask the PC to make a contribution Cllr. Burroughes will seek a quotation for the works and will try to organise a site

visit with the new Communities Highway Engineer and representatives from the parish council.

**11. Discuss progress regarding the pavement extension**

Cllr. Sullivan met with representatives from Framlingham Town Council and Thomas Mills High School's Business Manager in September 2022. The Town Council has been provided with full details of the parish council's actions to date for its further consideration. **ACTION** JS will seek an update from FTC

*Cllrs. Burroughes and Freeman left the meeting.*

**12. Councillors discussed the draft events licence provided by Pembroke College's agent and had serious reservations about it.**

There is very limited, if any, interest from the parishioners to use the green now that the table top sale is not intended to be held anymore. The most recent fete was held successfully at the pub, and this was considered a good venue for other future events. It was agreed not to pursue the licence with Bidwells.

**ACTION** Clerk to revert back to the agent that the council does not wish to continue with the licence at this point.

**13. The meeting minute protocol was discussed.**

It was agreed that councillors should continue to email the clerk comments on the draft minutes for revision and circulation at the time, rather than waiting until the next meeting when it would be harder to remember the full details of the meeting. Councillors are to respond to the email with the draft minutes with their comments or provisional acceptance.

**14. Discuss the future of the village and aspirations of councillors**

Due to time constraints, this item will be carried over until the next meeting, when Cllr. Wale will also be in attendance. East Suffolk Council's talk on Neighbourhood Plans and the possibility of Saxtead carrying out a Plan will also be discussed then.

**15. The Chair advised councillors that the parish council is responsible for the upkeep of Little Green but does not own it.**

In the past, the Community Pay Back team has been used to clear the overgrowth around the pond and this could be an option again Cllr. Hordern has been asked about the Green by residents and he will liaise between residents and the council in this regard for further discussion at the council's next meeting. Cllr. Hordern has been in contact with ESC and Norse as the dog waste bin is currently not being emptied regularly.

**16. The Chair explained that a resident has carried out the flag flying for the village for many years and does this of his own-accord without the council having to ask him when to fly the flag half-mast etc.**

The council has few physical assets, but these are noted at each annual meeting. The chair carries out monthly risk assessments of asset such as the noticeboards, benches and goal posts and Cllr. Handley carries out weekly checks on the defibrillator. Cllr. Hordern offered to carry out the monthly risk assessments for the council's assets at Little Green.

**17. Correspondence received was discussed.**

i) The Pensions Regulator- The clerk has completed the council's re-enrolment obligations and received written confirmation of this from TPR.

ii) The co-option vacancy from East Suffolk Council was noted. The clerk will advise ESC of the new councillor.

iii) Civility and Respect Pledge and workshops. Councillors agreed that the clerk can attend these workshops for the benefit of the council.

iv) East Suffolk Council precept request letter will be discussed at the council's next meeting

v) Cllr. Johnson requested that the estimated election costs notification from East Suffolk Council is discussed again at March's meeting.

**18. Receive reports from Councillors**

Having received a satisfactory response from Cllr. Burroughes regarding the speed limit zone, Cllr. Johnson will now spend time collating a report on the village signage and an email to other parish councils regarding speeding motorbikes on the A1120.

**19. Matters to be discussed at next meeting**

Budget 2023-2024

Precept 2023-2024

Meeting dates 2023

Neighbourhood Plan

Consider the need for Rural Coffee Caravan visits

Sign replacement

Little Green

Extension of footpath near Saxtead lodge and 30mph limit from Thomas Mills High school to Saxtead

Discuss the future of the village and aspirations of councillors

20. **The date of the next meeting was confirmed as being Wednesday 11<sup>th</sup> January 2023 at 7.30pm.** *There being no further business, the Chair thanked everyone for attending and ended the meeting at 9.40pm.*

Signed

*G. Cullingford*  
Chair

*11<sup>th</sup> January 2023*  
Date