

**MINUTES OF MEETING OF
SAXTEAD PARISH COUNCIL
Held at Dennington Village Hall on
Thursday 17th March 2022 at 7.30pm**

1. **In the absence of the Chair, the Vice Chair welcomed everyone to the meeting and thanked them for attending.** Apologies for absence were received and accepted from George Cullingford (family illness), Paul Johnson (on holiday), David Johnson (family illness) and Simon Hordern (another voluntary commitment). It was noted that, incredibly, this was George Cullingford's third absence during his 45 year period of being on the Parish Council.
Present
Lisa Handley (acting Chair) Liz Wale Jonathan Sullivan Lydia Kirk (Clerk)
Residents: Sarah Rimmer Christina Darrell-Brown (both stayed until item 6)
2. **There were no declarations of interest.**
3. **The minutes of the meeting held on 13th January 2022 were approved as a true record of the meeting and were signed by the Vice-Chair.**
4. **There were no matters arising.**

PUBLIC FORUM

The two residents present outlined plans for the Platinum Jubilee weekend and asked if the events could be covered under the Parish Council's insurance policy. After discussion, it was agreed that the Parish Council can cover insurance for the village tea party if a Councillor is actively involved in running the event and sufficient risk assessments are carried out.

LH advised that Natasha's Law came into force from October 2021 and this should be considered for the catering.

CD-B asked if the Parish Council can obtain Pembroke College's permission for another table market on the green on 16th July. **ACTION** Clerk to seek this

Reports from the Ward and County Councillors were shared online prior to the meeting.

5. **The Chair sent a brief written report that was read by the Vice Chair. He was pleased to report that the two Jubilee oak trees have been planted on the Green and Little Green.** He, JS and LH had a site meeting to ascertain water pipe locations across the green to find the most suitable location. He thanked John Handley and Simon Hordern for helping him to plant the trees. He hopes the trees take root and they will not need watering for some time!
6. **Clerk's Report**
The Clerk has added the metal tree guard to the Asset's Register.
GC, JS, Cllr. Burroughes and the clerk met remotely on 27th January and 17th March to try and progress current matters. *Please see items 11, 12 & 16.*
A VAT claim up to 31st January 2022 has been submitted.
There are many upcoming forums that the Parish Council is invited to and there are still several Parish Council and village roles that need filling- SALC representative, Community Partnership representative, Neighbourhood Watch Co-ordinator (*We have now heard that Paul Johnson only wants to be the Parish Council representative, not the scheme co-ordinator*), Festival Champion and Village Recorder.
NALC recently agreed to a 1% pay rise for staff to be backdated to 1st April 2021. No figures have been agreed for the year commencing 1st April 2022 as yet.
The planning application at Bridge Cottage has been approved.
7. a) The following payments were approved and will be paid online:

Reference Number	Amount	Payee	Details
P25 21-22	£813.20	L. Kirk	Pay to 31.03.22 & backdated pay rise

P26 21-22	£22.80	SALC	Payroll Services
P27 21-22	£187.20	SALC	6 x Cllr. Training Modules
P28 21-22	£13.00	HMRC	PAYE
P29 21-22	£19.00	Dennington Village Hall	Hall hire January
P30 21-22	£19.00	Dennington Village Hall	Hall hire March

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

20/01/22	P22 21-22	£258.00	Designer Metal	Jubilee tree guard
26/01/22	P23 21-22	£30.00	SALC	1 x training module
28/02/22	P24 21-22	£40.00	ICO	Data processor fee

A VAT repayment of £163.94 was received on 09/02/22.

£1,000 was transferred to the current account on 21/01/22 and it was agreed that the Clerk should transfer an additional £1,000 to boost the current account balance before the next precept payment that is expected in April.

- c) The current and deposit account balances were £1,514.53 & £6,297.00 respectively on 28th February 2022.
- d) The bank statements and reconciliation were reviewed and signed by Cllr. Wale in the absence of the Examining Officer.
- e) The year-to-date payments and receipts account was considered in order and in line with the agreed budget.

8. The following planning applications were discussed:

i) *DC/22/0523/FUL Demolition of existing detached garage. Proposed linked garage to side of property Blue Shutters, The Green, Saxtead IP13 9QB* Councillors agreed that this application would improve the property and JS proposed supporting this application. LH seconded this and it was carried unanimously.

ii) *DC/22/0547/FUL Erection of attached cart lodge and storage over Hedgerows, Chapel Road, Saxtead, IP13 9RB* LH proposed not objecting to this application. LW seconded this and it was carried unanimously.

ACTION Clerk to respond to both applications via ESC's online portal.

- 9. The replacement defibrillator has now arrived and been installed.** The Circuit is a new database that shows the location and status of community defibrillators. LH was notified recently that the unlocking code for Saxtead's defibrillator was issued but the equipment was then not actually used. This could have been for many reasons but LH thought this was a good opportunity to remind residents- and notify new residents- of the village defibrillator's location. She has produced a leaflet that will be given to each property in the village. JS thanked LH on behalf of the Council for her continued work maintaining the defibrillator, and for producing and printing these leaflets.

10. East Suffolk Council's Community Governance Review was discussed.

Saxtead Parish Council is an active Council with a full cohort of Councillors. The Parish Council are currently in the process of surveying residents to help steer the direction of its future work. Councillors expressed concerns about smaller Parish Councils being amalgamated and were concerned that this would negatively affect local democracy.

ACTION LW to draft a response to the review and to circulate to all for comments and approval.

- 11. Councillor Burroughes has today chased SCC Highways for an update to our application for a feasibility study to help progress the pavement extension.** He has asked for a response within 7 days and will let us know when he hears any news.

- 12. Councillor Burroughes has amended his report requesting an extension to the reduced speed limit zone to include the entrance to All Saints Church.** He has also asked for more details on what the "low cost engineering works" required would be.

ACTION Clerk to ask Cllr. Burroughes to submit his report to begin the next stage of this process.

LH would like the Council's thanks to Cllr. David Johnson for his efforts instigating and progressing this matter to be minuted.

13. **LW, PJ, SH and LK have been working on a draft residents survey.** This will be presented to Councillors in the next day or so for final approval before a copy is delivered to each household. A link to an online version will also need adding to the village website for people who would prefer to complete it digitally.
14. **The current annual cost for Saxtead to subscribe to Parish Online is £54.00.** A read-only version of the map can be put on public websites, which includes www.saxtead.suffolk.cloud. It was agreed to subscribe when the new financial year commences and monitor how much the service is used.
15. **Plans for the Jubilee celebrations were discussed.** SH sent a written note that residents at Little Green were pleased with the commemorative oak tree but wondered if this tree could have a guard like the tree on the main green. A commemorative plaque was given with the first tree and the Council might like to buy a similar one for the tree on Little Green. JS proposed purchasing a second tree guard to the same specification as the first. This was seconded by LW and carried unanimously. **ACTION** Clerk to order guard.
It was agreed that an event to make the tree unveiling could be discussed further when the Parish Council has a representative on the Jubilee committee.
JS proposed giving the Jubilee committee £250 to spend on hiring a portaloos and any other costs incurred in putting on the village events. If the committee needs any more funding it is welcome to ask before the next meeting in May, which still gives sufficient time before the Jubilee celebrations at the beginning of June.
16. **Councillor Burroughes is continuing to progress on the road repairs on the A1120 near Church Farm.** He has reported the issue online three times, and sent these reference numbers to the SCC Highways cabinet minister. He has been told that the road does not currently present a danger and that it will be repaired before the resurfacing program in summer.
17. **Discuss rural proofing and community partnership forums.** There were concerns that the rural proofing concept lacks real focus. All Parish Councillors are volunteers and have a limited number of hours they can give for Parish Council events, and it is difficult to attend all of the forums that we are invited to.
18. **LW proposed purchasing a Ukrainian flag to fly on the green.** This was seconded by JS and carried unanimously. **ACTION** Clerk to purchase a flag from Bulstrodes. GC to ask Cliff to fly it.
19. **Matters to be discussed at next meeting**
Footpath extension
Speed limit reduction
Jubilee celebrations
20. **The date of the next meeting was confirmed as being the Annual Parish Meeting at 7pm on Thursday 12th May 2022, to be followed by the Annual Meeting of the Parish Council.** LH reported that sadly this would be her last meeting as she would be resigning after many years on the Council. There being no further business, the Vice-Chair closed the meeting at 9.00pm.

Signed *G Cullingford*
Chair

12th May 2022
Date