

**DRAFT MINUTES OF MEETING OF
SAXTEAD PARISH COUNCIL
Held at Dennington Village Hall on
Wednesday 7th September 2022 at 7.30pm**

1. **The Chair welcomed everyone to the meeting and thanked them for attending.**
Apologies for absence were received from Ward Cllr. Freeman and County Cllr. Burroughes.
Present
George Cullingford (Chair) Lisa Handley Liz Wale Jonathan Sullivan
Paul Johnson Simon Hordern (*from item 7*) Lydia Kirk (Clerk)
2. **Cllr. Sullivan declared an interest in item 8i, as a neighbour and a relative.**
3. **The minutes of the meeting held on 6th July 2022 were approved as a true record of the meeting and were signed by the Chair.**
4. **There were no matters arising.**

PUBLIC FORUM

The County Councillor's and Ward Councillors' monthly reports have been shared with councillors and on the village website.

There were no members of the public present.

5. Chair's Report

The chair was sad to report the death of Barbara Dring, one of the village's longest residents. He was sorry to report the resignation of Cllr. David Johnson and thanked him for all his work during his time as a councillor, particularly for his work to reduce the speed limit across the village green.

The chair was disappointed by the low turnout for the blessing of the Queen's Jubilee commemorative oak tree in July. *Cllr. Johnson commented that this was a particularly busy weekend with several other local events.* The Chair was also disappointed that Saxtead's digital newsletter to residents still had not been sent out and he looked forward to Councillors confirming extra details about the newsletter at this meeting so that it could be sent as soon as possible.

6. Clerk's Report

The *Hedgerows* planning application decision was split. The clerk has emailed potential new Neighbourhood Watch members. The Rural Coffee Caravan will be visiting Saxtead on Wednesday 21st September and 19th October. Quarterly dates for 2023 have also been provided. The Parish Council needs to look for an alternative, heated venue for winter visits.

7. a) Payments 8, 9 and 10 were approved and will be paid online. Regarding payment 11, Cllr. Handley explained that the projected life of the battery is longer than originally anticipated and she would revert to the PC when action is required. Payment 12 was discussed further at item 9.

Reference Number	Amount	Payee	Details
P8 22-23	£22.50	Dennington Village Hall	Annual Meetings venue hire
P9 22-23	£20.00	Dennington Village Hall	Hall hire July meeting
P10 22-23	£20.00	Dennington Village Hall	Hall hire September meeting
P11 22-23	c. £265	Defibshop	Replacement defibrillator battery
P12 22-23	£329.67*	CAS (Ansvar)	Insurance premium 2022-2023

*Discussed and agreed at item 9.

- b) No funds have been received since the last meeting.

- c) The current and deposit account balances were £4,533.29 and £5,297.57 respectively on 31st August 2022.
- d) The bank statements and reconciliation were reviewed and signed by the Examining Officer.
- e) The year-to-date payments and receipts account was considered in order and in line with the agreed budget.

8. Cllr. Sullivan left the meeting.

The following planning applications were discussed:

i) DC/22/2978/FUL Replace existing single glazed Crittall windows with wood sash, Georgian bar and double glazed, windows.

The Mill House, The Green, Saxtead, Woodbridge, Suffolk, IP13 9QQ

Cllr. Sullivan returned to the meeting.

ii) DC/22/3304/TCA Tree Works

Willow Farm The Green Saxtead Woodbridge Suffolk IP13 9QB

Councillors agreed that the parish council should support both applications.

ACTION Clerk to respond to ESC

9. The insurance policy for 2022-2023 was discussed in light of the letter from CAS advising that the current scheme provider has pulled out of the council's long term undertaking.

The clerk has obtained two comparable insurance quotations which cover the council's fixed assets and provide public liability and employer's fidelity insurance. Cllr. Sullivan proposed accepting Community Action Suffolk's quotation of £329.67. This was seconded by Cllr. Handley and carried unanimously.

10. Proposed community and action groups suggested in the recent residents' survey were discussed.

It was agreed that the walking group and environmental group will not be run by the parish council, because the insurance implications are very complex but will instead be village groups, with residents Liz Auty and Simon Hordern being the respective main points of contact. Also Cllr Sullivan agreed to contact the Framlingham Walking Group to establish if this was sponsored by the Town Council and report back. It was suggested that those joining "private" walking groups should be advised that those taking part should do so at their own risk.

It was agreed that the speed/traffic group will be run as a working part under the parish council, with Cllr. Johnson being the lead. It was noted that risk assessments will need to be carried out for any events that the group holds and decisions will need to be made at full council meetings.

These groups will be advertised in the resident's newsletter, and specific emails will also be sent to all those who expressed an interest in these groups.

11. Cllrs. Cullingford and Sullivan will be meeting with representatives from Framlingham Town Council and Thomas Mills High School on 30th September to discuss the possible pavement extension near Saxtead Lodge.

There has been no further news from SCC regarding the cost estimates for the proposed footpath or updates on the speed limit reduction. Cllr. Burroughes is continuing to chase this.

12. The clerk has drafted the first digital village newsletter.

It was agreed it should be called *Saxtead Snippets*. The frequency of the newsletter was discussed. The council will aim to send newsletters at least quarterly, but will not commit to a frequency within the newsletter itself. The newsletter will also be placed on the village website and noticeboards to include residents who do not receive the parish council emails. **ACTION** Cllr. Wale will draft a piece regarding the walking group for inclusion, and Cllr. Hordern will do the same for the environmental group.

The clerk will add information about the upcoming Rural Coffee Caravan visits and the Townlands Trust to the newsletter.

It was also agreed that annual printed newsletters should be hand-delivered to each property ahead of the Annual Parish Meeting in May.

13. Pembroke College's agent has not yet responded to our communications on 21st July and 16th August for a site meeting regarding the future use of the green.

There was a discussion on the actions agreed at the last meeting and the minutes were consulted.

Cllr. Sullivan proposed contacting the agent again asking for a response within 14 days. If no response is received the council will be forced to contact Pembroke College directly. If Pembroke College's Bursar responds to Cllr. Hordern in this regard, Cllr. Hordern is to pass this communication to the parish clerk. This course of action was seconded by Cllr. Handley and carried by a majority vote.

14. Correspondence received was discussed.

i) Townlands Trustee Form – This was completed with Cllr Johnson as the new trustee and will be handed to the Secretary of the Trust.

ii) SCC's response to parish council's comments on its recent lorry consultation was noted.

iii) Concerns have been raised about the water supply to the village, with water frequently being tankered in to the village to meet demand.

ACTION Clerk to raise this with Essex & Suffolk Water.

iv) It was noted that the parish council now has the option to opt out of the central external auditor appointment and appoint its own external auditor. If the council does not actively opt out, the county appointed auditor will continue to be used.

v) ESC's letter about neighbourhood plans was considered and it was agreed that having such a plan can help influence future development.

ACTION Cllr. Sullivan will research more about Neighbourhood Plans and revert back at the next meeting.

vi) The notice from ESC regarding Cllr. D. Johnson's resignation will be placed on the village noticeboard and website.

vii) Letter from Hour Community about possible bus service in the village. Rural transport available in the village such Connecting Communities' services and this possible new service will be advertised in the village newsletter.

15. Receive reports from Councillors

i) Cllr. Johnson has prepared a detailed review of all signage in the village. He will prepare a report from his findings to be sent to SCC's Highways department and Cllr. Burroughes for comments. This report will also be placed on the village noticeboards and website. Links to the report will be included in the next newsletter.

ii) Cllr. Johnson attended a Road Safety Conference organised by Suffolk Police and has some ideas to discuss with the traffic group, including more information on community speedwatch groups, older driver schemes and initiatives that other parish councils are currently running. He also advised of the importance of notifying Suffolk Police of road incidents even if the police do not attend, as enough incident logs can result in action.

ACTION Cllr. Johnson to draft an email for the clerk to send to every parish council along the A1120 regarding speeding motorcyclists along this road and advising how residents can report this ongoing problem.

16. Matters to be discussed at next meeting

Neighbourhood plan

Report from meeting with Framlingham Town Council regarding pavement extension

17. The date of the next meeting was confirmed as being Wednesday 9th November at 7.30pm. There being no further business, the Chair thanked councillors for attending and ended the meeting at 9.40pm.