

**DRAFT MINUTES OF MEETING OF
SAXTEAD PARISH COUNCIL
Held at Dennington Village Hall on
Wednesday 11th January 2023 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. Handley (personal commitment), Cllr. Hordern (work) and Cllr. Johnson (personal commitment). Apologies were also received from County Cllr. Burroughes and Ward Cllr. Freeman

Present

Councillors George Cullingford (Chair) Jonathan Sullivan Liz Wale
Evelyn Sullivan
Lydia Kirk (Clerk)

2. **There were no declarations of interest.**
3. **The minutes of the meeting held on 7th September 2022 were approved by all as a true record of the meeting, with Cllr Wale abstaining due to absence.** Cllr. Wale noted Cllr. Hordern raised some emailed queries about the minutes, but the minutes were considered accurate by Councillors present.
4. **Matters arising**
Regarding item 9, Cllr. E. Sullivan has now offered to be the Council's SALC representative. Regarding item 7.d, the discrepancy with the bank reconciliation was due to Payment 18 for £18.58 being included in the payments figure prior to approval.

PUBLIC FORUM

There were no members of public present.

5. **Chair's Report** The Chair congratulated the Clerk on being offered the position of Deputy Town Clerk at Framlingham and wished her well with this. He was also pleased that she intended to continue clerking for Saxtead Parish Council. The Chair also praised Cllr. E. Sullivan on the successful carol singing evening that she organised.
6. **Clerk's Report** The clerk will be undertaking training on the local elections later this month. The clerk is beginning to prepare the end-of-year paperwork and will submit a VAT claim shortly.
7. a) The following payments were proposed by Cllr. J. Sullivan, seconded by Cllr. Cullingford and carried unanimously:

Reference Number	Amount	Payee	Details
P21 22-23	£18.00	SLCC	Civility & Respect Session
P22 22-23	£1,020.50	L. Kirk	Pay to 31.12.22 and backdated pay rise
P23 22-23	£20.00	Dennington Village Hall	Hall hire 11.01.2023
P24 22-23	£36.00	Breakthrough Communications	Leadership Civility & Respect session

- b) Payments made since the last meeting were noted:
P19 22-23 4 x SLCC Civility & Respect sessions £120.00
P20 22-23 SALC Cllr. Training £249.60
£2.95 interest has been received in the deposit account.
- c) The current and deposit account balances were £2,364.64 and £5,302.64 respectively on 29th December 2022.
- d) The bank statements and reconciliation were reviewed and signed by Cllr. E. Sullivan 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 budget.
8. **Cllr. Handley had researched different replacement defibrillator batteries.** The Council accepted her recommendation and authorised its purchase.

9. **The budget for 2023-2024 was discussed at length.** The costs of possible work to Little Green are not yet known, but there should be asset maintenance funds available for this. Cllr. Wale suggested adding additional funds to the election budget in case of a contested election. There was also discussion about reducing the number of cuts to the mown section of the green or leaving it to be cut annually for hay to reduce costs and promote more biodiversity. **ACTION** Cllr. J. Sullivan to explore these options further and report back. There was discussion on the funding of the speed reduction initiative. With the estimated cost being in excess of £30K, even a major increase in the precept would only make an insignificant contribution to the scheme. With other elements of the Council Tax bill increasing and the cost of living crisis, Councillors were mindful that the Parish Council element should not be increased too much but a small contribution from reserves for the speed reduction may be possible.
ACTION Clerk to circulate the agreed figures to Councillors.
10. **Cllr. Wale proposed setting a precept of £5,700 for 2023-2024.** This was seconded by Cllr. E. Sullivan and carried unanimously. This is an increase of £600 from the previous year but is still significantly lower than the Council's actual anticipated expenditure.
ACTION Clerk to request precept from ESC before deadline.
11. **Meeting dates for 2023 were agreed.** Subject to the clerk's other meetings, these tend to be the second or third Wednesday of the month. The dates will be circulated to Councillors and published on the website.
12. **Cllr. Burroughes has provided an estimated figure from SCC for the speed limit reduction costs, and is looking into how much of this he can fund from his budgets.**
ACTION Cllr. Wale will speak to D. Johnson's contact at SCC in this regard and the Clerk to chase Cllr. Burroughes for another update.
13. **Thomas Mills High School has contacted all parents seeking support for the pavement extension but to date has only heard back from one family in Saxtead.** **ACTION** Clerk to contact residents on the mailing list to gauge levels of support for this scheme. The Council can then decide whether it has sufficient support to keep pursuing this with Framlingham Town Council and SCC Highways.
14. **Discussion on the future of the village and aspirations of councillors to be deferred.**
15. **Discussion on the possibility of carrying out a Neighbourhood Plan to be deferred until all Councillors are present.**
16. **Discussion regarding replacing signs to be deferred until Cllr Johnson is present.**
17. **The changes to Legal Topic Note 54 regarding ownerless common land were noted, as well as the various powers, restrictions and duties set out in this LTN.** Other plans for Little Green will be discussed further when Cllr. Hordern is present.
18. **County Broadband is visiting houses in the village to offer full-fibre internet connections.** This is only available for a limited time due to government funding.
ACTION Clerk to ask County Broadband how many houses have signed up. If there are not enough for it to proceed, the Parish Council could advertise the scheme or approach another provider.
19. **Cllr. E Sullivan has spoken with the Saxtead Ladies Coffee Morning group about the Coronation.** The Parish Council would very much welcome the group organising a village event for the Coronation in May. Cllr. Sullivan will liaise with them further in this regard.
20. **Correspondence received was discussed.**
The Chair and Clerk are in ongoing communications with Barclays regarding its periodic business review.
It was agreed that the Clerk should respond, on behalf of the Council, to four of the five questionnaires recently circulated by SALC.
It was agreed not to call a planning meeting to discuss the planning application received today for Wood Hall Farm, but the Clerk would advertise it on the website, inviting residents to send comments directly to East Suffolk Council.
21. **Receive reports from Councillors**
Cllr. E. Sullivan reported that over 40 people attended the Christmas Carol Concert at the pub. It was a successful evening and she plans to hold it again next year.
22. **Matters to be raised again at the next meeting**

Items 12, 13, 14, 15 and 16.

- 23. The date of the next meeting was confirmed as being Wednesday 8th March 2023 at 7.30pm. *There being no further business, the Chair closed the meeting at 9.20pm.***