

**SAXTEAD PARISH COUNCIL**  
**Draft Minutes of Meeting**  
**held at The Old Mill Public House on**  
**Wednesday 13<sup>th</sup> September 2023 at 7.30pm**

- 1. The Chair welcomed everyone to the meeting and thanked them for attending.**  
Apologies were received from District Cllr. Owen Grey.

**Councillors Present**

Liz Wale (Chair)      Simon Hordern   Evelyn Sullivan   Tracey Colchester   Paula Slater

**In Attendance**

Lydia Kirk (clerk)      District Cllr. Langdon-Morris

**In attendance until item 5:**

Rupert Herries      County Cllr. Stephen Burroughes  
Highways Engineer Wayne Saunders

- 2. There were no declarations of interest.**
- 3. The Minutes of the meeting held on 11<sup>th</sup> July 2023 were approved as a true record of the meeting.**
- 4. There were no matters arising.**

**PUBLIC FORUM**

Councillor Burroughes gave an update on the speed limit reduction through the village and explained the pressures on his Highways budget which is shared amongst 24 parishes. He agreed to fund  $\frac{3}{4}$  of the project but asked that the Parish Council pledged to contribute the final £3,510.

Wayne Saunders provided information on how the project would proceed from here, how SCC works out the costings and explained that the final design plans with details of signage would only be produced once the funding was fully agreed and when the Parish Council confirmed that they wished to proceed.

Ruper Herries from the East Suffolk Planning Alliance (ESPA) gave a presentation on why ESPA was formed, its achievements to-date and its future plans. Councillors were then able to ask him questions on the scheme.

D. Cllr. Landon-Morris gave a report on his recent activities and the response from Essex & Suffolk regarding tanker numbers in the village.

- 5. Chair's Report**

The Chair was pleased to welcome Lydia back temporarily. She thanked Cllr. Slater for providing the definitive map of footpaths in Saxtead and the adjoining parishes. She thought that the Coffee Caravan's most recent visit was a big success.

- 6. Clerk's Report**

Barclays Bank has now closed in Framlingham and is due to close in Woodbridge in December. If this causes difficulties for the PC it may need to consider switching banks.

Scribe are now offering a 1 month free trial of *Scribe Lite* to smaller Councils, with it likely to cost around £12/month thereafter. *With Councillors agreement, she will sign up to the trial.*

The clerk explained SCC's Community Self-Help Scheme and advised that this can be used to purchase entrance gateway signs at a far lower cost than when purchasing through SCC directly and also to carry out work parties for maintenance projects like pavement skirting and sign cleaning.

Saxtead now has several new speed roundels and posts and this is likely a result of Paul Johnson's comprehensive sign report in 2022.

More tree works will be commencing from tomorrow on trees around the green that need pruning or felling.

Cllr. Slater is booked in for her Councillor Basics training with SALC in the new year.

The Council's insurance expires at the end of the month. The clerk has chased the Council's current provider for a renewal price. For reference, last year's premium was £329.67.

The clerk reported that across her Councils she is currently working 45 hour weeks which is not sustainable with four children and her other commitments. SALC is advertising the clerk's vacancy but no applications from anyone with clerking experience have yet been received. *Councillors will ask other local clerks if they might be interested in applying.*

7. a) The following payments were approved:

Reference	Amount	Payee	Details
P9 23-24	£864.50	L. Kirk	Pay to 30.06.2023
P7 23-24	£200.00	Rural Coffee Caravan	Agreed donation (agreed in May)
P10 23-24	£120.00	Suffolk Cloud	Web hosting & domain fees
P8 23-24	£44.88	East Suffolk Council	Uncontested election fees
P11 23-24	TBC*	L. Kirk	Pay to 30.09.2023
P12 23-24	£72.00	SALC	Cllr. Slater training
P13 23-24	TBC	Defib Warehouse	Replacement pads due end Sept
P14 23-24	TBC**	CAS	Insurance 2023-2024
P15 23-24	TBC*	HMRC	PAYE to September

\* This information is awaited from SALC but Councillors agreed to pay these invoices when received as they are due before the next meeting.

\*\* The current insurance expires at the end of the month. Councillors agreed to pay this subject to the renewal premium being less than £420.

- b) Funds received since the last meeting were noted:  
Interest £9.06 5<sup>th</sup> June and £11.57 4<sup>th</sup> September.  
Due to the ongoing issues changing the banking mandate, no payments have been made.
- c) The community and premium account balances were £6,035.62 and £4,317.79 respectively on 28<sup>th</sup> August 2023.
- d) The bank statements and reconciliation were reviewed and signed by Cllr. Colchester.
- e) The year-to-date payments and receipts account was considered.
- f) The Chair has been to Barclays in Woodbridge a number of times to try and get the bank mandate changed and she is expecting a call from the Manager tomorrow. The Parish Council was initially given the wrong form to complete but she thinks that confirmation of the changes is now expected imminently. The latest application was received by Barclays on 8<sup>th</sup> September and this should be processed within 7-14 days.
8. **There was discussion on purchasing a commemorative bench for Cllr. Cullingford and Sullivan for their many years given to the Parish Council, including what type of bench and its location.** It was agreed that the Chair will seek prices from Realise Futures and Genesis and Councillors can then decide where it would go. Cllr. Colchester suggested that a commemorative plaque be added to the bench.
9. **The Chair will look into grant-funding to pay for a Neighbourhood Plan and a consultant ahead of the next meeting.** Residents can then be consulted on whether they would be in favour of a Neighbourhood Plan.
10. **Cllr. Sullivan will draft a new physical assets risk assessment for consideration at the next meeting.**
11. **Following the discussion during the public forum, Councillors considered the costs of the speed limit project and considered asking the District Councillors for a contribution.** The clerk advised that the Council's general reserves, plus possibly, a contribution from the 2024-2025 precept might be more appropriate as the Council has already received so much from Cllr. Burroughes. Cllr. Hordern proposed that the Parish Council contributes the remaining £3,510 to enable the project to proceed. This was seconded by Cllr. Colchester and carried unanimously.

12. **Cllr. Colchester, who is now responsible for displaying village notices, has reported that the village noticeboards are in poor condition.** Cllr. Wale will get quotations for new boards.
13. **It was agreed to defer a decision on affiliating with the East Suffolk Planning Alliance until the next meeting.**  
**ACTION** Clerk to send Cllr. Slater introductory emails received from ESPA.
14. **As agreed at the last meeting, the Chair has drafted and circulated some suggested amendments for the Contract for the use of The Green.** Cllr. Hordern suggested that instead the PC approaches Pembroke College to ask them about their future plans for the green. It was agreed that he will have initial discussions on this with them and report back.
15. **It was agreed to use the Community Payback Service for some village maintenance and improvement projects, the details of which will be agreed outside of the meeting.**
16. **Cllr. Sullivan has received several complaints from residents regarding footpaths and hedgerows in the village and has reported these to SCC.** She is in liaison with SCC regarding a public footpath which has recently been closed by the landowner. Cllr. Wale was concerned that some issues are reported but are not responded to. She will check SCC's online interactive map and chase responses to unanswered reports.
17. **Councillor Slater has provided a plan of footpaths in Saxtead and neighbouring parishes.** She hopes to also produce a map which is more detailed, showing the location of bridges, stiles etc.
18. **The future of the village and aspirations of councillors was considered and some ideas were shared.** Councillors are keen for residents to see that the Parish Council is doing things, and hopes this might make them more interested in the PC. It might also encourage them to carry out small village improvements themselves. It was agreed that all Councillors will send their ideas and aspirations to Cllr. Slater who will collate them for further consideration at the next meeting.
19. **Correspondence received was discussed:**  
Invitation to Community Partnership ward event on 10<sup>th</sup> October- Cllrs. Sullivan and Slater will attend.  
It was agreed to loan a thermal imaging camera, with Cllr. Slater being interested on leading this project.  
Invitation to The Suffolk Climate Change Partnership Community Networking Event on 4<sup>th</sup> November. This was noted and Cllr. Sullivan will check if she is able to attend this.  
Correspondence from Gigaclear will be shared on the website.
20. **Receive reports from Councillors**  
Cllr. Sullivan reported that Cliff, who has tended the Parish Council's flagpole and seen to all flag hoisting for many, many years, is now extremely ill and is no longer able to do this. Her husband is happy to take on this task. The Chair thanked Cliff for carrying this out for the village and the Parish Council's thoughts and best wishes to him and his family at this difficult time.  
Cllr. Hordern has recently met with Suffolk Wildlife Trust. They have produced a report on the pond at Little Green. **ACTION** Cllr. Horden to send this to the clerk for publishing on the website.  
Cllr. Colchester is chasing the Rural Coffee Caravan for their views on how the most recent visit went and suggestions on anything the PC can do to get higher attendance at future visits.
21. **Matters to be discussed at next meeting**  
Minutes from May and June meetings to be numbered and signed.  
Consider affiliating with ESPA  
Formulate an Action Plan using Councillors' emailed aspirations/wish lists  
Consider noticeboard and bench quotations  
Proposed risk assessment  
Update on possible grants to carry out a Neighbourhood Plan
22. **The date of the next meeting was confirmed as being at 7.30pm on Wednesday 8<sup>th</sup> November.** *There being no further business, the Chair closed the meeting at 10pm.*