

**SAXTEAD PARISH COUNCIL**  
**Draft Minutes of Meeting**  
**held at The Old Mill House Pub on**  
**Thursday 5<sup>th</sup> September 2024 at 7pm**

**1. The Chair welcomed everyone to the meeting.**

**Councillors Present**

Simon Hordern (Chair)	Margaret Baumbach	Tracey Colchester
Nick Shepherd	Paula Slater	Evelyn Sullivan

**In Attendance**

Lydia Kindred (clerk)	2 residents
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**2. There were no declarations of interest.**

**3. The Minutes of 31st July 2024 were approved as a true record of the meeting.**

**4. There were no matters arising.**

**PUBLIC FORUM**

A resident provided an update on ongoing communications with Flagship Housing regarding a planning breach involving a ditch they are responsible for. East Suffolk Council has now issued an Enforcement Notice.

The resident was pleased to see that the green has been maintained but was disappointed by the quality of the work and he has written to Bidwells to raise his concerns. The Chair invited the resident to submit his written feedback for the Parish Council's consideration. The Chair will also contact Bidwells to ascertain what their instructions were regarding the mowing.

The resident complimented the Council on the excellent new noticeboard.

He noted the clerk and RFO vacancy on the agenda and expressed his gratitude to the clerk for her exceptional service to the Council over the years.

He enquired as to the reasons for the clerk leaving and Councillors were sorry to note the clerk's response and supporting comments from Cllr. Sullivan. The Chair was given the opportunity to respond and he suggested that other Councillors may like to review the matters arising from the clerk's resignation which are of a sensitive nature.

The other resident had no questions and attended the meeting as an observer.

**5. Chair's Report**

The Chair reported on a productive meeting with Pembroke College's agent, during which they discussed the ponds, mowing of the greens, and driveway issues. The Chair believes that while the Parish Council may be permitted to take on ownership of the entire green, it is unlikely that only the triangle area currently maintained by the Council would be gifted.

He thanked the Clerk for her work for the Council and thanked Cllr. Sullivan and Shepherd for organising what he believes to be the Council's first fundraising initiative.

**6. Clerk's Report**

The clerk thanked the Chair for his apology regarding his behaviour at a recent meeting.

The clerk was surprised to note that she has not yet received a response from the Chair to her resignation email sent on 25<sup>th</sup> September. She thanked Cllr. Sullivan for leading discussions about the handover and resignation practicalities. She will aim to complete the VAT return and update finances before her departure.

The clerk has requested that SALC reduce her next quarterly payslip from 65 to 28 hours to reflect her reduced working hours since 15<sup>th</sup> July due to her bereavement.

In planning matters, the retrospective application at 12 The Green for a rear extension (ref DC/24/2448/FUL) has been permitted.

7. a) The following payment was approved:

Amount	Payee	Details
£345.91	Community Action Suffolk	Insurance renewal 1 <sup>st</sup> October 2024

b) Since the last meeting, £16.31 interest has been received.

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

£120.00	Suffolk Cloud	Website hosting and support
£62.20	HMRC	PAYE to 05.07.24
£1,004.45	L. Kirk	Pay to 30.06.24
£37.50	Suffolk Agricultural Association	Printing parish newsletter
£100.00	Nick Hedge	Topping and clearing of green
£163.00	Cameron's Property Maintenance	Installation of noticeboard
£2,282.39	Realise Futures	Noticeboard and bench

d) Balances:

Community Account: £623.63

Premium Account: £9,376.99 (as of 31st August 2024)

e) Bank Statements and Reconciliation: Reviewed and signed by Cllr. Colchester.

8. **Village events were discussed.** The car boot sale raised £40 and other ones are planned for 28<sup>th</sup> September and October half-term. The visit from the Rural Coffee Caravan was very successful this month and the next visit is 18<sup>th</sup> September. The next litter-pick will be on 5<sup>th</sup> October and Cllr. Sullivan is trying to get the layby closed for this.
9. **The Chair reiterated that progressing projects from the action plan is reliant on sourcing funding.** He has been liaising with District Cllr. Vince Langdon-Morris regarding this and the Vince has offered to look into other funding opportunities. The Council's funding request will be considered by the Townlands Trust at its next meeting.
10. **It was agreed to run a report on this year's thermal imaging project in the next newsletter and consider running the scheme again in winter 2025-2026 if there is sufficient demand.**
11. **The recent mowing of the green and future management of this area was discussed during the Public Forum.** The Chair was pleased that the Council is now properly engaged with Bidwells and that they have attended a site meeting. Next year's cutting should not be as problematic as a Contractor will be appointed in advance. It was agreed to defer discussion on the future management of the Council's section of the green until after residents have been consulted on this.
12. **The Fixed Assets Register was amended to include the new notice board and tree bench.**
13. **The Chair has spoken with two previous applicants for the clerk's vacancy, both of whom remain interested.** The clerk is liaising with SALC to advertise the position.
14. **The Council reviewed the insurance renewal quote and found it sufficient for current needs.** The Clerk has contacted the insurers to increase the limit of assets covered to allow for the recent acquisitions.
15. **Cllr. Sullivan reported on a recent meeting she attended about Sizewell C's Community Foundation Fund and the grants that are available for communities that are adversely affected by the development.** Councillors Slater and Sullivan will complete the funding form.
16. **The Rural Coffee Caravan was discussed at item 8.** Councillors are encouraged to speak to residents about September's visit, which will be the last one for the year.
17. **Parish Council fundraising initiatives were discussed.** Cllr. Shepherd suggested the 100 Club is restarted. Issues such as a gambling license and GDPR implications would need to be considered. Whilst £10 per month would generate more income, Councillors were of the view that £5 per month might be a more acceptable price to residents. Cllr. Colchester will mention this in the next newsletter to gauge interest

- 18. Councillors agreed that there are not many other ways to communicate with the village.**  
A Saxtead Facebook page has been set up recently by a resident and Councillors will post village events on there as individuals.
- 19. Correspondence:**  
Emails regarding maintenance and mowing of the village green – discussed at item 11.  
Tree relocation – there is no need to relocate the tree now that the bench can be installed at the current location  
Broken village sign – this is being fixed  
Update from ESC regarding driveway & email to Flagship regarding ownership of the ditch-discussed at item 11  
Confirmation from Barclays that the Council’s correspondence address has been changed from the clerk to the chair.  
A member of public has requested a directional sign for Framlingham on the green near the windmill but, with limited funds for signage, Councillors did not wish to proceed with this at present.
- 20. Receive reports from Councillors on actions**  
Cllr. Colchester will start work on the newsletter next week with Cllr. Baumbach’s assistance.  
Councillors are encouraged to send content for inclusion.  
Cllr. Sullivan will be speaking to the County Councillor tomorrow regarding the litter-pick and will ask for an update on the speed limit reduction.
- 21. Matters to be raised at the next meeting:**  
Funding initiatives including the 100 Club and an update on the Sizewell C funding application  
Clerk’s vacancy  
Newsletter  
Residents survey asking for thoughts on the future of the Council-maintained section of the village green and its management  
Christmas tree and events
- 22. The next meeting will be at 7pm on 5<sup>th</sup> November.**  
*There being no further business, the Chair closed the meeting at 8.20pm.*