

SAXTEAD PARISH COUNCIL
Draft Minutes of Meeting

**Held at The Old Mill House, Saxtead on
Thursday 7th November 2024 at 7pm**

1. The Deputy Chair welcomed everyone to the meeting, in particular the members of the public and thanked them for attending. Apologies were received from Councillor Margaret Baumbach.

Councillors Present

Evelyn Sullivan (Deputy Chair) Tracey Colchester Nicholas Barlow Shepherd Paula Slater

In Attendance

Vince Langdon-Morris (East Suffolk Council), Jonathan Sullivan, Two representatives from (Essex & Suffolk Water)

2. There were no declarations of interest.
3. The Minutes of the meeting held on 5th September 2024 were approved as a true record of the meeting.
4. Matters arising, the Chair, Simon Hordern sent a letter of resignation, which was received on 4th October 2024. Simon's resignation came into effect as from 31st October 2024

PUBLIC FORUM

Two representatives from Essex and Suffolk Water explained that the ongoing issue of water shortage in the area. The alternative location in the layby to the west of the village was found in 2023 and had proved to be less problematic with no need for traffic lights. There were around 37 recorded leaks and bursts in the area in 2024. Less tanking was required this year, which was partly due to the milder weather conditions. Future planning was underway, and a reservoir for winter storage was planned on the banks of the Waveney within the next 5 years. The fitting of Smart meters had helped to find leaks quickly and reduced water usage. Both representatives would remain as contacts for the Council.

Councillor Langdon-Morris confirmed that a pipe was also in the planning stages to run from Benhall to Framlingham water tower, which would ease the water situation at the Dennington water tower. Water had also been pumped to Framlingham from Easton in 2024.

On Saturday 29th November (13.30 – 19.30) a meeting would be held at Framlingham Community rooms by the environment Agency.

Anyone who suffered internal flooding as a result of Storm Babet can apply for the £5k grant to make their homes more resilient to future floods. Applications can be made until April 2025 and anyone interest should make contact with Suffolk County Council at floodgrants@suffolk.gov.uk.

It was requested that The Deputy Chair and Councillor Langdon Morris took the opportunity to take a photo of the new Realise Futures bench and Saxtead Parish Council notice board. To help promote the recycled products recently purchased.

There was a reminder that on Sunday 10th November at 10.40am in Framlingham there will be a parade from Bridge Street Framlingham, via Market Hill and Church Street and a gathering at the war memorial for the remembrance Sunday.

Councillor Colchester pointed out item 10 on the agenda and she would keep Councillor Langdon-Morris informed of progress.

5. It was proposed to co-opt Jonathan Sullivan who is willing to re-join Council. Proposed by Councillor E Sullivan and seconded by Councillor Slater.
6. It was proposed to elect Councillor E Sullivan as Chair, proposed by Councillor Slater and seconded by Councillor Barlow Shepherd.
It was proposed to elect Councillor Slater as Deputy Chair, proposed by the Chair and seconded by Councillor Colchester.
7. An interim clerk was appointed to deal with minutes and issues arising until a formal paid appointment for a Clerk and Responsible Financial Officer is in place. Councillor J Sullivan was proposed by the Chair and Seconded by Councillor Slater all were in favour.
8. SALC continue to advertise the position for Clerk and Responsible Finance Officer. It was agreed that interviews would be offered to candidates on either 13th or 14th November. An extraordinary meeting would be held to appoint the officer on Wednesday 27th November at 7pm.
 - (a) It was agreed that Councillor J Sullivan would be the third signatory for banking. Proposed by Councillor Colchester and seconded by Councillor Slater all were in favour.
 - (b) The Council considered changing current address for bank business to the Temporary Clerk and that the banking would now be paper free. Clerk will still be able to print off monthly.
9. The Responsible Financial Officer's report was not available (refer to above), but the bank statements were presented for inspection.
 - (a) Bank balances as of 30th October 2024 were verified by Councillor Colchester and the Chair.
 - Barclays current account closed at £899.69
 - Barclays business premium account closed at £8001.37
 - (b) To note bank reconciliation to 30th October 2024 were verified by Councillor Colchester and the Chair
 - SALC ¼ payment for Lydia Kirk for £418.88
 - P30 employer's payslip for £85.00
 - (c) To note that the HMRC's penalty payment did not need to be paid following a successful appeal from SALC. HMRC have not refunded us yet.
 - (d) Receive annual audit report was not available; the auditor was happy to proceed. Not due until March 2025.
10. Councillor Colchester raised concerns about septic waste that had been leaking into a ditch at Saxtead Little Green. This continued even though it had been reported previously. A letter was to be sent to the environment agency by Councillor J Sullivan who was acting as Temporary Clerk. Councillor J Sullivan requested permission to access the Saxtead Parish council emails. Proposed by the Chair and seconded by Councillor Slater. All councillors agreed.
 - (a) Councillor Colchester had completed the latest Newsletter. Councillor Slater would arrange for the printing of the Newsletter in colour. All councillors would distribute.
Caravan Café was no longer viable due to the lack support. A possible information day may be more popular and should be considered.
The Village questionnaire would be considered at the January meeting.
11. Councillor Slater would book an appointment to request funding from Sizewell C's Community Foundation Fund for contributions towards speed restriction signs, directions signs, and village demarcation signs.
12. The Chair reported that £30.00 had been raised from the car boot sales (a fund raiser for village). The car boot sales would commence again in the easter holidays when the weather is warmer.

The Chair and Councillor J Sullivan would represent the Parish at the annual Remembrance Service at Saxtead Church.

The Christmas Carol Service is scheduled for 21st December 2024 in the Old Mill House Pub.

13. It was reiterated that the Council continued to work with Pembroke College over the future management of the Green and that Bidwell's who managed their land had confirmed that they had made contact with a new contractor for 2025.
Pembroke College had retrospectively agreed for the Saxtead Church Christmas Fayre to be advertised on the Green, provided the signs were immediately taken down following the event. The Chair agreed to take photos of the grass that had been left on the Green following this years cutting.
14. It was noted that the list of Fixed Assets would be amended following recent purchases of the circular bench around the Jubilee Tree and the Community Notice board and that both have been added to the Council's risk assessment.
It was agreed that the Football post on the Green would be taken down. It was not used, had become a risk and an eyesore. This was proposed by Councillor Colchester and Seconded by the Chair. All agreed.
15. It was noted that the Council's insurance renewal quotation was accepted, and a payment has been made.
16. It was agreed that the questionnaire next year should ask villagers what their preferred method of communication would be and whether Email/newsletter/website/Social media was preferred. It was agreed that Councillor J Sullivan would review the website and archive some documents that were no longer current news stories.
17. Correspondence received and actions:
 - (a) An email from Jonathan Sullivan who was asked to investigate Flagship's opinion concerning the unauthorised crossing of number 12 Saxtead Green. The Chair responded that Saxtead Parish Council had been advised that an enforcement letter had been sent from East Suffolk Council.
 - (b) The last day for objections for the speed restriction project was the 21st October 2024. No known complaints.
 - (c) Nothing further to report from County and District Councillors.
18. Any other Business
It was agreed that the Village questionnaire would be discussed at the January meeting. The Neighbourhood plan and potential planning issues, The One hundred Club as a fundraiser and the speed reduction signs, need revisiting at the January 2025 meeting
19. Matters to be raised at the next meeting included Precept payments.
20. Future meeting dates:

Thursday 16^h January, 20th March, 8th May (AGM) 24th July, 18th September & Wednesday 19th November.

Meeting closed 20.35

Signed(Chair)

Date.....

Minutes prepared by Councillor Slater.