

Saxtead Parish Council

You are summoned to attend the next meeting of Saxtead Parish Council
and Annual General Meeting
to be held at the Old Mill House Public House, Saxtead IP139QE
Thursday 7th May 2026 7:00pm (after Annual Parish Meeting)

AGENDA

AGM and Parish Council Meeting

SPC/26/05/121: Chairperson's welcome

SPC/26/05/122: *Recording:* *The Council, members of the public and the press may record/ film/ photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk (in advance) who will instruct that they are not included in the filming.*

SPC/26/05/123: To appoint the Chair and sign the declaration of office

SPC/26/05/124: To appoint the Vice Chair and sign the declaration of office

SPC/26/05/125: Co-option of Councillors – if applicable

SPC/26/05/126: To receive apologies for absence

SPC/26/05/127: Declarations of Interest

SPC/26/05/128: Public Forum

SPC/26/05/129: Minutes.

- a) To sign the Minutes of the Parish meeting 12th March 2026 as a true record.
- b) Matters Arising March 12th meeting – To Note
 - a. The Clerk has put Cllr Caulfield on the Register of Interests
 - b. The Clerk completed the Grant applications
 - c. The Clerk has paid the Townland Trust monies into the account and added £407.91 to the SID EMR
 - d. The Clerk circulated the 4 rivers report
 - e. Cllr Langdon Morris confirmed no CIL monies were due
 - f. £1,000 has been transferred to the Premium Account
 - g. The Clerk had looked at the Government Planning Enforcement portal and the driveway on the Green is in breach and must be removed.
 - h. £15 for Ceramic mugs has been added to the SID EMR

SPC/26/05/130: Councillors' Reports

- a) Suffolk County Council – Cllr Stephen Burroughes – **None received to date**
- b) East Suffolk District Council – Cllr Langdon-Morris – **None received to date**

SPC/26/05/131: Report from the Chair – Village Events

- a) Bingo Event - Cllr Slater
- b) Car Boot events update – Cllr E Sullivan
- c) Vintage Car rally update - Cllr E Sullivan
- d) Celebrating Saxtead – Cllr Barlow-Shepherd

SPC/26/05/132: Projects

- a) Flagpole Maintenance – Cllr J Sullivan
- b) Speed restrictions report – Cllr E Sullivan
- c) SID report – Clerk
- d) Speed Camera volunteers report - Cllr Slater
- e) Little Saxtead Pond - Cllr Caulfield

SPC/26/05/133: Correspondence

- a) Objection letter from Cllr Grey (circulated 22/04/26)
- b) Notifications of Elections May 7th from ESC
- c) Suffolk Cloud our internet provider is now called Pear Space

SPC/26/05/134: Finance

- a) To authorise cheques for signature – none have been raised
- b) Balances as at 22nd April 2026

Community Ac £3,227.44**Premium Ac £6,062.22**

- c) To receive and approve payments since last meeting – O/L means online

	£
a) O/L Clerk Salary April 2026	332.08
b) O/L P30 Tax April 2026	76.60
c) O/L SALC Yearly Subscription	222.13

- d) Capital Grant East Suffolk GLI Group - Discussion

Note: as of 22nd April the Precept of £9,000 has not yet been received

Note: Income of £253.53 from the Bingo event has been banked by Cllr Slater

Note: ESC Grant of £800 for SID project has been received and banked

SPC/26/05/135: Audit Review 2025 / 26 (pending receipt of reports)

- a) Report on the Audit meeting with the Internal Auditor Trevor Brown - **Clerk**
- b) To approve the AGAR and Final Accounts for 2025/26 & Budget monitoring – **Clerk**
- c) To note Statement of Significant Variances – **Clerk**
- d) To agree opt out of External Audit and complete Certificate of Exemption - **Clerk**
- e) Readopt the LGA Model Code of Conduct - **Clerk**

SPC/26/05/136: Appointment of Officers & Council representatives

- Responsible Financial Officer – Peter Grogan Clerk and RFO (contract)
- Examining Councillor
- Footpath Officer
- Neighbourhood Watch Co-ordinator
- SALC representative

SPC/26/05/137: Planning Matters

- a) To receive planning decisions: - None received to date
- b) To consider any planning applications - None received to date

SPC/26/05/138: Any Other Business

SPC/26/05/139: Date of next meeting, time and venue.

Peter Grogan Clerk to Saxtead Parish Council