

Saxtead Parish Council

**You are summoned to attend the next meeting of Saxtead Parish Council
to be held at the Old Mill House Public House, Saxtead IP139QE
Thursday 9th July 2026 7:00pm**

AGENDA

Parish Council Meeting

SPC/26/07/140: Chairperson's welcome

SPC/26/07/141: 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/26/07/142: Co-option of Councillors – if applicable

SPC/26/07/143: To receive apologies for absence

SPC/26/07/144: Declarations of Interest

SPC/26/07/145: Public Forum

SPC/26/07/146: Minutes.

a) To sign the Minutes of the Parish Council meeting 7th May 2026 as a true record.

b) Matters Arising May 7th meeting – To Note

- a. The Clerk has circulated an update on additional Councillors
- b. Cllr Slater has circulated an excellent summary of the Suffolk boundary changes and the election timetable
- c. The grant for Little Saxtead Pond has been received
- d. Cllr Caulfield has removed the flagpole, and the Clerk has put a notice on the website
- e. The SID was ordered from Elan City and is being stored by Cllr Slater
- f. The Audit plan for 2026-27 is included in the agenda
- g. Exemption from External Audit 2025-26 has been confirmed
- h. Grants Policy is included on the agenda
- i. Stephen Molyneux is the new County Cllr

SPC/26/07/147: Councillors' Reports

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

SPC/26/07/148: Village Events

- a) Car Boot events update – Cllr E Sullivan
- b) Classic Car rally update - Cllr E Sullivan
- c) Celebrating Saxtead update – Cllr Barlow-Shepherd
- d) Litter pick update – Cllr E Sullivan

SPC/26/07/149: Projects

- a) Flagpole Maintenance – Cllr J Sullivan / Cllr Caulfield
- b) SID report / extra pole – Cllr Slater
- c) Speed Camera volunteers report - Cllr Slater
- d) CCTV Camera for layby monitoring – Cllr J Sullivan
- e) Drainage works around the Green – Cllr J Sullivan
- f) Little Saxtead Pond - Cllr Caulfield

SPC/26/07/150: Correspondence

- a) Letter from resident concerning planning application for Fertilizer tank

SPC/26/07/151: Finance

- a) To authorise cheques for signature – none have been raised
- b) Balances as at **25th June 2026**

Community Ac £9,601.29 Premium Ac £6,079.12

- c) To receive and approve payments since last meeting

	£
a) Clerk Salary May 2026	331.88
b) HMRC Tax P30 May 2026	79.80
c) SALC Payroll Service 6mths to Mar 2026	22.80
d) 4 Rivers Project Donation (Sec 37)	85.00
e) Smart Wheelie Bin Stickers	122.00
f) Clerk Salary June 2026	331.88
g) HMRC Tax P30 June 2026	79.80
h) Elan City SID purchase	2,807.99
i) Clerk Salary June 2026	331.88
j) HMRC Tax P30 June 2026	79.80
k) Transfer to Community AC	135.00
Monies from Classic Car Meet	

d) Discuss and approve Clerk Contractual Salary Increase 2026-27

Following a successful appraisal the contract agreed with the Clerk allows the salary to be raised by one incremental point to point 25 at the top of S01, This increases the hourly rate to £18.85 and pro-rata salary to £4,914 approximately £10 per month

e) Discuss and approve 1st Quarter accounts monitoring April-June 2026 (attached)

Note: Income of £135 from the Classic Car event has been banked by Cllr Sullivan and transferred to the Community Account

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

SPC/26/07/152: Audit Preparation 2026 / 27**a) Discuss and approve of Audit plan for 2026-27**

There are four recommendations from the Internal audit listed below, the completion of these should meet all the requirements for the coming year.

The Parish Council will still need to consider all the normal statutory documentation at a future meeting including Risk Assessment, Asset Register etc

Audit Plan 2026/2027

- a. Discuss and approve revised Standing Orders for 2026-27 (attached)
- b. Discuss and approve revised Financial Regulations for 2026-27 (attached)
- c. Discuss and approve Records Management Policy for 2026-27 (attached)
- d. Discuss and approve Grants policy for 2026-27 (attached)

SPC/26/07/153: Appointment of Officers & Council representatives

None to be considered

SPC/26/07/154: Planning Matters

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

SPC/26/07/155: Any Other Business

- a) Notice Board Management
- b) To consider purchase of a dedicated Saxtead laptop for use by the Clerk
- c) Wish list and Capital Grant East Suffolk GLI Group - Discussion

SPC/26/07/156: Date of next meeting, time and venue.

Peter Grogan Clerk to Saxtead Parish Council