

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 10th September 2026 7:00pm**

AGENDA

Parish Council Meeting

SPC/26/09/157: Chairperson's welcome

SPC/26/09/158: *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/26/09/159: Co-option of Councillors – if applicable

SPC/26/09/160: To receive apologies for absence – (Cllr Slater)

SPC/26/09/161: Declarations of Interest

SPC/26/09/162: Public Forum

SPC/26/09/163: Minutes.

- a) To sign the Minutes of the Parish Council meeting 9th July 2026 as a true record.
- b) Matters Arising July 9th meeting not elsewhere on the agenda – To Note
 - a. Mowing of Orchids – *no response from Bidwells*
 - b. The Clerk has purchased a laptop and 365 licence for the Parish Council

SPC/26/09/164: 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/26/09/165: 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
- e) Neighbourhood Watch – Trailer theft Framlingham

SPC/26/09/166: Projects

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

SPC/26/09/167: Correspondence – None to consider

SPC/26/09/168: Finance

- a) To authorise cheques for signature – none have been raised
- b) Balances as at **31st August 2026**

Community Ac £ TBC Premium Ac £ TBC

- c) To receive and approve payments since last meeting

	£
a) Pear Space website hosting	120.00
b) CCTV Camera (Cllr J Sullivan expenses)	47.49
c) Clerk Salary July (inc backpay)	366.72
d) HMRC Tax P30 July	92.17
e) New Laptop PC 121 Computers	673.99
f) MS 365 Licence (Clerk expenses)	84.99
g) Mowing of area on the Green	100.00
h) Trevor Brown Internal Audit 2025/26	200.00
i) P. Offord – Saxtead Pond clearance	775.00
j) Clerk Salary August	340.74
k) HMRC P30 Tax August	81.80

SPC/26/09/169: Audit Preparation 2026 / 27

- a) Discuss and approve revised Asset Register 2026-27
- b) Discuss and approve revised Risk Register 2026-27
- c) Discuss and approve Data Protection policy 2026-27
- d) Discuss and approve FOI Policy 2026-27
- e) Discuss and approve Cllrs Co-option policy 2026-27
- f) Financial Controls Audit for submission at next meeting

SPC/26/09/170: Appointment of Officers & Council representatives

None to be considered

SPC/26/09/171: Planning Matters

- a) To receive planning decisions: - None received to date
- b) To consider any planning applications
 - a. Mullion Window Boyces Farm - [DC/26/0597/LBC](#) – No objections
 - b. Fertilizer Tank Ivy House Farm – [DC/26/2537/FUL](#) - No objections
 - c. Saxtead Road development - [DC/26/2597/OUT](#) – DISCUSS
- c) **The Green - Planning Enforcement update** - [Appeal Decision 3355669 .pdf](#)
The Clerk has established the residents were given a 4 month extension to make good the damage done to the Green and remove the temporary driveway. As the original decision was made 5th March and they had 4 months to 5th July, I believe this now takes it to 5th November 2026 to comply.

SPC/26/09/172: Any Other Business

- a) Potential new website from Pearspace - Clerk
- b) Emergency Plan – Cllr E Sullivan
- c) Wish list and Capital Grant East Suffolk GLI Group - Discussion

SPC/26/09/173: Date of next meeting, time and venue.

Peter Grogan Clerk to Saxtead Parish Council