

Saxtead Parish Council meeting
20th March 2025 7:00pm
Old Mill House Public House, Saxtead, IP13 9QE

MINUTES

1. **Attendance** Present: Cllr Evelyn Sullivan (Chair) Cllr Jonathan Sullivan, Cllr Paula Slater, Cllr Nick Barlow Shepherd, Cllr Margaret Baumbach.

One member of the public attended the meeting.

2. **Welcome** – The Chair welcomed everyone to the meeting and read the statement on recording.

3. **Apologies:** There were no apologies

4. **Declaration of Interests:** There were no declarations of interest

5. **Public Forum:** A member of the public expressed their concerns over the efficacy of the drainage channels and ponds around Saxtead Green. This is a particular issue to this resident who suffered near flooding in the Storm Babet and the associated heavy rain in the autumn of 2023. The resident highlighted how they pumped an estimated 600,000 litres of water into the drainage channels to prevent his house being flooded.

There was some discussion about the roles and responsibilities of Pembroke College, who own a lot of the affected land; Bidwells, the contractor responsible for maintenance of the Green; Flagship Housing, who are own some of the channels, the Parish Council and local residents.

The Chair reported that she was in contact with Bidwells and was anticipating a site visit to carry out an annual inspection, but no date had been set. However, there is to be a meeting with Flagship on the 27th March to discuss their roles and responsibilities. It was agreed that the affected residents and the Parish Council should work together to keep the responsible organisations working on the issues.

6. **Minutes**

- 6.1. The minutes of the last Parish Council meeting of the 16th January 2025 were agreed and signed as a true record. The minutes had been circulated to Cllrs and no errors or omissions were raised.

Proposed by Cllr J. Sullivan, **seconded:** by Cllr P. Slater and passed unanimously. They were duly signed by the Chairperson.

- 6.2. **Matters Arising:** 6 b) n) Planning Enforcement Appeal **ENF/23/0336/DEV**

ACTION Clerk to submit Parish Council representation before midnight 20/03/2025

7. County, District Councillor and Constabulary Reports

7.1. **County Council**- a report from Cllr Stephen Burroughes had been circulated

7.2. **District Council** – There was no report

7.3. **Suffolk Constabulary** – There was no report, but they had been in touch to update contact details.

8. Report from the Chair:

8.1. Resignation of Cllr Colchester – The Chair reported that Cllr Colchester had resigned. Ms Colchester expressed her thanks for the card and flowers from the Parish Council and hoped that her concerns over the pond at Little Saxtead Green would be supported by the Council going forward. It was agreed that the Clerk should start the co-option process as soon as possible if someone was identified as a potential Councillor.

Action: Clerk to investigate co-option process.

8.2. Speed limit and village signage - The Chair had exchanged emails with Council Highways Directorate to arrange purchase and installation of the signs. The Parish Council needs to specify the signs required and forward to District Councillor Langdon-Morris. The Parish Council also needs to make application for the relevant licences under the [NRSWA](#) legislation. The Chair has followed up with another email but has yet to receive a reply.

8.3. Bidwells: The Chair had established in communication with Bidwells that they wish to be informed of any developments over the Planning Enforcement Appeal ENF/23/0336/DEV.

8.4. Circulation of emails: Some Cllrs are finding that some of the emails circulated are not relevant to them and asked for them to be filtered.

ACTION: Clerk to maintain current emails to the Chair, Cllr J Sullivan and Cllr Slater but filter out circulars, newsletters etc for Cllrs Barlow-Shepherd and Baumbach.

8.5. Gov.UK domain and emails: The website domain had been transferred to Gov.uk. With regard to email addresses the Clerk would move to gov.uk after the audit had been completed. No Cllrs would move until a budget had been approved.

8.6. Events :

8.6.1. Litter Pick: this would take place on the 5th of April. The Chair is going to collect the equipment from the District Council.

8.6.2. Car Boot: There will be a car boot sale for the 26th of April at 10:00am at £5:00 a pitch, to be followed by others later in the year.

8.6.3. Classic Car meeting: There will be a Classic Car meeting on the 26th of May.

8.6.4. Church Fete: There will be a Church Fete in June.

9. Village Matters

9.1. **Neighbourhood Plan:** Defer to separate meeting later in the year when Suffolk Council devolution and planning regulations are clearer.

9.2. **Newsletter:** The meeting discussed this and concluded that the Council should concentrate its efforts on the Facebook page and would no longer publish a paper newsletter.

9.3. **Residents email list:** To engage better with all residents, and to meet GDPR, it was agreed to circulate all those on the current email list to establish if they still wanted to be contacted. Any other contact would wait until the Neighbourhood Plan was organised.

ACTION: Clerk to email residents on the current list and establish a new list

9.4. **Goal Post report:** Attempts were made to remove the goal posts but they are too heavy and the concrete blocks are too large, it will require a large digger. It was proposed to get quotes to have them removed.

Proposed: Cllr Slater, **seconded:** Cllr E.Sullivan, **passed unanimously.**

ACTION: Quotes to be secured for the removal and disposal of the goal posts and the concrete blocks supporting them.

10. Projects

10.1. **Speed Restrictions:** During the finance discussions there were concerns about the funding for the project and the EMR of £3,500 set aside as the PC contribution. The Chair also raised concerns over the lack of clarity on costings, funding from the County and the specifications as raised with Highways.

ACTION: Clerk to write to County Cllr Burroughes about the specification, timescales and costings and confirm the £3,500 contribution.

ACTION: Clerk to investigate alternative funding such as a loan from the PWLB

10.2. **Pond at Little Saxtead Green** – Following the departure of Cllr Colchester, the Chair had written to the Environmental Group asking to be kept informed

11. Correspondence – Environment Agency - Fox Earth Nursing Home. The letter from EA explains that the water is essentially clean and there is no further action.

12. Finance, RFO's report:

12.1. **To authorise cheques for signature** – none to authorise

12.2. **To approve 3rd quarter cashbook, balances and monitoring** –

Proposed Cllr E. Sullivan, **Seconded** Cllr J Sullivan, **passed unanimously**

12.3. **To approve the Budget for 2025/26 – NOT APPROVED**

Following discussions over the treatment of the £3,500 Ear Marked Reserve (EMR) for the speed restriction works and the £1,000 promised by the Townland Trust, the Budget was to be deferred to an Extraordinary meeting in April.

ACTION: Clerk to track down email trail concerning the £3,500 reserve

12.4. **On-Line Payments already approved for Chair to sign off**

Clerk Salary January	£321.45
Clerk Salary February	£321.25
HMRC P30 Tax Qtr 4	£77.20

Proposed Cllr J. Sullivan, **Seconded** Cllr E Sullivan, **passed unanimously**

The Chair duly signed off the payments

13. Audit Review 2024/25

13.1. **Approval of revised Fixed Asset Register for 2024/25**, after discussion the document provided by the Clerk was proposed

Proposed Cllr N Barlow-Shepherd, **Seconded** Cllr Baumbach, **passed unanimously**

13.2. **Approval of revised Risk Assessment 2024/25**, after discussion the document provided by the Clerk was proposed

Proposed Cllr N Barlow-Shepherd, **Seconded** Cllr Baumbach, **passed unanimously**

13.3. **Approval of appointment of Internal Auditor 2024/25**, after discussion Trevor Brown CPFA, the Internal Auditor from last year was proposed again.

Proposed Cllr N Barlow-Shepherd, **Seconded** Cllr Baumbach, **passed unanimously**

14. Planning:

14.1. To note any planning decisions – none to consider

14.2. To consider response to any applications –

14.2.1. **DC/25/0210/FUL Little Green Cottage (1 The Green)**, there were no objections

14.3. To note consider any enforcement progress –

14.3.1. Driveway at 12 the Green - Case Number: **ENF/23/0336/DEV** – See item **6.2** on this agenda

15. Any other Business:

15.1. Saxtead PC Wish List: Cllr Slater wanted the wish list to be kept to the fore but given the budget discussions there was limited scope for further projects. She wanted to highlight how many good things had been achieved over the past couple of years since the survey.

15.2. Resignation of Cllr Colchester: There is an urgent need to find some new Cllrs for the PC. The Cllrs agreed to approach anyone suitable to be co-opted in the short term.

ACTION: Clerk to remove Cllr Colchester from the Register of Interests

15.3. Change of numbering on Agendas / Minutes. The Clerk advised the meeting that Internal audit would prefer to see sequential numbering of agendas and minutes. He proposed that from the next meeting in May the numbering sequence would begin SPC/25/1

Proposed Cllr J Sullivan, Seconded Cllr E. Sullivan, passed unanimously

16. Confirmation of next Parish Council Meeting: The next Parish Meeting will be on Tuesday at 7:00pm 8th May 2025 in the Old Mill Public House.

This meeting will include the Annual Parish Meeting and the AGM of the Parish Council.

Peter Grogan
Parish Clerk
19/04/25