

Saxtead Parish Extraordinary Council meeting
3rd April 2025 7:00pm
Old Mill House Public House, Saxtead, IP13 9QE

DRAFT MINUTES

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

Two members 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 about the maintenance of the Green, the flooding along the roads and the number of large potholes where the verges were being cut up by large lorries and agricultural vehicles.

Cllr J Sullivan explained that the Parish Council was in constant contact with Pembroke College, (the principal landowner), Bidwells (the agents engaged by Pembroke College) and Flagship Housing, who own the watercourse adjacent to the Green. Inspections had been discussed and were being carried out this year. Bidwells and Flagship were aware of the need to improve drainage between the ponds and the need to clear ditches and drainage channels to allow water to flow more freely. SPC awaits a reply from Flagship Homes following the inspection.

It was noted that officers from the Highways Department had been seen surveying the potholes in the road. It was however emphasised that the Green land was principally Pembroke Colleges responsibility and that there were various covenants on the land preventing the building of kerbs or gutters etc.

6. **Minutes**

- 6.1. The minutes of the last Parish Council meeting of the 20th March 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 E. Sullivan, **seconded:** by Cllr P. Slater and passed unanimously. They were duly signed by the Chairperson.

6.2. Matters Arising:

Deferred to May Meeting

7. County, District Councillor and Constabulary Reports:

Deferred to May meeting

8. Report from the Chair:

Deferred to May Meeting

9. Village Matters

All deferred to May meeting except the issue of the Goal Post removal which could have budgetary implications.

9.1. Removal of Goal Posts - quotations:

Cllr J Sullivan had drawn up a document that would be used to obtain quotations to have the goalposts removed. It was agreed that Cllrs would provide possible contractors, who might have access to a large digger. The tendering process would be carried out by the Clerk. There were no immediate budgetary implications.

ACTION: Clerk to check Standing Orders and Financial Regulations for any constraints on the tendering process.

ACTION: Cllr J Sullivan to compile a list of possible contractors to send to the Clerk

10. Projects

10.1. **Speed Restrictions:** Cllr Burroughes (County) had confirmed by email that the Parish Council (PC) would be required to provide £3,510 as the PC contribution. The Clerk confirmed that provision had been made in the budget for an Ear Marked Reserve of £3,500 for this purpose. Cllr Burroughes will be providing a start date for the works shortly when all the positioning of the signage has been agreed.

10.2. It was noted that there is a separate initiative to provide village signs which is being supported by the Townland Trust. There were no budgetary implications for this project at the current time.

11. Correspondence – Deferred until May meeting

12. Finance, RFO's report:

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

12.2. To approve the Budget for 2025/26

There was a short discussion over the treatment of the £3,500 Ear Marked Reserve (EMR) for the speed restriction works and how the expenditure on benches has been presented. The budget for 2025/26 was then agreed.

Proposed by Cllr E Sullivan, **Seconded** Cllr Slater, **Approved** Unanimously

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

Clerk Salary March	£321.45
SALC Training (Cllr Sullivan)	£42.00
HMRC P30 Tax Month 12	£77.20

It was noted that at the May meeting the PC would agree to continue with SALC membership in 2025/26 at a cost of £213.09 and that it would continue with the SALC payroll service into 2025/26.

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

The Chair duly signed off the payments

12.4. FOI expenses Payment approval

The Clerk raised the matter of a recent FOI request that had taken up over 10 hours of time and for which he had incurred costs for paper and printer ink for printing and copying etc. The Clerk asked for a claim of £17.25 to cover these costs

Proposed Cllr Slater, **Seconded** Cllr Barlow-Shepherd, **passed unanimously**

12.5. Defibrillator pad purchase

The Clerk asked the PC to note that he had received an email from Lisa Handley the defibrillator guardian asking that a new set of pads be purchase at a cost of around £77. It was agreed these 4 yearly commitments did not require separate authorisation.

ACTION: Clerk to purchase the pads, claim back money, and forward to Lisa

13. Audit Review 2024/25

The Clerk informed the PC that he would be meeting with the auditor, Trevor Brown CPFA, the auditor later in the month.

14. Planning:

14.1. To note any planning decisions – none to consider

14.2. To consider response to any applications –

Planning reference: **DC/25/1390/TCA**- Proposal: 1no. Maple (1 on plan) - Overall crown reduction by up to 4 metres- 6no. Ash (2-7 on plan) - Fell
Site address: Galaxy House, The Green, Saxtead, Woodbridge, Suffolk IP13 9QE

15. Any other Business:

15.1. Website updates - Cllr Balow Shepherd was concerned that events were not being highlighted on the website. It was agreed that the Cllrs should make the Clerk aware of any events and inform him of the event the location date and any other pertinent details.

The Clerk would then put these on the website Event page. The Clerk was happy to do this but asked for some guidance on updating these aspects of the site. Cllr J Sullivan agreed to train the Clerk

ACTION: Clerk to meet with Cllr J Sullivan to discuss the website

ACTION: Clerk to update the website with events in future

15.2. Village Signage – Cllr Slater asked that the Townland Trust be invited to the Annual Parish Meeting to ensure they were suitably consulted on PC matters. She had also tracked down a pledge made by Cllr Burroughes (County) in 2019 to provide £3,000 to the cost of the village signs, it was noted that because some of these signs might be on Pembroke College land this might be problematic.

15.3. Village Speed Cameras – this would involve the use of handheld speed cameras by volunteers from the village. The Police would provide the equipment and the training if the village could provide 6 volunteers. The Police would advise on the siting of the camera positions.

ACTION: Cllr Slater to tell the Police Saxtead PC would like to proceed as it was ascertained that 6 volunteers were available

15.4. Village Events: Cllr E Sullivan listed the events coming up in the village:

- **Litter Pick:** this would take place on the 5th of April. The Chair is going to collect the equipment from the District Council.
- **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.
- **Café Caravan:** 9th of April near the pub
- **Classic Car meeting:** There will be a Classic Car meeting on the 26th of May. It was hoped that the Windmill would be open for on-line booked tours.

16. Confirmation of next Parish Council Meeting: The next Parish Meeting will be on Tuesday 8th May 2025 at 7:00pm 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