

Saxtead Parish Council meeting
17th July 2025 7:00pm
Old Mill House Public House, Saxtead, IP13 9QE

MINUTES

SPC/07/25/31: Welcome: The Chair welcomed everyone to the meeting

SPC/07/25/32: Recording: The Chair read out the statement on recording the meeting

SPC/07/25/33: Co-option of John (Errol) Firth as a new Councillor:

At the previous meeting the Council had agreed to ask for new Councillors to fill vacancies left by Cllr Horden and Cllr Colchester. There were three expressions of interest who were asked to submit a CV and a letter outlining their experience etc. This resulted in the co-option of Cllr Lisa Handley at the June meeting. Following that meeting another reply was received from John (Errol) Firth.

Proposed by Cllr J Sullivan, **seconded by** Cllr M Baumbach and **approved** unanimously

Mr Firth was duly co-opted to the Council and signed his Declaration of Acceptance.

This was the last available vacancy, and all Council seats are now filled.

SPC/07/25/34: Attendance: Cllr E. Sullivan – Chair, Cllr P Slater- Deputy Chair, Cllr J Sullivan, Cllr M Baumbach, Cllr Nick Barlow-Shepherd, Cllr L Handley, Cllr E Firth

The Clerk Peter Grogan and 2 members of the public

Apologies: County Cllr Burroughes had been invited but had sent his apologies. District Cllr Langdon Morris had been invited but had sent his apologies.

SPC/07/25/35: Declarations of Interest: None were declared

SPC/07/25/36: Public Forum: No members of the public addressed the meeting.

SPC/07/25/37: Minutes:

a) **The Minutes of the Meeting of the 5th June**

Proposed by Cllr J Sullivan **seconded by** Cllr N Barlow-Shepherd and **approved** unanimously.

b) Matters arising from 5th June.

- i) Cllr Handley - has been added to the Register of Interests
- ii) Parish email – Still no responses had been received– matter closed
- iii) Goal post Tender – See item later in minutes
- iv) Audit – See item later in minutes
- v) Car boot cash – this has been paid into the account
- vi) The Chair has contacted Bidwells over Ash die back.

SPC/07/25/38: Councillor Reports:

- a) Suffolk County Council: a report had been received from Cllr Burroughes and had been circulated.
- b) East Suffolk District Council: a report had been received from Cllr Langdon-Morris which had been presented at the Annual Parish Meeting on the 8th May.
- c) Suffolk Constabulary: No report had been received but they advised that PSCO Hassler would be available in Framlingham Library on the 10th July and 14th August from 10:00am till noon.

SPC/07/25/39: Report from the Chair – Village events:

- a) **Coffee Caravan:** attendance had been limited so it was decided not to invite the caravan back to the village as they could best spend time elsewhere. Closed.
- b) **Car boot sales:** the events had been quite low key but effective. The next sale would be on the Saturday 19th July.
- c) **Vintage Car Rally:** this was very well attended, and money had been raised for the windmill maintenance. It is hoped to expand the event next year and raise funds for the Parish Council.
- d) **SALC AGM:** Cllr E Sullivan had attended the meeting and felt it was a valuable networking event. She had a productive conversation with Suffolk Wildlife Trust who may be able to help with Deer Warning Signs on the roads in Saxtead.
- e) **Windmill:** It is hoped the Windmill will be open to the public on the 30th of August.

SPC/07/25/40: Village Projects:

- a) **Goal Post removal:** Cllr J Sullivan reported that the Clerk had had no official responses to the tender, however there had been an informal response from a local farmer to assist with removal of the goal posts and the concrete footings.
- b) **Speed Restriction Works:** The works to include 40mph restriction signs, and painted road roundels to commence on the 1st August.
- c) **Village Signage:** There needs to be a discussion about the preferred type and positioning of the village name signs. County Cllr Burroughes has offered a Teams meeting to discuss options. There is potential funding for this project from the Townland Trust.
- d) **Speed Camera Volunteers:** Cllr Slater reported that she has a list of the 6 residents required, she was waiting on the Police training and hoped to be able to provide teams of 2 once a month. Cllr Slater confirmed she would lead and co-ordinate the team.

SPC/07/25/41: Correspondence:

a) **Signs on the Green** - A letter had been received from a resident who was concerned about the size and positioning of the new road signage around the village. Cllr E Sullivan agreed to write to the resident and meet them to discuss their concerns with

b) **Bidwells:** Cllr Sullivan had written to Bidwells to ask for action on the Ash die back and on progressing the new memorial bench.

Cutting of the Grass on the Green: The Clerk had been in touch with the contractor who cuts the grass on the green. He had stated that the former Chair had agreed a £100 payment for the area deemed to be under Parish Council control. Cllrs were sure this was not the case and that Bidwells were responsible for cutting all the grass under the Stewardship agreement

ACTION: Clerk to write to Bidwells to clarify

The Council wished to express their thanks for the quality of the grass cutting this season.

c) **Tour of Britain:** The Clerk had received an email from the County Council informing the Parish Council that the Cycle Tour would be coming through Saxtead village and that the Council could claim a grant of up to £500 to pay for an event that supported the aims of the Tour. Details would follow.

ACTION : Clerk to forward details to the Council who would prepare a grant application

SPC/07/25/42: Finance:

a) To authorise cheques – none were raised

b) To sign off the 1st Quarter financial monitoring report

Proposed: Cllr J Sullivan, **Seconded** Cllr L. Handley, **Approved** Unanimously

c) To note balances as at 30th June – **Community A/C £5,886,93 Premium A/C £5,018.07.**

d) To note bank credit to Community Account of £71,10 for car boot sales and credit to Premium Account of £18.07 in relation to interest.

e) The following payments paid in the previous period were signed off by the Examining Cllr.

a) O/L Clerk Salary June 2025	321.45
b) O/L P30 Tax obligations June 2025	77.00
c) O/L SALC Website support	120.00

Proposed: Cllr J Sullivan, **Seconded** Cllr L. Handley, **Approved** Unanimously

SPC/07/25/43: Internal Audit requirements

- a) **New Standing Orders 2025:** The Clerk had updated the Standing Orders in accordance with NALC recommendations for 2025. They had been circulated prior to the meeting
Proposed: Cllr J Sullivan, **Seconded** Cllr E Sullivan, **Approved** Unanimously
- b) **New Financial Regulations 2025:** The Clerk had updated the Financial Regulations in accordance with NALC recommendations for 2025. They had been circulated prior to the meeting.
Proposed: Cllr N Barlow-Shepherd, **Seconded** Cllr E Sullivan, **Approved** Unanimously
- c) **Employment Contract:** The Clerk had located a copy of the signed contract and all was in order.
- d) **Data Protection Certificate update of address:** This had been done.
- e) **Adoption of Gov.UK email address by the Clerk:** It was agreed that that the Clerk should begin using the Gov.UK address as soon as was practicable.
Proposed by Cllr P Slater,, **seconded** by Cllr E Sullivan, **approved** unanimously.

SPC/07/25/44: Planning Matters:

- a) To receive Planning Decisions – **DC/25/0210/FUL** – Annex to Little Green Cottage- Permitted – Noted
- b) To consider Planning Applications – **DC/25/1390/TCA** – Tree surgery – Noted
- c) **Consideration of Spatial Planning Approach:** Cllr J Sullivan had prepared a short paper describing the impact of the new approach and the removal of funding for Neighbourhood Plans. The conclusion was that SPC should continue to work with the Planning authorities to find out their views and attempt to influence any planning decisions to the benefit of all in Saxtead.

SPC/06/25/45: Any Other Business:

- a) **Celebration of Saxtead:** Cllr Barlow-Shepherd said he was moving forward with preparations for the 30th August and circulated a poster to the meeting detailing dates and cost of entry. Money raised to be donated to speed awareness in the village. It was agreed to set up a small working group to meet a couple of times to formalise arrangements, 29th July and 19th August.

ACTION: Clerk to put the poster on the website. Also to be placed in Notice Boards.

SPC/07/25/46: Date and time of next Parish Council Meeting: The next Parish Meeting will be on Thursday 18^h September 2025 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 9:00pm

Peter Grogan
Parish Clerk
30/07/25