

**Saxtead Parish Council Meeting**  
**18<sup>th</sup> September 2025 7:00pm**  
**Old Mill House Public House, Saxtead, IP13 9QE**

**MINUTES**

**SPC/25/09/57: Welcome:** The Chair welcomed everyone to the meeting

**SPC/25/09/58: Recording:** The Chair read out the statement on recording the meeting

**SPC/25/09/59: Co-option –** Not applicable

**SPC/25/09/60: Attendance:** Cllr E. Sullivan – Chair, Cllr J Sullivan, Cllr Paula Slater, Cllr M Baumbach, Cllr Nick Barlow-Shepherd.

The Clerk Peter Grogan, there were no members of the public

**Apologies:** Cllr Lisa Handley - **Approved**, Cllr Errol Firth – **Approved**, Cllr Langdon Morris ESDC.

**SPC/25/09/61: Declarations of Interest:** Cllr Slater declared an interest in Planning Applications 3227/3228

**SPC/25/09/62: Public Forum:** No members were present at the meeting.

**SPC/25/09/63: Minutes:**

- a) **The Minutes of the Extraordinary Meeting of the 20th of August:** It was agreed the minutes of the meeting in August were a true and accurate record of the meeting.

**Proposed by** Cllr J Sullivan, **seconded by** Cllr Barlow-Shepherd and **Approved** unanimously.

- b) **Matters arising from 20<sup>th</sup> August:**

- a. **Bidwells Response-** Bidwells have not responded to various matters concerning the Green raised by the Chair and other Councillors; commemorative bench, management of water courses, ash dieback, and also fallen trees on Marlborough Road and Saxtead Road.

**ACTION:** Clerk to write to Bidwells and Pembroke College

**SPC/25/09/64: Councillor Reports:**

- a) **County Council report – Stephen Burroughes:** The report had been circulated by the Clerk prior to the meeting. Cllr Burroughes was unable to attend the meeting but phoned in at 8:15pm and gave a verbal report.

He highlighted the success of the speed reduction works and thanked everyone for their efforts. He asked Cllrs to help him arrange a press release and photos to highlight the achievement.

He asked Cllrs to note the call for suggestions to the bus timetable from [Suffolk on Board](#), and he summarised the One Suffolk County plans for the Unitary Authority. He also asked if fly-tipping was an issue and asked that such matters should be directed to the District Council.

Cllr Slater asked if Cllr Burroughes could chase up her enquiries to Julie Bathgate at the Speed Awareness Campaign, Cllr Burroughes agreed.

Cllr Slater also asked if there were any funds to support speed awareness and Cllr Burroughes explained that his funds for the year were exhausted but would be happy to consider an application in the next financial year.

- b) **District Council Report:** The report from Cllr Langdon Morris was circulated 13/08 prior to the meeting.
- c) **Suffolk Constabulary:** It was agreed to drop this from future agendas as the Police were unlikely to attend future meetings or issue regular reports.

#### **SPC/25/09/65: Village Events:**

- a) **Coffee Caravan** – The Caravan did not arrive this month, however Cllr Langdon Morris did attend, and the event was a success.
- b) **Car boot Sales**- these were a success and Cllr E.Sullivan stated she would transfer the money directly top the PC bank account and email the clerk with the details.
- c) **Celebrating Saxtead:** The event went very well with stalls and refreshments at the pub. The music from the band was well received. Funds were raised for the Speed awareness fund.
  - a. **£1,117.90 from the refreshments**
  - b. **£1,000 from the Townland Trust**
  - c. **£100 from a Donor**

**It was proposed to hold the event again next year.**

**Proposed** Cllr J Sullivan, **Seconded** Cllr Slater **Approved** Unanimously

The Parish Council proposed a vote of thanks to Cllr Barlow-Shepherd in providing the facilities to support the Celebrating Saxtead event

- d) **Tour of Britain**- Following the successful grant application for £500 the event was well attended. The expenses for the event included £114 for Teas and Coffees, £88 for bunting etc, £50 for the cycle hub and £50 for minibus fuel. Left over grant money will be kept in an Ear Marked Reserve for future use on a similar project. Cllrs Barlow Shepherd and Slater appeared on the radio promote the event. ESDC CP who provided the grant were pleased with the event and the work put in by all concerned. Cllr Slater to send Clerk photos for the website.

**SPC/25/09/66: Projects**

- a) **Goal post removal** – Cllr J Sullivan reported that Cllr Handley was talking to a contractor to remove the posts and foundations when harvests were complete.
- b) **Speed Restrictions** – Cllr E Sullivan reported that the works were complete, adjustment and moving of signs also completed.
- c) **Village gate signs:** the Clerk provided estimates for the gates and due to limited finances this would be deferred until next year. The Councillors also discussed alternatives and thought that it might be better to proceed with more speed reduction works such as “smiley face” lights as seen in other villages in the County.

**Proposed** Cllr Slater, **Seconded** Cllr J Sullivan, **Approved** Unanimously

**SPC/25/09/67: Correspondence:**

- a) **Letter from Mrs Colchester concerning Foul water at Worlds End Road** - Noted

**SPC/25/09/68: Finance**

- a) **To authorise cheques for signature** – none received
- b) **To approve Clerks Pay award** - 3.5 %

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

- c) **To note receipt of £500 grant for Tour of Britain event** – Noted
- d) **To note the bank balances** – Community £5,215.04, Premium £5,108.07 - Noted
- e) **Approval of payments made online**

a. Clerk Salary July 2025	321.45
b. Clerk Salary August 2025	321.25
c. P30 Tax obligations July 2025	77.00
d. P30 Tax obligations August 2025	77.20
e. Clerk expenses MS 365 Licence 2025/26	84.99
f. Suffolk Cloud Website Training	70.00
g. Clr Slater Exp Bunting - Tour of Britain	87.50
h. Recycle Fuel - Tour of Britain	50.00
i. Hour Community – Tour of Britain	50.00
j. Clerk Salary Ep 2025	321.45
k. P30 Tax obligations	77.00

**Proposed** Cllr J Sullivan, **Seconded** Cllr Baumbach, **Approved** Unanimously

**It was noted that the PC accounts should reflect Ear /marked Reserves to detail the accounts for the Tour of Britain and the monies for the speed reduction project**

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

**ACTION – Clerk to set up the Ear Marked Reserves  
SPC/25/09/69: Audit Preparation 2025/26**

- a) **To approved revised Asset Register** – deferred to November to allow for amendments. It was noted that the board displaying thre bus timetable on the side of the barn by the Old Mill public House is now severely dilapidated,

**ACTION:** Clerk to write to Suffolk on-board to raise the matter

- b) **Approval of Risk Register** - deferred to November to allow for amendments.
- c) Councillors Code of Conduct: It was proposed to readopt the Code of Conduct to keep it fresh in Cllrs minds.

**Proposed Cllr Baumbach, Seconded Cllr Barlow Shepherd, Approved Unanimously**

**SPC/25/09/70: Planning**

- a) **To receive planning decisions** – none received  
b) **To consider any planning applications** –

**DC/25/3327LBC and DC/25/3328/FUL Proposal:** Change of use of agricultural barns to residential dwelling with annexe and associated works Site address: Green Farm , The Green, Saxtead, Suffolk, IP13 9QB

After careful consideration the Parish Council had no issues with the application. The Clerk was instructed to place this on the Planning website

**Proposed Cllr Baumbach, Seconded Cllr J Sullivan, Approved Unanimously**

**SPC/25/09/71: AOB**

- a) Litter Pick – Cllr Sullivan asked for a good attendance at the event  
b) MP visit – Clerk to contact MP Secretary as there had been no confirmation as yet  
c) Move November meeting to Wednesday and ask Errol about his availability  
d) Clerk to add Cllr Baumbach and Cllr Barlow-Shepherd as additional safeguarding representatives to the PC policy

**SPC/25/09/72: Date and time of next Parish Council Meeting:** Wednesday 19th November 2025 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 9:00pm

Peter Grogan  
Parish Clerk  
19/10/25