

Saxtead Parish Council Meeting
19th November 2025 7:00pm
Old Mill House Public House, Saxtead, IP13 9QE

MINUTES

SPC/25/11/73: Welcome: The Chair welcomed everyone to the meeting

SPC/25/11/74: Recording: The Chair read out the statement on recording the meeting

SPC/25/11/75: Co-option – Not applicable

SPC/25/11/76: Attendance: Cllr E. Sullivan – Chair, Cllr J Sullivan, Cllr Paula Slater, Cllr M Baumbach, Cllr Nick Barlow-Shepherd, Cllr E Firth.

The Clerk Peter Grogan, District Cllr V. Langdon-Morris, there were no members of the public

It was noted: Cllr Lisa Handley had resigned from the Parish Council

Apologies: County Cllr S Burroughes sent his apologies.

ACTION: Clerk to inform ESDC Electoral Services and place advert for vacancy.

SPC/25/11/77: Declarations of Interest: There were no declarations of interest

SPC/25/11/78: Public Forum: No members were present at the meeting.

SPC/25/11/79: Minutes:

- a) **The Minutes of the Meeting of the 18th September:** It was agreed the minutes of the meeting in September were a true and accurate record of the meeting.

Proposed Cllr Slater, **seconded** Cllr Barlow-Shepherd **Approved** unanimously.

SPC/25/11/80 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 and had sent his apologies.
- b) **District Council Report:** The report from Cllr Langdon Morris was circulated 13/08 prior to the meeting. Cllr Langdon Morris was at the meeting and highlighted the following:
- a. The Bellway housing development application had been circulated in order to help Cllrs understand some of the new planning terminology

- b. The 4 Rivers Project was now sampling the Framlingham catchment The project lead is Louise Gormley and a report on the river quality is expected shortly and there will be presentations to explain the findings.
- c. The Be Well Bus regularly visits Framlingham
- d. Local Govt Reorganisations is progressing, there are two bids, the 3-authority option and the single authority option. A public consultation is expected shortly.
- e. The Housing Benefit Team had successfully prevented £2.8 million pounds worth of Fraud.
- f. The ESDC Resilience Officer, Charlie Smith has been carrying out Emergency preparedness seminars across the District and they have been well attended.

Cllr Langdon Morris confirmed he is aware of the mobile catering van on the Green and is following up any potential licensing issues.

SPC/25/11/81: Village Events:

- a) **Coffee Caravan** – The Caravan has not arrived for a couple of months month, Cllr Langdon Morris said he would check whether the van had stopped for the winter.
- b) **Car boot Sales**- these events had raised £141.70 over the summer; Cllr Sullivan would consider holding them again next year.

SPC/25/11/82: Projects

- a) **Goal post removal** – Cllr J Sullivan reported that he had received a quote of £195 plus VAT from a local contractor. This was to remove the goal posts, but not the concrete footings, grind down the posts and remove the scrap metal.

Proposed Cllr Firth, **Seconded** Cllr Slater, **Approved** Unanimously

ACTION: Cllr J Sullivan to send a letter to the Clerk who would forward this onto the contractor to start the work.

- b) **Speed Restrictions** – Cllr E Sullivan reported that SCC Cllr Burroughes would like a photo of all the previous PC Cllrs who made the project possible.
- c) **The Cycle Hub:** Cllr Slater reported that she would set up another cycle repair hub event using the residue of the funds from the Tour of Britain – date to be decided.
- d) **Speed gun training:** Cllr Slater reported she now had 6 volunteers and would be applying for the Police training possibly working with a similar team from Framlingham. Cllr Slater would report on details of the scheme after the training.
- e) **Speed notification, Smiley Face signs:** Cllr Slater had estimates of between £2,500 and £3,000 for each sign including solar panels. Funds set aside are some £2,700 from Celebrating Saxtead event and the possibility of further funding from ESDC, SCC and the Townlands Trust.

ACTION: Clerk to contact Lydia Kirk (Clerk in Framingham) for more information on legal requirements etc.

- f) **Drainage Channel clearance on the Green:** Water course clearance on the Green in front of the former council houses and beyond the Old Post Office, Cllr J Sullivan has been negotiating with Bidwells and Flagship Housing to establish a plan for ensuring the Green water courses are cleared. There has been a great deal of progress and both parties have agreed to move forward to complete their obligations and have agreed to have contractors complete the work in the autumn of 2026. It was noted that the Parish Council has no obligations or liability for this drainage work on the Green but was happy to support the initiative.

The Parish Council is also to support this by engaging with the occupants of the dwellings on the Green that also have riparian responsibilities and encourage them to clear their drainage culverts to ensure a smooth passage of water into the main drainage channel should the need arise,

SPC/25/11/83: Correspondence:

- a) **Caring for you in Winter:** Cllr E Sullivan is keen to support this initiative by forming a support group to look out for the vulnerable residents of Saxtead. [Caring for you in Winter](#).
- b) **Katch bus:** A valuable service offering free transport to the vulnerable [Katch bus](#).

SPC/25/11/84: Finance

- a) **To authorise cheques for signature** – none received
- b) **To appoint an Examining Officer:** Following the resignation of Cllr Handley PC has need of a new examining officer. Cllr Slater was proposed.

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

- c) **To approve the 6 monthly monitoring report:** The Clerk presented the report
Proposed Cllr Barlow-Shepherd, **Seconded** Cllr E Firth, **Approved** Unanimously

- d) **To discuss and approve the proposed budget 2026/27:** The Clerk presented the draft budget. It included no major uplifts or changes from the previous year.
Proposed Cllr E Sullivan, **Seconded** Cllr Barlow Shepherd **Approved** Unanimously

- e) **To discuss and approve the Precept for 2026/27 :** The Clerk presented the proposed Precept of **£9,300**, a 3.3% rise on the previous year.
Proposed Cllr Baumbach, **Seconded** Cllr E Firth **Approved** Unanimously

- f) **Discussion of the Precept for future years:** it was agreed that it should follow the UK CPI as agreed by Government unless there were extraordinary reasons for a larger rise, this should allow for the accommodation of reasonable price rises.
Proposed Cllr Slater, **Seconded** Cllr J Sullivan **Approved** Unanimously

- g) **To note the bank balances** – Community £6,167.21, Premium £5,034.73 - Noted
- h) **Approval of payments made online**

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| a. Clerk Salary Sept 2025 (missed from Sept minutes) | 321.45 |
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b. Clerk Salary October 2025 (inc backpay)	395.44
c. SALC Payroll Apr -Sept	22.80
d. Cllr Barlow Shepherd Expenses	239.00
e. ANSVAR Insurance	410.78
f. HMRC P30 Sept 2025	104.76

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

SPC/25/11/85: Audit Preparation 2025/26

- a) **To approved revised Asset Register 2026/27** – The revised Asset register deferred from September was proposed

Proposed Cllr Firth, **Seconded** Cllr Slater, **Approved** Unanimously

- b) **Approval of Risk Register 2026/27** -. The revised Risk register deferred from September was proposed

Proposed Cllr Barlow Shepherd, **Seconded** Cllr E Sullivan, **Approved** Unanimously

- c) IT Policy: To meet obligations under the GDPR and NALC recommendations under “Assertion 10” an IT policy had been circulated by the Clerk.

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

SPC/25/11/86: Planning

- a) **To receive planning decisions - DC/25/3327 and DC/25/3328** – Now approved
 b) **To consider any planning applications – DC/25/4208/TCA** – See below
 c) **Call for Sites** – ESDC initiative to ask for house building sites, the Govt now requires 1,650 new homes in ESDC this will use current sites in 3 and a half years. ESDC is required to have 5 years of potential sites
 d) **Access Drive No 12 the Green** – Still no decision from the Planning Inspectorate, Bidwells, Pembroke College are aware of the current position..

SPC/25/11/87: AOB

- a) **Transfer of Green Management to the PC** – Deferred
 b) **Angela’s Commemorative Bench** – A letter has been sent to Bidwells specifying the site as requested.
 c) **Tree Survey** – Bidwells are carrying out the survey, there is unlikely to be any replacement of felled trees as they do not have preservation orders.
 d) **Co-option policy**: It was recommended by the Clerk that the PC adopt a Co-option policy

ACTION: Clerk to circulate a draft Co-option policy for consideration at the next meeting

SPC/25/11/Date and time of next Parish Council Meeting: Thursday 8th January 2026 at 7:00pm in the Old Mill Public House.

Next Year provisional PC Meeting dates : March 12th, May 7th July 9th, Sept 10th, Nov 12th

The Chair closed the meeting at 9:00pm, **Peter Grogan, Parish Clerk, 01/12/25**