

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

**MINUTES**

**SPC/08/25/45: Welcome:** The Chair welcomed everyone to the meeting

**SPC/08/25/46: Recording:** The Chair read out the statement on recording the meeting

**SPC/08/25/47: Co-option –** Not applicable

**SPC/08/25/48: Attendance:** Cllr E. Sullivan – 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:** Cllr Paula Slater- Approved

**SPC/08/25/49: Declarations of Interest:** None were declared

**SPC/08/25/50: Public Forum:** No members were present at the meeting.

**SPC/08/25/51: Minutes:**

- a) **The Minutes of the Meeting of the 17th of July:** It was agreed the minutes of the meeting in July were a true and accurate record of the meeting.

**Proposed by** Cllr L Handley, **seconded by** Cllr N Barlow-Shepherd and **Approved** unanimously.

- b) **Matters arising from 17<sup>th</sup> July:** All matters were deferred to the September meeting

**SPC/08/25/52: Councillor Reports:** All matters here deferred to the September meeting

**SPC/08/25/53: All regular agenda item:** All matters here deferred to the September meeting

**SPC/08/25/54: Policy review for Tour of Britain:**

- a) **To appoint a Vulnerable persons Safeguarding Officer:** To approve a Safeguarding Policy for the Parish Council a suitably experienced and qualified Safeguarding Officer need to be appointed

After discussion it was agreed that **Cllr E Sullivan** had extensive experience working in a similar role and had the relevant DBS certification

Cllr E Sullivan was **proposed** by Cllr J Sullivan, **Seconded** M Baumbach and **Approved** Unanimously.

- b) **To approve a Safeguarding Policy:** The draft policy had been circulated prior to the meeting, and no changes were requested

**Proposed** by Cllr M Baumbach, **Seconded** Cllr L Handley and **Approved** Unanimously.

- c) **To approve a Equal Opportunities Policy:** The draft policy had been circulated prior to the meeting, and no changes were requested

**Proposed** by Cllr E Firth, **Seconded** Cllr N Barlow-Shepherd and **Approved** Unanimously.

- d) **To approve a Health and Safety Policy:** The draft policy had been circulated prior to the meeting, and no changes were requested

**Proposed** by Cllr L Handley, **Seconded** Cllr M Baumbach and **Approved** Unanimously.

#### **SPC/08/25/55: Any Other Business:**

- a) **Speed Restrictions:** It was noted that the works to resurface and paint roundels on the road had commenced. It was anticipated the work would be completed by the 26<sup>th</sup> of August.

**ACTION:** Clerk to put the information on the website.

- b) The Well-being bus will be invited to Saxtead, date and time to be confirmed  
c) The Local MP is coming to Saxtead for a Question-and-Answer session on the 30<sup>th</sup> of September at the Mill House Pub between 6pm and 7pm  
d) It is anticipated that the Townland Trust will donate to the speed reduction signage at the Celebrating Saxtead meeting on the 30<sup>th</sup> of August  
e) Cllr S Burroughes would like to convene an MS Teams meeting to discuss village signage

**SPC/08/25/56: Date and time of next Parish Council Meeting:** Thursday 18th September 2025 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 8:00pm

Peter Grogan  
Parish Clerk  
05/09/25