

**Saxtead Parish Council meeting**  
**5<sup>th</sup> June 2025 7:00pm**  
**Old Mill House Public House, Saxtead, IP13 9QE**

**MINUTES**

**SPC/06/25/5: Welcome:** The Chair welcomed everyone to the meeting

**SPC/06/25/6: Recording:** The Chair read out the statement on recording the meeting

**SPC/06/25/7: Appointment of the Chair:** Cllr Sullivan stood down as Chair and Cllr Slater stood down as Deputy Chair, the Clerk temporarily chaired the meeting.

Cllr Evelyn Sullivan was proposed as Chair by Cllr Slater, seconded by Cllr J Sullivan and approved unanimously. Cllr E Sullivan was duly elected as Chair and signed the Declaration of Acceptance of Office

**SPC/06/25/8: Appointment of the Deputy Chair:** Cllr Slater was proposed as Deputy Chair by Cllr J Sullivan, seconded by Cllr E Sullivan and approved unanimously. Cllr P Slater was duly elected as Deputy Chair and signed the Declaration of Acceptance of Office.

**SPC/06/25/9: Co-option of Lisa Handley 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. Only one reply was received from Lisa Handley.

Ms Handley was proposed as Councillor by Cllr J Sullivan, seconded by Cllr E Sullivan and approved unanimously. Ms Handley was duly co-opted to the Council and signed the Declaration of Acceptance of Office.

**SPC/06/25/10: Attendance:** Cllr E. Sullivan – Chair, Cllr P Slater- Deputy Chair, Cllr J Sullivan, Cllr M Baumbach, Cllr Nick Barlow-Shepherd, Cllr L Handley

The Clerk Peter Grogan and 4 members of the public

**SPC/06/25/11: Apologies:** District Cllr Langdon Morris had been invited but had sent his apologies.

**SPC/06/25/12: Declarations of Interest:** None were declared

**SPC/06/25/13: Public Forum:** No members of the public addressed the meeting.

**SPC/06/25/14: Minutes:****a) The Minutes of the Extraordinary Meeting of the 3<sup>rd</sup> April**

Proposed by Cllr J Sullivan, seconded by Cllr Barlow Shepherd and approved unanimously.

**b) The Minutes of the Meeting of the 8<sup>th</sup> May**

Proposed by Cllr Baumbach, seconded by Cllr J Sullivan and approved unanimously.

- i) The Clerk had attempted to reactivate the Parish email address list inherited from the previous clerk. The meeting was concerned that there had been no responses at all.

**ACTION:** Clerk to investigate further.

- ii) The matter of the volunteers for operation of the speed cameras was discussed. Cllr Slater needs 6 volunteers. Cllr Sullivan and Cllr Slater believe they have the 6 volunteers required. To be confirmed.
- iii) It was noted that the Invoice for £3,510 to Suffolk CC for Highways works had been paid.

**SPC/06/25/15: 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 8<sup>th</sup> May.
- c) Suffolk Constabulary: No report had been received.

**SPC/06/25/16: Report from the Chair – Village events:** The Chair summarised as follows, the Coffee Caravan event had been held at the Old Mill Public House and was well received. The two Car boot sales had been successful and raised over £70. The next car boot sale would be on the 28<sup>th</sup> June. The Vintage Car rally had been a great success and would be repeated next year.

The meeting proposed a vote of thanks to Cllr E Sullivan for all her work to in setting up and running the events.

**SPC/06/25/17: Village Projects:**

- a) **Goal Post removal:** Cllr J Sullivan emphasised the need to put the work out to tender as quickly as possible while the ground was still relatively dry. The Clerk was asked to send out the tender document drafted by Cllr J Sullivan to the identified contractors as quickly as possible.

**ACTION –** Clerk to send out tenders

**b) Other projects:** deferred to next meeting in July

**SPC/06/25/18: Correspondence:**

**Remembrance Bench** - A letter had been received from Mrs Hurlock requesting a remembrance bench be placed on the Green. The Council agreed this was an excellent idea. It was noted that permissions would need to be sought from Bidwells which Cllr E Sullivan agreed to pursue.

Proposed by Cllr J Sullivan, seconded by Cllr E Sullivan and passed unanimously.

**SPC/06/25/19: Finance:**

- a) To authorise cheques – none
- b) To note balances as at 5<sup>th</sup> May – Community A/C £10,122.13, Premium A/C £5,000. It was noted that the £3,510 paid to Suffolk Highways would reduce the Community Account by this amount.
- c) The following payments paid in the previous period were signed off by the Chair.

a) O/L Clerk Salary April 2025	321.45
b) O/L P30 Tax obligations April 2025	77.00
c) O/L SALC Membership	213.09
d) O/L SALC Payroll Services	22.80
e) O/L Clerk Expenses – Paper etc	17.25
f) O/L Clerk – Defibrillator Pads	77.99
g) O/L Internal Audit Fee	200.00
h) O/L Clerk Salary May	321.45
i) O/L P30 Tax obligation May 2025	77.00
j) O/L Suffolk Highways – Speed Restrictions	3,510.00

It was noted that the Precept of £9,000 had been received and this was signed off by the Chair. Also that the £3,510 had been paid to the Suffolk CC Highways for the speed restriction works.

**SPC/06/25/20: Final Accounts, Internal Audit and AGAR 2024/25**

- a) **Internal Audit report & Certificate of Exemption:** The Clerk reported that the Internal audit report had been received and circulated there were only minor points to be addressed which were raised by Cllr J Sullivan including the need to update the Standing Orders and Financial Regulations, the address registered with the ICO for the DPO, and finally to confirm the signing of the Clerk's employment contract by both parties.

**ACTION:** The Clerk to address the issues for the next meeting

The Internal Audit report and the approval Certificate of Exemption was proposed by Cllr J Sullivan, seconded by Cllr Slater and approved unanimously.

Cllr J Sullivan proposed a vote of thanks to Trevor Brown, the Internal Auditor, for his support in the Audit and also over the past year. The meeting agreed.

- b) **The Final Accounts 2024/2025 and Statement of Significant Variances:** The final accounts had been circulated by the clerk prior to the meeting; there were no comments on the accounts

The Final Accounts were proposed by Cllr E Sullivan, seconded by Cllr Baumbach and approved unanimously.

- c) **The Annual Governance and Accountability Return (AGAR) report 2024/2025:** Approval of the AGAR return based on the Final Accounts was proposed by Cllr E Sullivan, seconded by Cllr J Sullivan and approved unanimously.

**ACTION:** The Clerk to submit the Certificate of Exemption to the External Auditor

**ACTION:** The Clerk to post the Final Accounts and associated documentation to the Website.

- d) **LGA Code of Conduct:** Following the election the Chair and Deputy Chair and the co-opted of a new Councillor the Clerk asked the meeting to reaffirm their commitment to the LGA Code of Conduct for elected Councillors.

Proposed by Cllr E Sullivan, seconded by Cllr Baumbach, approved unanimously.

e) **Council Officers and Representatives:**

- a. **Responsible Financial Officer** – Peter Grogan Clerk by appointment
- b. **Examining Councillor** – Cllr Lisa Handley – proposed by Cllr Slater, seconded by Cllr J Sullivan, approved unanimously.
- c. **Foot-paths Officer** – Cllr Evelyn Sullivan – proposed by Cllr Slater, seconded Cllr J Sullivan, approved unanimously.
- d. **Neighbourhood Watch co-ordinator** – Cllr J Sullivan – proposed by Cllr E Sullivan, seconded Cllr Slater, approved unanimously.
- e. SALC representative – Cllr E Sullivan – proposed by Cllr J Sullivan, seconded Cllr Barlow-Shepherd, approved unanimously.

**SPC/06/25/21: 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 – No objections

**SPC/06/25/22: Any Other Business:**

- a) **Grass cutting on the Green:** No formal agreement has been reached, Ed at Bidwells had been contacted but as yet there was no reply. It needs to be started in July.
- b) **Website training** – the Clerk asked to be allowed to approach the website provider for training in website management as some tasks were proving difficult. The meeting agreed that the Clerk could proceed but to confirm any costs with the Council.
- c) **Celebration of Saxtead:** after some discussion it was agreed that Cllr Barlow-Shepherd in his capacity as the landlord of the Old Mill public house would co-ordinate an event to celebrate Saxtead. The Council thanked Cllr Barlow-Shepherd for offering this opportunity to the community.

It was proposed the Parish Council agree to support his endeavour as there would be no financial cost to the Council. Any monies raised would be donated to projects and schemes in the Parish.

Proposed Cllr Barlow Shepherd, seconded Cllr E Sullivan, approved unanimously.

- d) **Transfer of Cash for Car boot Sales:** Cllr E Sullivan passed £71.10 to the Clerk in two envelopes, the proceeds from the 2 Car boot sales. The Clerk duly counted and accepted the monies and will pay it into the Community Account by bank transfer in due course.

**ACTION:** Clerk to pay in £71.10 by bank transfer

- e) **Ash die back** – A member of the public highlighted the need to manage the dying Ash trees on the Green, one of which had recently fallen.

**ACTION:** Cllr E Sullivan will contact Ed at Bidwells to raise this concern

**SPC/06/25/23: Date and time of next Parish Council Meeting:** The next Parish Meeting will be on Tuesday 24<sup>th</sup> July 2025 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 8:10pm

Peter Grogan  
Parish Clerk  
30/06/25