

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

**MINUTES**

**SPC/26/01/89: Welcome:** The Chair welcomed everyone to the meeting and congratulated the Council on achievements in the calendar year including the completion of speed restriction works, the Celebrating Saxtead event, the Tour of Britain, Classic Car meet and the Car the boot sales.

**SPC/26/01/90: Recording:** The Chair read out the statement on recording the meeting

**SPC/26/01/91: Co-option –** Not applicable pending electoral process

**SPC/26/01/92: Attendance:** Cllr E. Sullivan – Chair, Cllr J Sullivan, Cllr M Baumbach, Cllr Nick Barlow-Shepherd, Cllr E Firth, the Clerk Peter Grogan and one member of the public

**It was noted:** that the vacancy for as Parish Councillor had been advertised.

**ACTION:** Clerk to write to Mr Fergus Caulfield who attended the meeting and expressed an interest in becoming a Councillor

**Apologies:** Cllr P. Slater (**Approved on Holiday**). Also, County Cllr S Burroughes and District Cllr V. Langdon-Morris sent their apologies.

**SPC/26/01/93: Declarations of Interest:** There were no declarations of interest

**SPC/26/01/94: Public Forum:** No members of the public made a statement.

**SPC/26/01/95: Minutes:**

- a) **To agree the Minutes of the previous Meeting:** It was agreed the minutes of the meeting on the 19<sup>th</sup> of November were a true and accurate record of the meeting.

**Proposed** Cllr E Sullivan, **seconded** Cllr M Baumbach **Approved** unanimously.

**SPC/26/01/96 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 unable to attend the meeting and had sent his apologies.

**SPC/26/01/97: Village Events:**

- a) **Coffee Caravan** – Councillors had agreed with the Caravan team that they would contact them in the Spring if they wanted the Caravan to return
- b) **Car boot Sales**- these events had raised over £140 over the summer; Cllr Sullivan would consider holding them again next year in the Summer.
- c) **Classic Car Meet**: This would be held on the 25<sup>th</sup> of May and Cllr E Sullivan would like to invite a specialist club. The windmill may open on the same day.
- d) **Litter Pick**- Cllr E Sullivan would work on a poster to try and attract more volunteers, it would be on Saturday the 28<sup>th</sup> March 10:30am with another in the Autumn scheduled for Saturday 12<sup>th</sup> September.

It was noted that there were problems with fly tipping in the Lay-by going towards Earl Soham and several incidents of deer being struck on the road. There were several suggestions to improve the lay-by to discourage motorists from using it as an outside lavatory.

**SPC/26/01/98: Projects**

- a) **Goal post removal** – Cllr J Sullivan reported that the goal posts and concrete footings had been removed and the holes filled in

**ACTION:** Clerk to notify Bidwells that the work had been completed and to adjust the Fixed Asset Register and Insurance policy accordingly.

- b) **Speed Restrictions** – works complete - to be taken off agenda
- c) **The Cycle Hub**: Defer to March meeting
- d) **Speed gun training**: Cllr E Sullivan reported that training for the 6 Saxtead volunteers would be carried out on the 6<sup>th</sup> March.
- e) **Speed activated signs**: Clerk had circulated information from Framlingham Council to be further discussed at the March meeting
- f) **Memorial Bench**: As Chair, Cllr E Sullivan has suggested the resident proceeds with the installation of the memorial bench as Bidwells have not responded to detailed requests for formal permission.
- g) **Drainage Channel clearance on the Green**: No further update

**SPC/26/01/99: Correspondence:** Nothing to consider

**SPC/26/01/100: Finance**

- a) **To authorise cheques for signature** – none received
- b) **To approve the 9 monthly monitoring report**: The Clerk presented the report. The meeting requested that the report be made clearer before it could be approved

**ACTION:** Clerk to amend the report and bring to March meeting

- c) **To note the bank balances at 31/12/2025**  
Community £4,609.65, Premium £5049.44 – Noted

**d) Approval of payments made online:**

a. Clerk Salary November 2025	331.88
b. Clerk Salary December 2025 (inc backpay)	331.88
c. SALC Payroll Apr -Sept ( <b>Not processed by bank</b> )	22.80
d. HMRC P 30 November 2025	79.80
e. HMRC P30 December 2025	79.80
f. ProTimber - removal of goal posts	234.00

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

**NOTE:** The Clerk had prepared a VAT recovery, but it comes to less than £100 and would be deferred until it exceeded this minimum amount preferred by HMRC.

**SPC/26/01/101: Audit Preparation 2025/26** - Nothing for this meeting

**SPC/26/01/102: Planning**

- a) **To receive planning decisions** – Nothing received
- b) **To consider any planning applications** – Nothing received

**SPC/26/01/103: AOB**

- a) Cllr Firth asked if any of the trees cut down on the Green would be replaced, it was noted that this would not happen as trees are not encouraged on the Green. The Green is a protected natural wetland. *A wetland is a distinct ecosystem where land meets water, characterized by waterlogged soil and water-adapted plants, existing permanently or seasonally and including marshes, fens, bogs, and floodplains.*
- b) Cllr Firth also asked what would happen to the debris from ditch clearances around the village as it was impacting the footpaths, it was noted the spoil would be left to be reabsorbed into the landscape.
- c) Cllr Barlow-Shepherd, informed the meeting that the Carols at the pub had been a great success, and a raffle had raised £140. This was handed to the Clerk who was asked to pay it into the bank.
- d) Celebration of Saxtead, it was agreed to look at this being held again in 2026 and that Cllr Barlow-Shepherd would look to draw up posters for the event
- e) Cllr E Sullivan asked the meeting to consider the possibility of having a large metal village sign erected on a pole on the Green. Concerns were raised over costs of the project and permissions from Bidwells. **Defer to March.**
- f) Village Boundary signs and sign repair **to be added to March agenda**

**ACTION:** Cllr J Sullivan to investigate the potential costs for the sign and installation.

**ACTION:** Cllr E Sullivan to contact Bidwells for necessary permissions

**SPC/26/01/104: Date and time of next Parish Council Meeting:** Thursday 12<sup>th</sup> March 2026 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 8:10pm, **Peter Grogan, Parish Clerk, 02/02/26**