

Saxtead Parish Council Meeting
9th July 2026 7:00pm
Old Mill House Public House, Saxtead, IP13 9QE

MINUTES

SPC/26/07/140: Welcome: The Chair welcomed everyone to the meeting

SPC/26/07/141: Recording: The Chair read out the statement on recording.

SPC/26/07/142: Co-option – No Co-option was considered

SPC/26/07/143: Attendance: Cllr E. Sullivan – Chair, Cllr J Sullivan, Cllr N Barlow-Shepherd, Cllr E Firth, Cllr Caulfield, Cllr M Baumbach, County Councillor Stephen Molyneux, the Clerk Peter Grogan.

Apologies: Cllr Slater – personal reasons – APPROVED, District Cllr Langford-Morris-
Personal reasons

SPC/26/07/144: Declarations of Interest: Cllr J. Sullivan declared an interest in discussions concerning the Post mill (AOB **SPC/26/07/147(a)** – Question to Cllr Molyneux. Also regarding expenses for the CCTV camera **SPC/26/07/149 (d)**

SPC/26/07/145: Public Forum: No members of the public attended the meeting

SPC/26/07/146: Minutes:

- a) **To agree the Minutes of the previous Meeting:** It was agreed the minutes of the meeting on the 7th May 2026 were a true and accurate record of the meeting.

Proposed Cllr Barlow-Shepherd, **Seconded** Cllr J Sullivan **Approved** unanimously.

- b) **Matters Arising:** Other matters arising on the agenda were noted

SPC/26/07/147: Councillor Reports:

- a) **County Council (CC) report –Stephen Molyneux:** The report had been circulated prior to the meeting. Cllr Molyneux addressed the meeting and described his background, experience and commitment to the role of the County Cllr representing Saxtead at the County level. He has a dedicated officer looking at important issues across the area and common themes raised by Parish Councils.

Question – Cllr E. Sullivan – Would Cllr Molyneux be able to lobby for support in getting a 16.5-ton crane from Great Yarmouth to Saxtead to enable the essential repairs to the Post Mill (English Heritage Trust National Monument).

ACTION: After discussion it was agreed Cllrs J Sullivan and Cllr E Sullivan would provide County Cllr Molyneux with contact details for the Crane company and the Windmill repair contractor to establish, with Highways, how the crane might get to Saxtead by the most effective route.

- b) **District Council (DC) Report:** The report from Cllr Langdon Morris was circulated prior to the meeting. Cllr Langdon-Morris had sent his apologies.

SPC/26/07/148: Village Events an update from the Chair:

- a) **Car boot Sales-** a Car boot sale was held on the 4th of July but attendance was disappointing. Cllr E Sullivan will be holding the event this Saturday 18th July but as there is little interest they will be discontinued.
- b) **Classic Car Meet:** This was a great success and raised £130 for the speed awareness project. There will be a follow up meeting on 28th Sept to discuss possible improvements for next year such as hot snacks etc.
- c) **Celebration of Saxtead:** Cllr Barlow-Shepherd reported preparations were virtually complete for the event on **Sunday 26th of July**. Please advertise this wherever you can.
- d) **Litter Pick-** The spring Litter Pick was a great success. An Autumn event is planned for **26th September at 10:00** outside the Old Mill Public House. Volunteers needed.

SPC/26/07/149: Projects

- a) **Flagpole Maintenance:** Cllr J Caulfield reported that the flagpole had been removed at no cost to the Parish Council, and no further maintenance was required. The meeting expressed thanks to Cllr Caulfield.
- b) **Speed activated signs:** The SID device has been purchased at a cost of £2,807.99 and is currently being stored by Cllr Slater pending installation.

Cllr Caulfield reported for Cllr Slater, in her absence. The site on the Green had been applied for from Highways and the Police and needs to be approved. When installation is complete it was suggested monitoring for 12 months to judge the effectiveness and if successful look to a second site so the SID can be moved. Chapel Road will be considered as a possible site.

Proposed Cllr Caulfield, **Seconded** Cllr E. Sullivan **Approved** Unanimously.

- c) **Speed Camera Volunteers report:** More volunteers are needed.
- d) **Fly Tipping - CCTV Camera in lay-by.** The camera has been purchased by Cllr J Sullivan at a cost of £47.49. The initial testing has proven problematic as the Solar power is not effective due to tree cover and the device picks up all passing traffic. The camera is to be removed and repositioning to be considered.

However, a fly-tipping event was recorded before the battery was exhausted. The individual was dumping garden rubbish at 2:51am. He was driving a 5 series BMW,

but the number plate was obscured. It is possible social media may be able to identify this individual if fly-tipping is a regular event.

Cllr J Sullivan to be reimbursed for the expenses of £47.49.

Proposed Cllr E Sullivan, **Seconded** Cllr M Bambach **Approved** Unanimously

- e) **Drainage Channels on the Green:** Cllr J Sullivan reported that he had been in constant contact with Bidwells and other residents around the Green to establish ownership of land etc to enable the clearance of the channels. There were some issues to resolve including the drive at No 12, and the land behind Blue Shutters. It was anticipated work would commence in the Autumn of this year.

ACTION: Clerk to chase progress of Planning enforcement at No 12 the Green

- f) **Little Saxtead Pond:** The Grant from ESDC of £800 has been banked. Cllr Caulfield was meeting the contractor on site to scope out the work. The estimate remained below £800 at this time. The Saxtead Environmental Group were very pleased with the proposed work. It was anticipated work would commence later in the summer of this year.

SPC/26/07/150: Correspondence:

- a) **Fertilizer Tank:** A resident had written to the Clerk advising him that a fertilizer tank on his land required planning permission and that this could come before the Parish Council. The Parish Council could see no reason to object to the tank at this time and noted the correspondence for future reference.

ACTION: Clerk to write to the resident and explain the position of the Council.

- b) **Mowing of the Green - Pyramid Orchids:** A resident had written to the Council concerned that a number of pyramid orchids had been lost when the Green was mowed by Bidwells. Cllr Slater had written suggesting the orchids could be fenced off. After discussion it was concluded that the Green is not Parish Council Land and Bidwells are obliged to mow it when weather permits.

ACTION: Clerk to write to Bidwells informing them of the last location of the orchids in case there is anything they can do next year.

SPC/26/07/151: Finance

- a) **To authorise cheques for signature – none received**
- b) **To note the balances as of 30th June:** Community £9,601.29, Premium £6,079.12– Noted.

c) Approval of payments made online:

a. Clerk Salary May 2026	331.88
b. HMRC Tax P30 May 2026	79.80
c. SALC Payroll Service	22.80
d. 4 Rivers Project – Consumables	85.00
e. Smart Bin Wheelie stickers	122.00
f. Clerk Salary June 2026	331.88
g. HMRC Tax P30 June 2026	79.80
h. Elan City SID purchase	2,807.99
i. Clerk Salary June 2026	331.88
j. HMRC Tax P30 June	79.80
k. Transfer to Community A/C Car Meet	135.00

All invoices approved and signed by Chair and Examining Cllr

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

- d) **Discuss and Approve Clerk Salary raise:** Following a successful appraisal it was proposed the Parish Council approve the Clerk Salary rise as per contract to spinal point 25 (top of S01) from 1st April 2026. Hourly rate £18.85. Pro-rata £4,914.

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

- e) **Discuss and Approve 1st Quarter financial report 2026:** After discussion the report was compared to the bank statements and contents agreed. Documents were signed off by the Examining Cllr.

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

SPC/26/07/152: Audit Plan 2025/26

- a) **Audit Plan:** The Clerk outlined the recommendations from the internal auditor which included 6 key points. The documents were circulated prior to the meeting and discussed. It was noted that procurement section had been updated in Financial Regulations 2025. The Audit plan was proposed to the meeting.

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

The six points on the plan were considered individually.

- a. To approve new NALC Standing Orders 2026

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

- b. To approve new NALC Financial Regulations 2026

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

- c. To approve the recommended Records Management Policy

Proposed, Cllr M Baubach, **Seconded** Cllr Caulfield **Approved** Unanimously

In addition, the Clerk would ensure the following internal audit conditions were met

- d. Publish all 2024/25 AGAR related documents to the website
- e. Publish all 2025/26 AGAR related documents to the website
- f. Ensure Financial Controls are reviewed annually

b) Grants and Donations Policy: The Council was asked to consider the need for a Grants and Donations policy.

Following discussion, it was agreed that the Parish Council currently had limited resources and wished to concentrate on ensuring it served the local residents as well as possible and ensured the assets of the Council were in good order.

In conclusion a statement was to be put on the web site saying.

"No grants or donations will be made except in exceptional circumstances and will be primarily provided for the direct benefit of residents within the Parish of Saxtead. If you wish to apply please write to the Clerk clerk@saxtead-pc.gov.uk.

A final decision will be made at a meeting of the Parish Council"

SPC/26/07/153 Appointment of Council Officers / Representatives: The Council appointed the following Cllrs to the list of roles and responsibilities

- a) **SALC Representative** – Cllr E Sullivan asked if another Cllr would take over the role of SALC representative. Cllr Firth volunteered and Cllr Sullivan agreed to brief Cllr Firth on the role and responsibilities.

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

SPC/26/07/154: Planning

- a) **To receive planning decisions** – Driveway on the Green

ACTION: Clerk to follow up with at Planning Enforcement at the County Council

- b) **To consider any planning applications** – DC/26/2347 – pruning of Cherry Trees etc. The Council had no concerns about this matter.

SPC/26/07/155: AOB

- a) **Notice Board Management** – Cllr Caulfield to discuss with residents in Little Saxtead if the Notice Board there is required or if the one on the Green is sufficient.
- b) **Dedicated Laptop for Clerk** – Having established that it is no longer effective for the Clerk to use his own PC for Parish Council work and that is impractical to share such a resource and licences with another Council. It was proposed the Clerk purchase a PC, laptop and bag for under £700 from the preferred supplier 121 computers in Diss.

ACTION – Clerk to purchase laptop for under £700 from 121 computers in Diss

- c) **Communications** – It was proposed that the Parish Council explore the possibility of setting up a shared drive through Microsoft to allow Cllrs to access email and documentation.

ACTION: Clerk to investigate this with Microsoft and Pear Space our ICT support.

- d) **Asset Maintenance and Asset Register** – Defer to next meeting for fuller discussion

SPC/26/07/156: Date and time of next Parish Council meeting: Thursday 10th September 2026 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 8:45pm,

Peter Grogan, Parish Clerk, 13/07/26