

**Saxtead Parish Council Meeting**  
**12<sup>th</sup> March 2026 7:00pm**  
**Old Mill House Public House, Saxtead, IP13 9QE**

**MINUTES**

**SPC/26/03/105: 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/26/03/106: Recording:** The Chair read out the statement on recording the meeting

**SPC/26/03/107: Attendance:** Cllr E. Sullivan – Chair, Cllr J Sullivan, Cllr N Barlow-Shepherd, Cllr P Slater, Cllr E Firth, District Cllr Langdon-Morris, County Cllr Burroughes (by phone 8:00pm the Clerk Peter Grogan and two members of the public.

**Apologies:** No apologies were received (Note Cllr Baumbach did not send apologies)

**SPC/26/03/108: Co-option –** The Parish Council had received an application from Fergus Caulfield to become a Parish Councillor. Mr Caulfield met all the legal requirements. The Councillors considered his CV and it was proposed that he be appointed to the Council.

**Proposed** Cllr E Sullivan, **Seconded** Cllr Slater **Approved** unanimously

Cllr Caulfield signed his declaration of office and took his place at the Council

**ACTION:** Clerk to include Cllr Caulfield on the Register of Interests

**SPC/26/03/109: Declarations of Interest:** There were no declarations of interest

**SPC/26/03/110: Public Forum:**

1. A resident, Simon Horden, made a representation to the Parish Council asking for assistance for the Green Group at Little Saxtead to dredge / clear the small pond to allow for greater biodiversity and improve the amenity of the site. It was estimated works would be in the range of £800 - £1,000 for 2 days work to be done later in the summer. Suffolk Wildlife Trust have been involved with ensuring no fauna or flora are disadvantaged by the work.

After some discussion and deliberation, it was decided the best way forward would be to adopt the project under the auspices of the Parish Council to allow for more efficient funding and administration. Cllr Caulfield volunteered to be the Parish Council representative to liaise with the project.

District Cllr Langdon-Morris who was in attendance said he may be able to contribute £500 to the scheme on receipt of an ECB Grant application form

When the PC has received the three quotes a fully costed proposal can be put to the meeting for approval.

**ACTION:** Mr Horden agreed to obtain 3 quotes for the work

**ACTION:** Cllr Langdon Morris to send ECB form to the Clerk

**ACTION:** Clerk to complete grant application and send to Cllr Langdon-Morris

**ACTION:** Clerk to pay in cheque from TT £407.91 to bank account and place £400 in EMR for the project

**ACTION:** Cllr Caulfield to attend Green Group meetings and report to the PC.

2. Paul Johnson of the TT spoke to raise awareness of the funds that could be available to the Parish Council for projects that would benefit all the residents of the village. He encouraged the PC to apply for funding if any projects were needing funds.

#### **SPC/26/03/111: Minutes:**

- a) **To agree the Minutes of the previous Meeting:** It was agreed the minutes of the meeting on the 8<sup>th</sup> January were a true and accurate record of the meeting.

**Proposed** Cllr J Sullivan, **Seconded** Cllr E Sullivan Approved unanimously.

#### **SPC/26/03/112: Councillor Reports:**

- a) **County Council (CC) report – Stephen Burroughes:** The report had been circulated by the Clerk prior to the meeting. Cllr Burroughes attended the meeting by phone link on Teams. Cllr Burroughes highlighted the following:

1. The CC budget had been agreed including all precepts. The increase in Council Tax was principally to cover statutory services of Social Care and Education.
2. The CC elections for Cllrs would take place on 7<sup>th</sup> May 2026
3. The CEO of the CC had resigned saving £190k (full yr)
4. The CC continues to object to the pylons being spread across the County.
5. The CC was aware of those suffering from heating oil increase and would be pressing Central Govt for additional support and for suppliers to hold prices.
6. Cllr Burroughes had asked the Police to attend to enforce the recent 40mph restrictions going through the village.

Cllr Slater asked that Police cover the A1120 as the newly formed Speed awareness team were not allowed to operate on 40mph road.

Cllr Slater also requested funding to help with SID equipment to inform motorists of their speed. Cllr Burroughes said he had no funds at present, but should he be re-elected in May he could consider such funding.

**ACTION:** Clerk to request funding for SID in May from the elected Cllr

Cllr J Sullivan raised the matter of potholes. Cllr Burroughes replied that the CC Highways had allocated all the funds allocated by Central Govt but faced a continual challenge from heavy traffic and adverse weather.

- b) **District Council (DC) Report:** The report from Cllr Langdon Morris was circulated prior to the meeting. Cllr Langdon Morris attended the meeting and highlighted the following:

1. The DC budget had been agreed including all precepts.
2. The [Katchbus](#) service is working well and accepting bus passes
3. Central Govt will decide on the Unitary Authority format on 25<sup>th</sup> March 2026.
4. The District Council is planting wildflowers to enhance biodiversity
5. The Govt targets for housing in the District were raised and the risks of some developments being proposed in flood risk areas

Cllr Langdon-Morris introduced the Four Rivers Project and asked for a report to be circulated. He emphasised the testing being carried out in the river catchments in the Saxtead area. Reports on high levels of E.coli would be followed up with the Environment Agency.

**ACTION:** Clerk to circulate the Four Rivers report

A question was raised concerning a 3-property development at the edge of Saxtead and CIL monies would be attracted.

**ACTION:** Cllr Langdon-Morris to check if CIL monies might be due to Saxtead PC

Cllr Salter asked if there was funding for a Neighbourhood Plan from the DC. Cllr Langdon Morris said all funding had been removed by Central Govt.

### **SPC/26/03/113: Village Events:**

- a) **Car boot Sales-** a Car boot sale will be held in July
- b) **Classic Car Meet:** This would be held on the 25<sup>th</sup> of May and Cllr E Sullivan has invited Riley and Morris Minors to the event. A Morgan event will also take place on the 5<sup>th</sup> August.
- c) **Litter Pick-** Cllr E Sullivan is coordinating the Litter Pick on the 28<sup>th</sup> March, volunteers to meet 10:30 in the pub car park to collect equipment. Please could volunteers meet up for a photo for publicity purposes. A risk assessment has been completed.
- d) **Celebration of Saxtead:** 26<sup>th</sup> July between 4pm and 6pm with BBQ and Art competition to make up a Calendar. The event is run by the Old Mill Public House with proceeds going to the SID project.
- e) **Saxtead Bingo:** Cllr Slater announced there would be a Bingo evening to raise funds for the SID project. It is sold out and 40 people to attend.

**SPC/26/03/114: Projects**

- a) **The Cycle Hub:** Cllr Slater said there was nothing further to report at present.
- b) **Speed Monitoring (30mph):** Cllr Slater reported that the training had been completed and that they would begin speed monitoring this week.
- c) **Speed activated signs:** Cllr Slater reported that she had obtained quotes for 2 SID units £4,500 2 posts £650 and delivery £180 **Total £5,330**. Cllr Slater added that the Installation sites still need to be clarified and permissions obtained from Highways. There is a 2-year guarantee and Framlingham report no problems. All Cllrs were happy to proceed in accordance with Standing Orders and Financial Regulations

Paul Johnson, from the Townland Trust (TT) was also at the meeting and was able to say that a contribution of **£407.91** from the Trust should be used to support this project.

- d) **Drainage Channel clearance on the Green:** Cllr J Sullivan informed the PC that it seemed work would be done based on the fact that planning application had been sought for vegetation clearance in the area around the surrounding properties.
- e) **Village Boundary Signs and sign repair:** Defer to May meeting to discuss costings provided by Cllr J Sullivan

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

**SPC/26/03/115: Correspondence:**

- a) **Flagpole Maintenance:** The Clerk had received promotional material concerning maintenance of the flagpole and raised it with the PC. Cllr J Sullivan asked to be included in the information exchange.  
**ACTION:** Clerk to progress with the Flagpole company
- b) **Suffolk Highways Survey:** After discussion the meeting agreed that Cllr Barlow Shepherd would complete the survey on behalf of the Council  
**ACTION:** Cllr Barlow-Shepherd to complete the survey.

**SPC/26/03/116: Finance**

- a) **To authorise cheques for signature – none received**
- b) **To note the 9 monthly monitoring report:** The Clerk presented the report, it was noted by the Council.
- c) **To agree Transfer of £1000 to Premium Account**  
**Proposed,** Cllr J Sullivan, **Seconded** Cllr Slater, **Approved** Unanimously  
**ACTION:** Clerk to Transfer £1,000 to Premium Account

d) **To note the bank balances at 23/02/206:** Community £4,315.17, Premium £5,049.44 – Noted

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

a. Clerk Salary January 2026	332.08
b. P30 January 2026	79.60
c. Clerk Salary February 2026	331.88
d. P30 February 2026	79.80
e. Suffolk Cloud Gov.UK account	60.00

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

**SPC/26/03/117: Audit Preparation 2025/26**

a) **Appointment of Internal Auditor:** The Clerk asked that Trevor Brown the Internal Auditor from previous years be appointed in 2025/26 at a cost of £200.

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

b) **ICO Model Publication Scheme:** The Clerk asked that the ICO model publication Scheme be adopted in accordance with best practice.

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

**SPC/26/03/118: Planning**

a) **To receive planning decisions**

**ACTION:** Clerk to look at Planning Enforcement on Government Planning Portal

b) **To consider any planning applications**

- DC/26/0405/TCA – Reduction of Trees Boundary Farm – noted
- DC/26/0434/TCA - Clearance of vegetation The Green - noted

**SPC/26/03/119: AOB**

a) **Sale of Ceramic Mugs:** £15 had been raised by the sale of mugs, money to be added to EMR for the SID project

**ACTION:** Clerk to pay £15 cash into bank account

b) **Grants Policy:** Recent conversations have highlighted the need for a Grants policy to allow the PC to donate funds to appropriate projects,

**ACTION:** Clerk to draft a Grants Policy for approval at the next meeting

c) **Email for Councillors:** Cllrs to consider having dedicated Council email

**SPC/26/03/120: Date and time of Annual Parish Meeting followed by Parish Council meeting and AGM :** Thursday 7<sup>th</sup> May 2026 at 7:00pm in the Old Mill Public House. The Chair closed the meeting at 9:00pm, **Peter Grogan, Parish Clerk, 25/03/26**