

Saxtead Parish Council Meeting
7th May 2026 7:00pm
Following the Annual Parish Meeting
Old Mill House Public House, Saxtead, IP13 9QE

MINUTES

SPC/26/05/121: Welcome: The Chair welcomed everyone to the meeting

SPC/26/05/122: Recording: The Chair read out the statement on recording the meeting and the Clerk took the Chair for the election of the Officers.

SPC/26/05/123: Appointment of the Chair for 2026/27

Cllr Evelyn Sullivan was the only candidate

Proposed Cllr J Sullivan, Seconded Cllr Baumbach, approved unanimously

Cllr E Sullivan duly signed the declaration of Office and took the Chair

SPC/26/05/124: Appointment of the Deputy Chair for 2026/27

Cllr Barlow-Shepherd was the only candidate

Proposed Cllr Caulfield, Seconded Cllr Frith, approved unanimously

Cllr Barlow-Shepherd duly signed the declaration of Office

SPC/26/05/125: Co-option – No Co-option was considered; however the clerk was asked to write to the Electoral Services at East Suffolk Council (ESC) to establish if more Councillors could be added to the Council

ACTION: Clerk to write to ESC on adding Councillors

SPC/26/05/126: Attendance: Cllr E. Sullivan – Chair, Cllr J Sullivan, Cllr N Barlow-Shepherd, Cllr P Slater, Cllr E Firth, Cllr Caulfield, Cllr M Baumbach, District Cllr Langdon-Morris (reported at the APM), the Clerk Peter Grogan.

Apologies: No apologies were received

SPC/26/05/127: Declarations of Interest: There were no declarations of interest

SPC/26/05/128: Public Forum: No members of the public addressed the meeting

SPC/26/05/129: Minutes:

- a) **To agree the Minutes of the previous Meeting:** It was agreed the minutes of the meeting on the 12th of March 2026 were a true and accurate record of the meeting.

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

- b) **Matters Arising:** Cllr J Sullivan requested clarification on the Grants that were applied for. The Clerk reported that he had made application to ESC for funding of the SID in 2025/26. A grant for the Little Saxtead Pond was deferred by ESC to 2026/27.

Other matters arising on the agenda were noted

SPC/26/05/130: Councillor Reports:

- a) **County Council (CC) report – Stephen Burroughes:** No report at this meeting
- b) **District Council (DC) Report:** The report from Cllr Langdon Morris was circulated prior to the meeting. Cllr Langdon Morris reported at the Annual Parish Meeting (APM) just prior to the Council meeting. the meeting and highlighted the following:
1. The Government had made the decision to divide the County into 3 Unitary Authorities - <https://threecouncilsforsuffolk.org/>
 2. Saxtead PC will be in the new Central and East Suffolk Unitary (CESU)
 3. A Shadow authority will exist until May 2028 when Mayoral elections will take place.

The Clerk confirmed with Cllr Langford Morris that Saxtead would submit a request for a grant to fund the clearing of the Little Saxtead Pond - £800

ACTION – Clerk to submit a Grant application form for the Little Saxtead Pond

SPC/26/05/131: Village Events an update from the Chair:

- a) **Car boot Sales-** the Car boot sales will be fortnightly and start on the 4th of July
- b) **Classic Car Meet:** This would be held on the 25th of May
- c) **Celebration of Saxtead:** Cllr Barlow-Shepherd said a final co-ordination meeting was being held on the 19th of May to finalise arrangements. He also said that free advertising was available on the publicity material for local businesses.
- d) **Litter Pick-** The Litter Pick on the 28th March was a great success.
- e) **Saxtead Bingo:** Cllr Slater said the event was a great success raising over £250 for the Speed Indicator Detector (SID) Project. It was planned to have a similar event in the future.

#SPC/26/05/132: Projects

- a) **Flagpole Maintenance:** Cllr J Sullivan reported that he had performed an asset risk assessment on the flagpole in the village. He had determined that the base of the flagpole was moving significantly and it needed maintenance.

Cllr J Sullivan had obtained quotes from two national companies who were seeking up to £9,000 to replace the flagpole. This was considered by the Council to be too expensive and there were insufficient funds to carry out such work.

Cllr Caulfield advised the meeting that he would be able to take down the flagpole in the next week or so to mitigate any risks and then the Parish Council could consider options for replacement in the future when funding might be available.

Proposed Cllr J.Sullivan, **Seconded** Cllr Barlow Shepherd, **approved** unanimously.

ACTION: Cllr Caulfield to take down the flagpole.

- b) **Speed Restrictions (40mph):** Complete – remove from agenda
- c) **Speed activated signs:** Cllr Slater and Cllr Caulfield had done considerable work in obtaining a firm quotation from Elan City for a single SID device and a pole. The total for the device and associated work would be under £3,000. On-line estimates from two other firms were also obtained.

Given the excellent quality of the work done by Elan City in Framlingham and their competitive quote the Clerk advised that the Parish Council would be within its Standing Orders and Financial Regulations 5.9 to go directly to Elan City to commission the work. The only matter outstanding is to agree the siting of the single device which it is to be confirmed with SCC Highways and the Police.

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

ACTION: Clerk to contact Elan City to raise an order

ACTION: Cllr Slater to establish location for the pole / SID device with Highways and the Police.

- d) **Speed Camera Volunteers report:** Cllr Slater reported that 54 vehicles had been reported to the Police for exceeding 30MPH on restricted roads in the village. It was hoped word would be spread that the team were in operation.
- e) **Little Saxtead Pond:** Cllr Caulfield had obtained estimates for clearing the pond in the summer when the weather was dry. The works were for approximately £750. A question remained over how and where the spoil from the excavation would be disposed of. The Parish Council was keen to proceed and instructed the Clerk to follow up the ESC Grant application in this financial year.

Proposed Cllr Caulfield, **Seconded** Cllr Slater, **Approved** Unanimously.

ACTION: Clerk to make application for the Grant from ESC

ACTION: Cllr Caulfield to obtain a fixed quote and establish how the spoil would be dealt with

SPC/26/05/133: Correspondence:

- a) **District Cllr Grey:** Cllr Grey had circulated a letter to Govt objecting to the siting of a Solar Farm
- b) **May 2027 Elections:** The Clerk had circulated various Notices relating to the Elections
- c) **Pear Space:** The Clerk advised that the PC IT services had changed their name

SPC/26/05/134: Finance

- a) **To authorise cheques for signature – none received**
- b) **To note the balances as at 7th May :** The Clerk presented the report, it was noted by the Council. Community £12,527.44, Premium £6,062.22 – Noted.
- c) **Approval of payments made online:**
 - a. Clerk Salary April 2026 332.08
 - b. P30 April 2026 79.60
 - c. SALC Yearly Subscription 222.13

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

- d) **Capital Grant ES GLI Group:** after a discussion it was agreed that before applying for such funds the PC needed to establish the village priorities by means of a survey. This would be discussed in more detail at the next meeting including a review of the “Wish List” compiled some time ago.

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

It was noted that the Precept of £9,300 had now been received

SPC/26/05/135: Audit Review 2025/26

- a) **Report on Internal Audit and approval of payment to the Auditor.**

The Clerk reported that the audit had been completed with no serious issues, the Clerk would prepare an Audit Plan for the next meeting. The key matter for consideration was the need for a Document Management Policy to comply with GDPR requirements. The Audit had been circulated to Councillors prior to the meeting.

ACTION: Clerk to prepare an Audit Plan

ACTION: Clerk to prepare a Document Management Policy.

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

b) Approval of Annual Governance and Accountability Return (AGAR) 2025/26

As part of the Audit the Clerk had prepared the AGAR for the Parish Council. The Internal Auditor had signed off this document including the End of Year Accounts and the Internal Audit Report. The AGAR had been circulated to the Councillors prior to the meeting. The AGAR was approved and signed by the Chair.

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

c) To approve the Final Accounts

The Accounts had been circulated prior to the meeting and there were no issues raised. The Accounts were passed and signed by the Chair

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

d) To Note the Statement of Significant Variances:

The Clerk circulated the report, the only significant variation was the funding of the Highways works for the 40mph speed limits which had not been reserved for in the previous year

e) To approve Exemption from the External Audit

The Internal Audit was favourable and the accounts in good order. This was approved and the request was signed by the Chair.

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

f) **Adoption of the LGA Code of Conduct:** the Code of Conduct had been circulated prior to the meeting, there were no amendments from the previous year. All Cllrs agreed to abide by the Code.

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

- g) **EMR / General Reserve:** During the Finance section the clerk explained why there was a need to maintain EMRs in accordance with audit guidelines. These are kept specific projects, for Elections and Asset repair and there is also a need for a healthy General Reserve to meet unforeseen contingencies.

SPC/26/05/136 Appointment of Council Officers / Representatives: The Council appointed the following Cllrs to the list of roles and responsibilities

- a) RFO – The Clerk Peter Grogan would continue in this role as per contract
- b) Examining Councillor – Cllr Firth
- c) Footpaths Officer – Cllr Firth
- d) Neighbourhood Watch Co-ordinator - Cllr Caulfield
- e) SALC Representative – Cllr E Sullivan
- f) Safeguarding – Cllr E Sullivan

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

SPC/26/05/137: Planning

- a) **To receive planning decisions –** Driveway on the Green
ACTION: Clerk to look at Planning Enforcement on Government Planning Portal
- b) **To consider any planning applications –** None received

SPC/26/05/138: AOB

- a) **Fly tipping** – following reports of more fly tipping in the Layby the Cllrs agreed that Cllr J Sullivan would look at quotes for a CCTV / Wildlife camera and the Clerk would look to purchase an A3 CCTV sign.
- b) **Bin Stickers** – Following all the work on speeding in the village the PC agreed to purchase bin stickers – 30 30MPH, 30 40 MPH, 30 Neighbourhood Watch

Proposed, Cllr M Baumbach **Seconded** Cllr Firth, **Approved** Unanimously

- c) **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
- d) **Welcome to Saxtead Letter:** Cllrs considered a draft letter from a Resident that could be circulated to new Residents. It was agreed to place this on the Agenda for the next meeting.
- e) **Grant to 4 Rivers Project:** The Council agreed to donate £75 to the 4 Rivers Water Sampling Project.

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

SPC/26/03/120: Date and time of Annual Parish Meeting followed by Parish Council meeting and AGM : Thursday 7th July 2026 at 7:00pm in the Old Mill Public House. The Chair closed the meeting at 9:15pm, **Peter Grogan, Parish Clerk, 28/05/26**