Saxtead Parish Council Meeting
12th November 2026 7:00pm
Old Mill House Public House, Saxtead, IP13 9QE

MINUTES

SPC/26/01/191: Welcome: The Chair welcomed everyone to the meeting

SPC/26/11/192: Recording: The Chair read out the statement on recording.

SPC/26/11/193: Co-option – No Co-option was considered

SPC/26/11/194: Attendance: Cllr E. Sullivan – Chair, Cllr J Sullivan, Cllr N Barlow-Shepherd, Cllr Caulfield, Cllr Baumbach, the Clerk Peter Grogan.

Apologies: Cllr Firth – meeting conflict**- APPROVED**. Cllr Slater – Business – **APPROVED**, District Cllr Langdon-Morris- Personal reasons, County Cllr Stephen Molyneux- meeting conflict

SPC/26/11/195: Declarations of Interest: No interests declared

SPC/26/11/196: Public Forum: No members of the public

SPC/26/11/197: Minutes:

a) **To agree the Minutes of the previous Meeting:** It was agreed the minutes of the meeting on the 10th Sept 2026 were a true and accurate record of the meeting.

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

b) **To agree the Minutes of the previous Meeting:** It was agreed the minutes of the extraordinary meeting on the 14th October 2026 were a true and accurate record of the meeting.

   Proposed Cllr B-Shepherd, **Seconded** Cllr E Sullivan **Approved** unanimously

c) **Matters Arising:** No matters not elsewhere on the agenda

SPC/26/11/198: Councillor Reports:

a) **County Council (CC) Report – Stephen Molyneux:** no report received
b) **District Council (DC) Report: - Langdon- Morris:** no report received

SPC/26/11/199: Village Events:

a) **Classic Car Meet:** Cllr E Sullivan reported that meetings were taking place to expand the event for next year to raise funds for the speed awareness project. It is hoped to hold the event on Whitsun Bank Holiday 16th May 2027.
b) **Celebration of Saxtead:** Cllr Shepherd reported that the event was a great success, and he hopes to hold it again next year
c) **Litter Pick-** Clle E Sullivan reported it had been a great success, and she will continue to promote these events next year.
d) **Neighbourhood watch:** Cllr Caulfield reported that no events had occurred recently, but he hopes to put out an awareness campaign in the coming months.

SPC/26/11/200: Projects

a) **Speed activated signs:** Cllr Slater sent in a report the first SID is up and running on the Framlingham Road 30MPH stretch, following excellent work from the volunteer Cllrs. Work will continue assessing the effect on traffic speeds and the location for a second pole / device to vary the location.

b) **Speed Camera Volunteers report:** Cllr Caulfield highlighted the need to spread the speed camera monitoring to other areas, such as Chapel Road, to ensure the whole village could benefit from this excellent work. Cllr E Sullivan emphasised that more volunteers are needed.

Cllr Slater had also submitted a written report (circulated prior to the meeting) which highlighted the following:

Speed Awareness Monitoring

1. Speed monitoring –113 vehicles speeding in a total of 12 hours monitoring on Saxtead Green
2. Suffolk Police suggested Speed camera locations considered not suitable, The Bridleway and the Old Mill Public house.

Recommendations:

Extend scheme to other locations
Recruit more Volunteers

Cllr Caufield proposed that the Volunteers carry out monitoring on Chapel Road.

Proposed Cllr Caulfield, **Seconded** Cllr B-Shepherd **Approved** unanimously

Speed Indicator Devices (SIDS)

1. First device successfully installed and working

Recommendations

Consider a second SID for 2027-28
Agree future Pole / SID locations
Confirm additional funding
Continue Monitoring
Rotation of SID device (assuming new pole installed)

Discussion about the SIDs noted that they were difficult to put up and if a second location were to be agreed and a pole installed it would make sense to buy the solar panel unit first to allow allow the current SID to be moved independently.

ACTION – Clerk to ask Elan City for a quote for just a Solar Panel unit

c) **Fly Tipping - CCTV Camera in lay-by.** Cllr J Sullivan reported that no action had been taken by the County and District Authorities to clear the fly-tipping and old signage from the layby and other locations in the village which are causing obstruction to walkers and pedestrians. It was agreed to ask Cllr Langdon -Morris to see if he could arrange removal before further action would be taken.

ACTION - Clerk to write to Cllr Langdon-Morris asking for the signs to be collected

d) Drainage Channels on the Green: Pembroke College and Flagship have carried out extensive work to clear the drainage channels and to clear culverts where they are accessible. There are issues with the culvert at Blue Shutters and the Post Office cottages as the culvert appears to go under land occupied by these properties.

ACTION- Clerk to source the addresses and occupiers from the electoral roll. A letter will be prepared to ask for the owners to facilitate access for the culverts to be cleared – Cllr J Sullivan to provide text for the correspondence.

ACTION – Clerk to find out what Riparian Responsibilities the property owners must comply with under the law.

e) Dangerous holes on Pembroke College land: It was noted that there were several dangerous holes appearing alongside footpaths in the village.

ACTION- Cllr E Sullivan to contact Bidwells to make them aware of these hazards.

f) Maintenance of assets: Cllr Caulfield asked for £50 to purchase materials to maintain the benches in and around the village.

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

g) Notice Board: Cllr Firth had examined the Notice Board and had sent his report to the Parish Council (circulated prior to the meeting). The Council thanked Cllr Firth for the report and recommended that the Notice Board be moved to the side of the barn by the Old Mill Public House

Proposed Cllr J Sullivan, **Seconded** Cllr Caulfield **Approved** unanimously

h) **Website Development:** The Parish Council is not happy with the current website design, nor the design proposed in the upgrade. The Clerk had exchanged emails with PearSpace the website support company and had established that any changes to the basic design would accrue addition costs.

Cllr Caulfield suggested that an independent website builder could provide what the Council might be need at a lower cost. The Clerk asked that the design must meet Government accessibility and security requirements for a Gov.UK domain / website.

ACTION – Clerk to establish minimum Government requirements

ACTION – Cllr Caulfield to obtain an estimate from an independent website builder

i) **Emergency Plan:** Cllr E Sullivan reported that the initial meeting was of limited success as the Resilience Officer (RO) from the Council was unable to attend due to sickness. The RO has however confirmed they will attend the next meeting on the 18th of November. It was noted that
   - **a.** Cllrs would benefit from contacting County Council Groups such as Joint Emergency Plan Unit (JEPU) and Suffolk Resilience Forum (SRF).
   - **b.** Insurance needs to be considered for volunteers
   - **c.** Access to a diesel Generator could be useful
   - **d.** Households should have an emergency bag

SPC/26/11/201: Correspondence – The Townland Trust had enquired if the PC still required a Grant for Pond Clearance

ACTION: Clerk to write to Townland Trust saying that no grant was required for the Pond, but money was sought for the installation of additional pole and SID for speed awareness.

SPC/26/11/202: Finance

a) **To authorise cheques for signature –** none required

b) **Approval of Insurance policy and premium.** The Clerk had carried out a Value for money exercise and had recommended the cheaper Zurich Insurance policy. This had been paid in accordance with previous instruction at the September PC meeting

c) **To approve the 2nd Qtr Budget monitoring report:** the report had been circulated prior to the meeting.

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

d) **To approve the budget for 2027-28:** the Clerk had circulated 2 budget options prior to the meeting a including a 0% precept and a 2.2% precept rise. After discussion Councillors agreed an increase in line with inflation of 3.2% or £300.

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

e) **To approve the Precept for 2027-28**: In line with the budget for 2027-28 agreed above the Council proposed a precept increase of 3.2% or £300. The Precept to be applied for would be **£9,600**.

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

f) **To note the balances as of 30th September:** Community **£7,724.83** Premium £**6,095.09.**

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

a. Clerk Salary September	405.16
b. HMRC Tax P30 Sept	109.20
c. Clerk Salary October	351.41
d. HMRC Tax P30 October	85.50
e. SALC Payroll	54.00
f. Zurich Insurance	327.00

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

SPC/26/11/203: Audit Preparation 2026/27 – In order to meet the audit requirements it is necessary to periodically review the Council key documentation and policies to see they are fit for purpose.

a) Statement of Internal Controls: The Clerk confirmed that the Examining Cllr had read and reviewed the PC internal Controls and completed the report for 2026-27 The report had been signed. This was signed off by the Chair.

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

b) Review of Report by Internal Audit: The Clerk confirmed that the Examining Cllr had read and reviewed the review of the Internal Audit report and completed the report for 2026-27 The report had been signed. This was signed off by the Chair

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

c) **To note CIL report 2026-27:** The Clerk circulated the Zero CIL report which was signed by the Chair

SPC/26/11/205: Planning

a) **To receive planning decisions –** None

b) To consider any planning applications –

a. DC/26/3211 – Perry acres – no objections
b. DC/26/3699 – Tree pruning on the Green – no objections
c. Enforcement of the planning appeal – Driveway on the Green

ACTION – Clerk to follow up with Planning to see what action might be taken as it was affecting the work on drainage channels

SPC/26/11/206: AOB

a) **Wish List –** defer to next meeting – as it is believed Cllr Slater has the most recent it was suggested Cllr Slater bring the list to the next meeting for discussion
b) **Preparing for Winter –** this had been included **in** the Emergency Plan meeting
c) **Election May 2027 –** The Clerk outlined the costs of different election scenarios. The Clerk will provide more details as they are circulated by Electoral Services and SALC.

SPC/26/11/207: Date and time of next Parish Council meeting: Thursday 7th January 2027 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 8:50pm,

Peter Grogan, Parish Clerk, 21/11/26