Saxtead Parish Council Meeting
10th September 2026 7:00pm
Old Mill House Public House, Saxtead, IP13 9QE

MINUTES

SPC/26/09/157: Welcome: The Chair welcomed everyone to the meeting

SPC/26/09/158: Recording: The Chair read out the statement on recording.

SPC/26/09/159: Co-option – No Co-option was considered

SPC/26/09/160: 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, 4 members of the public.

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

SPC/26/09/161: Declarations of Interest: No interests declared

SPC/26/09/162: Public Forum:

a) A member of the public asked about the progress on the drainage ditches around the Green. Cllr J Sullivan reported that a great deal of the work had been completed but there were a couple of issues with bridges over old pipes where the contractors were looking at alternatives to flush the clay and sediment out. When complete the system should drain the pond at the windmill into the field at Manor Farm

   It was noted that a lot of rubbish had been exposed by the works which will need collecting.

b) Cllr E Sullivan asked a question on behalf of a resident concerning a tree in a neighbour's garden. The Council was of the opinion that this was not something it could advise on as it was on private property.

SPC/26/09/163: Minutes:

a) To agree the Minutes of the previous Meeting: It was agreed the minutes of the meeting on the 9th July 2026 were a true and accurate record of the meeting.

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

b) **Matters Arising:**
   a. There had been no response from Bidwells over the mowing of Orchids
   b. The Clerk has purchased the laptop and MS365 licence

SPC/26/09/164: Councillor Reports:

a) **County Council (CC) report –Stephen Molyneux:** The report had been circulated prior to the meeting. Cllr Molyneux addressed the meeting and outlined the current confusing situation regarding Local Govt Reorganisation. Due to the Government review the situation is still not clear.

He also asked if Saxtead had any projects which needed additional funding, the Council said it would consult residents as to any priorities from the "wish list".

b) **District Council (DC) Report:** There was no report from Cllr Langdon Morris who is on compassionate leave.

SPC/26/09/165: Village Events:

a) **Car boot Sales-** Cllr E Sullivan said owing to lack of attendance at the last car-boot sale this will be cancelled and removed from the agenda
b) **Classic Car Meet:** Cllr E Sullivan reported This was a great success attended by over 50 cars. There is a meeting on 28th September to look at expanding the event.
c) **Celebration of Saxtead:** Cllr Shepherd reported that the event held on 26th of July was a great success, very well attended and supported. The event raised £1,451.80 which will be donated to the speed calming project for a second SID.

The Parish Council expressed its thanks to Cllr Shepherd and his wife for hosting the event and for the donation to the SID project.

d) **Litter Pick-** The autumn Litter is all prepared for **26th September at 10:00** outside the Old Mill Public House. Volunteers needed. It was noted that the fly tipping and the selling of second-hand cars from the layby appears to have stopped

SPC/26/09/166: Projects

a) **Speed activated signs:** Cllr Slater sent in a report that stated that the installation of the SID pole was on a waiting list with Highways contractors. No date had been set. The site for a second pole has yet to be decided. Cllr Caulfield offered to look into the highways / safety parameters required to site a second pole

b) **Speed Camera Volunteers report:** Deferred - More volunteers are needed.

c) **Fly Tipping - CCTV Camera in lay-by.** Cllr Sullivan reported that the fly tipping of garden waste has now stopped, as has the selling of second -hand cars. Regarding clearing rubbish from the layby, it has been established this is ES District land and ESD Cllr Grey is looking into this.

d) Drainage Channels on the Green: Covered earlier in the Agenda

e) **Little Saxtead Pond:** Cllr Caulfield reported that the works had been completed and residents were positive about the revitalised pond.

SPC/26/09/167: Correspondence: None received that has not been dealt with elsewhere on the agenda

SPC/26/09/168: Finance

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

b) **Approval of CAS Insurance policy and premium.** The Council did not approve the premium and asked the Clerk to get another quote that gave the same level of service. The Council proposes that owing to the shortage of time to the due date on 01.10.2026 the Clerk should pay the cheaper of the two quotations. The Clerk asked the meeting to consider that he was on leave between 20th Sept and 26th Sept and this might prove difficult.

Proposed Cllr Caulfield**, Seconded** Cllr Frith **Approved** Unanimously

ACTION: Clerk to get an alternative quote and pay the cheaper of the two

c) **To note the balances as of 31st August:** Community **£6.718.39** Premium £**6,079.12.** Cllr Frith signed the statements

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

a.	Pear Space website hosting	120.00
b.	CCTV Camera expenses Cllr J Sullivan	47.49
c.	Clerk Salary July (inc backpay)	366.72
d.	HMRC Tax P30 July	92.17
e.	New laptop 121 Computers	673.99
f.	MS365 Licence 2026-27	84.99
g.	Mowing Area on the Green	100.00
h.	Trevor Brown Internal Audit	200.00
i.	P.Offord Saxtead pond clearance	775.00
j.	Clerk Salary August	340.74
k.	HMRC Tax P30 August	81.80

All invoices approved and signed by Chair and Examining Cllr

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

SPC/26/09/169: 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) **Asset Register –** The Clerk had amended the register to include the CCTV camera and laptop and removed the goalposts and flagpole which have been disposed of.

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

b) Risk Register – The Clerk had amended the register added the litter picks and removed the risks associated with goalposts and flagpole which have been disposed of.

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

c) Data Protection Policy – reviewed but unchanged

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

d) FOI Policy – reviewed but unchanged

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

e) Councillors Co-option Policy – new policy introduced to ensure effective and efficient co-option of new Councillors should the need arise

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

f) Model Publication Scheme – new policy introduced to ensure compliance with Statutory Transparency Code requirements

Proposed, Cllr Frith, **Seconded** Cllr Baumbach**, Approved** Unanimously

g) Review of Financial Controls and Internal Audit– It was agreed that the Clerk would meet with Cllr Frith to go through the documentation and compete it at a date prior to the next Audit.

ACTION: Clerk to meet with Cllr Frith (Examining Cllr) at a date to be agreed.

SPC/26/09/170 Appointment of Council Officers / Representatives: None

SPC/26/09/171: Planning

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

b) To consider any planning applications –

a. Mullion Windows Boyces Farm – DC26/0597/LBC – No objections
b. Fertilizer Tank Ivy House Farm – DC26/2537/FUL – No objections

c. Saxtead Road Development – DC26/2597/OUT

This planning application, which is in the Framlingham Ward adjacent to Saxtead, resulted in a discussion concerning the likely residential composition of the development and the possible impact upon the village. As it was not clear from the application what the objectives of the development were the Council decided to place a “watching brief” on the application.

County Cllr Molyneaux agreed to investigate the proposal and report back on any additional information he was able to obtain.

SPC/26/09/172: AOB

a) **New web-site** – after discussion the Council asked the Clerk to get a quote for a new site including a "private page" for Councillor access only, to be used to post information as opposed to sending email. Also Cllr J Sullivan noted that his testing of the proxy site was not bug free and would need assurance that it was fully functional.

ACTION: Clerk to get quote for website as per specification above

b) **Emergency Plan** – after discussion of the need for the Council to have a plan, and what it might contain, the Council asked the Clerk to obtain a Word Copy of the Great Glemham template so it might be utilised by a working party from the Council. Cllr Molyneaux suggested contacting JEPU for advice and guidance.

ACTION: Cllr E Sullivan to organise a working party of Councillors

ACTION: Clerk to get a copy of the Great Glemham Plan and contact JEPU. Clerk to add to next Agenda.

c) **Wish List –** defer to next meeting

ACTION: Clerk to add to next Agenda

d) **Clerk 2026-27 pay award –** the Clerk informed the meeting that the National pay award had been agreed and asked the Council to approve it for payment

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

SPC/26/09/173: Date and time of next Parish Council meeting: Thursday 12th November 2026 at 7:00pm in the Old Mill Public House.

The Chair closed the meeting at 8:40pm,

Peter Grogan, Parish Clerk, 30/09/26