

# THE SAXHAMS PARISH COUNCIL

Draft Minutes of the Meeting held on 1<sup>st</sup> March 2018

At The Town Estate Room Barrow

**Present:**

Councillors: Michael Burt (Chairman), Sue Dunn (Councillor), Jonathan Clarke (Councillor),  
Jennie Moody (Councillor) Karen Soons (County Councillor)

The Chairman, Michael Burt welcomed everyone to the meeting.

**Action**

1. Apologies for absence – Helen Ferguson (Councillor)  
Ian Houlder (Borough Councillor)
2. Declarations of Interest – Due to exceptional circumstance (the severe weather conditions) the road leading to Great Saxham Church was unusable so a decision was made by Mike Burt (Chairman) to hold the meeting at The Town Estate Room Barrow instead.
3. Minutes of PC Meeting on Thursday 16<sup>th</sup> November 2017 - Approved and signed off by the Chairman.
4. Play Area

Mike Burt

Since the last meeting we have received a Locality Grant from our Borough Councillor Ian Houlder of £1500 and a cheque from the Great Saxham United Church Charities of £500 The quote from Playdale to refurbish the Play Area has been accepted and the work will go ahead.

The council have commissioned some art work for Dog Fouling Signs for the Great Saxham Play Area. It is planned that the signs are produced on plastic boarding to prolong the life; a quotation has been requested.

Michelle  
Thompson

5. Suffolk County Council – County Cllr Karen Soons

The Councillors discussed with Karen the details of the damage that the A14 diversions had caused to the triangles adjacent to Little Saxham Church and how Suffolk County Council and the Highways Agency could work together to repair them. The possibility of compensation to cover the cost was mentioned. The Chairman shared details of the meeting he attended with Jane Storey Cabinet Member for Highways, Transport and Rural Matters which covered the issues caused by the A14 diversions.

Signed

Chair

Date

6. Suffolk Police Report – No Police were present.

The Chairman read from the monthly newsletter highlighting that Suffolk Police have been out and about in Bury St Edmunds giving a number of talks and advice surgeries on Making Your Community Safer. The newsletter also shared the success that the PCSO had in preventing and reducing crime and how working with the local community was helping to convict criminals.

7. St Edmundsbury Borough Council – Cllr Ian Houlder was not present and no report received.

8. Co-option Process for Additional Councillor

The Chairman confirmed that the process for Co-opting was being followed and no election was needed. The positions are currently being advertised in the “Stile” and on our website. It was hoped that potential candidates from Little Saxham would come forward to balance the representation of the Parishes. This would be discussed further at the forthcoming meeting.

9. Planning Applications Received Since the Lasting Meeting:

- DC/17/1360/HH – 4 Honeyhill Cottages, Little Saxham  
Two storey side extension.
- DC/18/0158/TPO TPO 164(1992) Tree Preservation Order  
No.1 Cedar (T1 on plan T6 on order) reduce height by 40%  
Flints Bury Road Little Saxham Bury St Edmunds Suffolk
- DC/17/2689/HH Saxham Hall Cobbs Hall Road Great  
Saxham  
(i)two storey extension to the North service wing;(ii) two  
storey bay extension to the East elevation(iii)1no.garage  
block and (iv)internal and external alterations as per  
schedule of works.
- DC/17/2690/LD Saxham Hall Cobbs Hall Road Great  
Saxham (i) two storey extension to the North service wing  
(ii) two storey bay extension to the East elevation(iii)  
internal and external alterations as per schedule of works.  
**Application for Listed Building Consent.**

The Chairman discussed in details the plans for Saxham Hall and it was felt that it was a sensitive re-instatement and this observation would be forwarded to the Local Planning Authority.

Signed

Chair

Date

10. Planning Applications Approved/Refused Since Last Meeting:

- DC/17/2006/FUL – Geo Gittus And Sons Symonds Farm  
Newmarket Road Risby Suffolk.  
New Vehicular access and installation of security gate  
**Approved**
- DC/17/1955/LB– Twites Barn Twites Corner, Great Saxham  
– Replacement of 4 no windows on southern elevation.  
**Approved**  
**Application for Listed building consent.**
- DC/17/2256/HH – 7 Twites Corner, Great Saxham (i)Two  
Storey Side Extension (ii)Single Storey Front Extension  
(iii) Garage  
**Approved**
- DC/17/2177/HH – 6 Twites Corner, Great Saxham  
Single Storey Front Extension  
**Approved**

Drainage Problem at Great Saxham Church Entrance Gate

11. The ongoing issue of flooding at the gates of Great Saxham Church was discussed. This has been reported to Suffolk Highways who have initially not accepted responsibility. The Parish Council referred the matter to Karen Soons who has raised it with Suffolk Highways on our behalf. Karen Soons was able to confirm that she had recently dealt with a similar problem in another Parish and has agreed to take this matter forward.

Michelle  
Thompson

12. Correspondence-

- Quotation from McGregor Services, for 2018 Season Grass Cutting
- Quotation from McGregor Services for 2018 Car Park at Great Saxham Church
- Information on The New Data Protection Regulations/Bill
- SALC Data Protection Act
- Information on the New Data Protection Officer  
The Chairman has requested that the Clerk looks at the requirements for her to undertake this role
- Precept Consultation
- Local Councillor - Newsletter
- Community Action Suffolk Update
- Correspondence on the Road Signs “Roads Studs”
- Suffolk Accident Rescue Service
- World War 1 – 100 Year Centenary
- December’s Monthly Parish Newsletter
- Hargrave Neighbourhood Plan Submission Consultation.

The Chairman briefly ran through the correspondence

Signed

Chair

Date

13. Finance

- Cheques requiring approval – see separate list
- Cheque Received from Great Saxham United Charities re; Play Area.
- Consider Charitable Donations
- Bank Reconciliation
- Annual Audit

The Chairman confirmed that an External Audit was no longer required due to the level of the Parishes income. It was agreed that our internal audit would be carried out by SALC.

- VAT Refund
- Bank Account – Change of Correspondence Address  
The forms were completed to enable the bank statements to be sent to the new Clerk

14. Any Other Business

15. Matters for Consideration at the Next Meeting

- Co – option Process for Additional Councillors – further discussions and some recommendations are required
- Dog Fouling Sign

Michelle  
Thompson

16. Date of Next Meeting – Annual Village Meeting 17<sup>th</sup> May 2018 St Nicholas Church Little Saxham.

The Chairman thanked everyone for attending and the meeting was declared closed at 8.45 pm.

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Signed

Chair

Date