

THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on 2 October 2014

at St Nicholas Church, Little Saxham

Present:

Councillors: Michael Burt (Chairman), Helen Ferguson (Councillor), David Gordon-Lennox (Councillor), Jonathan Clarke (Councillor), Lisa Gleave (Clerk)

The Chairman, Michael Burt welcomed everyone to the meeting.

Action

1. Apologies for absence - Carol Hall, Alan Page and Fred Gittus.

2. Declarations of Interest – none.

3. Minutes of last PC meeting held on 19 June 2014 – approved by all present and signed by the Chairman.

4. Matters arising from the Minutes of 20 February 2014

- Play Area – The PC decided against a “no vehicle” sign being put on the entrance to the playing field. Helen will obtain a quote to tarmac the boules court so that children can use it for hopscotch/chalking. To be deferred until the next meeting. It was agreed the play equipment is adequate at present. No request for further equipment has been made by residents and it will be considered again if a request is made.
- Vehicle Activated Speeding Signs – The Chairman confirmed Clerk has notified SCC of where Councillors would like to see speeding posts placed for the VASS. This is working its way through the system. Clerk to investigate whether there is a charge to the PC of £150 per post. The VAS will be allocated to the parish for a certain period and the PC will need to provide manpower to set it up in one of the locations. The Chairman will contact Barrow for more details.

Helen
Ferguson

Lisa Gleave
Mike Burt

5. Suffolk Police report – No Police Officer present but the Chairman read out the attached report. There have been 2 crimes of interest in the Parish since the last meeting. On 22.07.14 a container was broken into on the A14 layby Little Saxham but nothing was stolen. On 19.06.14 a blue HGV trailer was taken from a business yard on Newmarket Road, Gt Saxham. The next public tasking meeting to discuss priorities will be held at 7 pm Tuesday 16 December 2014 at Bury St Edmunds Police Station. Current priorities are speeding, burglary and hare coursing.

6. St Edmundsbury Borough Council – Cllr Ian Houlder was in attendance. He explained Suffolk Services will be making significant funding cutbacks in the coming years, mainly the Police. The Borough Council is cutting back even further on Senior Staff. There are more redundancies to be made. This has had an effect on the Planning Department. The Borough has had a good look at the Apex and how it is run. The Tourist Information Board will be based there. There has been some negativity over the Tourist Information Board moving from Angel Hill as there is still 4 more years to pay on the lease. They will save on staff costs but not rent.

Signed

Chair

Date

7. Suffolk County Council – County Cllr Terry Clements was not in attendance and no report was available.
8. Highways matters –
- Work at Gt Saxham Bus Stop. The Chairman confirmed work on the bus stop should commence in October.
 - Weeds in Layby Opposite Village Noticeboard in Gt Saxham. The Clerk has logged this twice with Highways and spoken to them direct. She will continue to chase this up. Lisa Gleave
 - Pavement/bus stop in Little Saxham. Clerk is in touch with Guy Smith but has no news as yet. There is a resident in Little Saxham who has expressed her concerns at boarding the bus safely as there is no bus stop/pavement. Clerk to chase again. Lisa Gleave
 - The bridge has been knocked down by a large vehicle on the road up to Symonds Farm. Clerk to contact Highways to find out what the strategy is for using this road as it is not suitable for heavy vehicles. Should there be weight/width restrictions in place? Lisa Gleave
9. Licence Agreement for using the playing field – The Agents for the new residents of Saxham Hall will revise the License Agreements for the playing field in Gt Saxham. There are currently 2 Agreements with Gittus & Sons and one with Saxham Estate. They will be in touch with the revised license(s) shortly.
10. Assessment of risks affecting the Council’s operations and the effectiveness of Internal Control Systems – The Chairman ran through the Risk Assessment in detail prepared by the Clerk/Chairman. Councillors present agreed they were satisfied the risks had been properly assessed and they agreed that suitable control systems are in place.
11. Revised Code of Conduct – The Chairman explained there has been a suggested amendment to the Suffolk Code of Conduct. He explained as Councillors we are required to disclose any pecuniary interests. He reminded Councillors that they have all completed the relevant forms in this respect but if there is a change in circumstances then the Clerk must be notified. Councillors were told if you have a disclosable pecuniary interest in any matter to be considered at a meeting it should be declared and you can either leave the meeting or ask permission to stay and participate. It was agreed by all present that the revised Code of Conduct will be adopted.
12. Widening Recruitment of Parish Councillors – The elections will take place in May 2015. A project has started to try and widen the scope for people becoming councillors. We fully support this and will encourage people to come forward and sign up. Anyone looking to step down should encourage someone to take their place.
13. Play Area Inspection Report – Helen will consider the report and report back to the next meeting if there are any works required. Helen Ferguson
14. Insurance Renewal Quote – The renewal quote of £497.06 was considered and agreed for this year. Next year the Clerk will obtain some further quotes to make sure CAS are competitive. Lisa Gleave

Signed

Chair

Date

15. Finance:
- Cheques requiring approval – see separate list. Chairman ran through cheques and distributed a list. Agreed by all present, namely £320 Clerk's wages, £78.10 Clerk's expenses and £497.06 insurance premium.
 - Bank Reconciliation. The Chairman ran through the figures.
 - Annual Audit. Our accounts this year were qualified because a financial risk assessment was not carried out during 2012/13. This was an oversight and will be done annually from now on.
 - Budget Proposals for 2014. The Chairman explained we will be setting the budget in November. Councillors should consider any projects for next year and notify the Clerk prior to the next meeting. It was agreed the grass cutting will go out to tender again next year. Clerk to obtain 3 quotes.
- Lisa Gleave
16. Correspondence (as per Agenda)
- Letter from St Eds BC re Review of Council Tax Support Grant.
 - Letter from Cllr Robert Everitt. **It was agreed Cllr Everitt will be invited to our AVM.**
 - NALC E-bulletin
 - Email from SALC re Filming and Recording of Council Meetings
 - NALC Legal Topic (Councils' Powers to Discharge Their Functions)
 - NALC Legal Topic (Parish and Community Council Meetings)
 - NALC Legal Briefing (Amendment to 2013 Model Standing Orders)
- Lisa Gleave
17. Planning – Applications considered since last meeting or those for which a decision is required:
- DC/14/0965/HH – Extension to Existing Wall, 5 Church Cottages, Bury Road, Little Saxham. Applicant – Mr M Burt. **Agreed.**
 - DC/14/1256/HH – Front Extension, 4 Twites Corner, Gt Saxham. Applicant: Mr Stephen Phillips. **Agreed.**
 - DC/14/1736/FUL – (i) Extend hard surface yard for storage/distribution of timber products (ii) Erect 2.4 m Security Fence, Symonds Farm. Applicant Geo E Gittus & Sun – Mr George Gittus.
18. Planning applications granted/refused:
- DC/14/0965/HH – Extension to Existing Wall, 5 Church Cottages, Bury Road, Little Saxham. Applicant – Mr M Burt – **Granted.**
 - DC/14/1256/HH – Front Extension, 4 Twites Corner, Gt Saxham. Applicant: Mr Stephen Phillips - **Granted.**
19. Matters for consideration at the next meeting;
- Play Area
 - Budget
 - Election Timetable
20. Village Events: St Andrews Church Quiz on 18 October 2014 at Barrow Village Hall.

Signed

Chair

Date

Helen
Ferguson

21. Any Other Business – the Clerk will supply Helen with 5 copies of the Welcome Guide for distribution to new residents.
22. Date of Next Meeting – 27 November 2014 at St Andrews Church, Gt Saxham.

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Signed

Chair

Date