

THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on 14 May 2015

at St Andrews Church, Great Saxham

Present:

Councillors: Michael Burt (Chairman), Helen Ferguson (Councillor), Carol Hall (Councillor), Jennie Moody (Councillor), Sue Dunn (Councillor) and Lisa Gleave (Clerk)

The Chairman, Michael Burt welcomed everyone to the meeting.

Action

1. Signing of Councillors Acceptance of Office – Councillors were given the relevant forms for completion.
2. Election of Chairman - Mike Burt was elected as Chairman. This was proposed by Jennie Moody and seconded by Sue Dunn.
3. Registration of Interest Forms – Councillors were given the relevant forms for completion. Clerk will return to Borough Council by 8 June. Lisa Gleave
4. Election Expenses – Councillors were given the relevant forms for completion. Chairman confirmed it will be a “nil” return as the election was uncontested. Clerk will return to Borough Council by 8 June. Lisa Gleave
5. Declarations of Interest – none.
6. Apologies for absence – Fred Gittus, Jonathan Clarke.
7. Minutes of last PC meeting held on 19 March 2015 – approved by all present and signed by the Chairman.
8. Matters arising from the Minutes of 19 March 2015
 - Vehicle Activated Speeding Signs – Posts have been ordered and Terry Clements confirmed we will share a VAS with Westley and Barrow. The Chairman ran through and signed the Memorandum of Understanding Form. The Clerk will return this to Claire Starling. Clerk to contact our insurers to check position on insurance cover for people involved in this scheme. Lisa Gleave
 - Bus Stops at Gt and Little Saxham – Gt Saxham - No further forward. Clerk is chasing. Little Saxham – Terry Clements confirmed we should email Guy Smith and himself re installing kerbs to assist people getting on and off the bus. Lisa Gleave
 - Flooding at Twites Crossroads – This has been acknowledged by Highways and was going to be completed within the last financial year. Clerk to chase again. Lisa Gleave
9. Matters arising from prior Annual Village Meeting
 - Phone box. Parishioners asked to consider and contact clerk if anyone has an idea for its use and wishes the PC to adopt it.
10. Councillor Briefings – Horringer Community Centre 22 June 2015 7 pm to 9 pm. It was agreed Mike Burt and Jennie Moody would attend. Clerk to arrange. Lisa Gleave
11. Transparency Code – This will be carried over and discussed in detail at the next meeting. In the meantime, the Clerk will be trained by SALC on the Lisa Gleave

Signed

Chair

Date

new One Suffolk free website so that we can comply with the new code by publishing PC Agendas, Minutes and Accounts. Clerk to arrange.

12. Correspondence – to be carried forward.
 - SALC briefing on Parking Reform.
 - PCC and Chief Constable Invite your views on policing.
 - SALC briefing on Unauthorised Encampments.
 - SALC briefing on Local Government Ombudsman.
 - LAIS Updates from SALC.
13. Planning – Applications considered since last meeting or those for which a decision is required:
 - DC/15/0837/HH – 9 Twites Corner, Gt Saxham – rear conservatory.
 - DC/15/0757/HH – The Old Smithy, Gt Saxham – single storey extension to rear elevation. No comments.
14. Planning applications granted/refused:
 - None.
15. 2015/16 Meeting Dates: 25 June 2015 St Nicholas Church Little Saxham, 24 September 2015 St Andrews Church, Gt Saxham.
16. Finance
 - Cheques requiring approval – cheque for £320 agreed in respect of Clerk’s wages.
 - Bank Reconciliation – circulated and approved.
 - Adoption of Financial Regulations – to be carried over.
 - Review of Risk Assessments – to be carried over. Clerk will circulate updated version before next meeting and it will be reviewed every June.
17. Matters for consideration at next meeting
 - Financial Regulations
 - Review Risk Assessments
 - Approve Accounts
 - Bus Stops
 - VAS
18. Any Other Business – None.
19. Date of next meeting – Thursday 25 June 2015 at 7.30 pm St Nicholas Church, Little Saxham.

Mike
Burt/Lisa
Gleave

Contact details:

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Lisa Gleave (Clerk)	01284 811986	lisa.gleave@hotmail.co.uk

Signed

Chair

Date