

THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on 18 February 2016 at St Andrews Church, Great Saxham

Present:

Councillors: Michael Burt (Chairman), Jennie Moody (Councillor), Jonathan Clarke (Councillor), Helen Ferguson (Councillor), Fred Gittus (Councillor) and Lisa Gleave (Clerk)

The Chairman, Michael Burt welcomed everyone to the meeting.

Action

1. Apologies for absence – Carol Hall and Sue Dunn.

2. Declarations of Interest – Fred Gittus declared an interest in the West Suffolk Operational Hub Consultation and would not participate in any vote.

3. Minutes of last PC meeting held on 19 November 2015 – approved by all present and signed off by the Chairman.

4. Matters arising from the Minutes of 19 November 2015

- Bus Stop/kerbs in Little Saxham – carry forward to next meeting. Mike Burt
- White lines in Little Saxham – works approved, clerk and Terry Clements Lisa Gleave chasing.
- Potholes (road leading to Symonds Farm) – works now completed.
- Resurfacing/drainage in layby Gt Saxham – works approved, clerk Lisa Gleave chasing.
- Queen's Birthday Celebrations – If anyone would like to organise an event this will be supported by the Parish Council.

5. Suffolk Police Report – There was no Police present and no report available.

6. St Edmundsbury Borough Council Report – Councillor Houlder was present. Planning applications for a Country Park at Ingham and a caravan/camping corner at West Stow Country have both been approved. The Borough is recommending an increase in Council Tax of 1.9% next year. It will start the next financial year with a £1 million gap in its budget and will therefore be looking to make further efficiencies. The brown bin service is stopping and residents need to pay £40 and sign up at www.westsuffolk.gov.uk/gardenwaste by 22 March 2016 if they wish the service to continue.

7. Suffolk County Council Report – Terry Clements was not in attendance. The clerk will circulate his report with the Minutes. Lisa Gleave

8. Highway matters – A resident has raised concerns about a high level of night time commercial lighting at the Calor Gas Depot, Little Saxham Business Park which has appeared within the last 12 months. It was agreed the clerk will write to Calor Gas requesting comments on this matter. Lisa Gleave

There are potholes at Honey Hill opposite Churchfields and where Honey Hill meets the corner of Barrow Road, Little Saxham - clerk to report. Lisa Gleave

Signed

Chair

Date

9. Grass Maintenance – Councillors agreed the additional quote from McGregor Services to include St Nicholas Church yard in 2016. Clerk to formally accept quote. Lisa Gleave
10. Treatt PLC and Calor Gas – External Emergency Plans Briefing 16.03.16 at 6pm West Suffolk House – A representative from Saxhams PC has been invited to a briefing on the control of major accident hazards in relation to the Calor Gas Station at Saxham. Mike will review nearer the time and will attend if possible. Mike Burt
11. Correspondence –
The Chairman briefly ran through the correspondence.
- Brown Bin Collections.
 - Referendums relating to Council Tax Increases. These can be found at www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2016-to-2017
 - Shaping Suffolk Fire and Rescue Service.
 - Clean for the Queen. We will contact businesses on the Industrial Park to request they clear away litter. Lisa Gleave
 - Information from SALC re Public Service Ombudsman
 - Highways Matters Survey
 - Auto-enrolment (Pensions)
12. Planning – Applications considered since last meeting or those for which a decision is required:
- West Suffolk Operational Hub – Following a detailed discussion it was agreed Councillors would not respond to this consultation.
 - DC15/2392/LB – Replacement timber doors, window and relocation of kitchen Pilgrim Cottage, Twites Corner, Gt Saxham. **No Comment.**
 - TP0164(1992)7 – Tree Preservation Order , Flints, Bury Road, Little Saxham. **No Comment.**
13. Planning applications granted/refused:
- DC/15/2165/HH – 1st floor extension, bay window and detached car port, Priors Farm, Gt Saxham. **APPROVED.**
 - DC/15/2230/FUL – Erection of new industrial building and link to existing building, Calor Gas Ltd, Newmarket Road, Risby. **APPROVED.**
 - DC/15/2339/LB – Extension to Front Porch, The Old Smithy, Hargrave Rd, Gt Saxham. **APPROVED.**
14. Charitable Donations for 2016/17 -
- Councillors considered requests from Age UK Suffolk and East Anglian Air Ambulance. It was agreed the PC was not aware of any Parishioners who benefit from these charities directly at present and therefore no grants to these organisations were made.
- The Chairman reminded Councillors the Barrow & Denham Good Neighbours Scheme is available to residents in The Saxhams. They are

Signed

Chair

Date

volunteers who provide small scale, simple and occasional help such as collecting prescriptions etc. The number is 07930 328930.

15. Finance

- Review of Clerk's salary 2016/17. It was agreed the Clerk's wages would be increased to £1,400 per annum from 1.4.16. This reflects increased responsibilities under the transparency code to provide public access to the Parish Council's documents and also aligns remuneration more closely with National Pay rates.
- The Parish Council had also successfully applied for a grant from The Transparency Fund for Small Authorities to fund a new laptop/scanner to enable the PC to comply with the Transparency Code. Councillors approved the purchase of this computer equipment which would be substantially funded by the award but with some additional costs for software licenses.
- Cheques (see attached list) - agreed by all present.
- Bank Reconciliation circulated and approved.
- External Audit Arrangements for Smaller Authorities. The Chairman briefed Councillors as follows. The Audit Commission has been abolished, paving the way for Local Authorities to appoint their own local auditors or use a body appointed by a "Sector Led" Body. By default, the PC is opted in to the new scheme which will mean that from 2017/18, as the PC has a turnover under £25,000, there will be no need to undergo a limited assurance audit review or to pay an audit fee. However, the PC will still need to complete and publish an annual return (on our website) and to complete an annual exemption form to be returned to the Sector Led Body.

16. Matters for consideration at the next meeting:

- Bus Stops at Little Saxham
- External Audit Arrangements
- Calor Gas Lighting

17. Village Events: None.

18. Any Other Business – It was agreed the PC will publish details of its new website in the Stile magazine. The website can also be used for advertising events etc. Residents have been holding coffee mornings fortnightly which are well received and it would be useful to advertise details on the website.

There has recently been an increase in "dog dirt" on the playing field. Helen Ferguson will prepare a suitable article for the Stile magazine requesting dog owners are responsible and pick up after their dogs.

19. Date of next meeting – AVM Thursday 12 May 2016 at 7.00 pm St Nicholas Church, Little Saxham.

The meeting was closed at 8.35 pm.

Contact details:

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Jonathan Clarke	01284 810408	jgc.saxham@btinternet.com

Signed

Chair

Date

Helen Ferguson
Fred Gittus
Jennie Moody
Carol Hall
Sue Dunn
Lisa Gleave (Clerk)

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Signed

Chair

Date