

THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on 19 June 2014

at St Andrew's Church, Great Saxham

Present:

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

The Chairman, Michael Burt welcomed everyone to the meeting.

Action

1. Election of Chairman and signing of that Acceptance Offer – Fred Gittus proposed Michael Burt be elected as Chairman and this was seconded by Helen Ferguson.
2. Apologies for absence - Carol Hall, Jonathan Clarke, Alan Page and David Gordon-Lennox
3. Declarations of Interest – none.
4. Minutes of last PC meeting held on 20 February 2014 and AVM on 22 May 2014 - The Chairman requested a minute be added to the Finance Section of the PC Minutes dated 20 February 2014. Having discussed the process and timetable for the auditing of the year end accounts, the meeting formally approved the re-appointment of Nick Lee as internal auditor. This amendment was agreed by all present. Both Minutes were approved and signed off by the Chairman. Lisa Gleave
5. Matters arising from the Minutes of 20 February 2014
 - Welcome Guide – This has been finalised and will be published with the next issue of the Stile magazine. Clerk to arrange for 150 copies. Lisa Gleave
 - Play Area – The barrier has been well received. Clerk to purchase a “no vehicles” sign. Saxham United Charities has provided a grant of £150 towards the cost of a round picnic table which is now in situ. It was agreed the table will not be secured to the ground so that it can be moved into the shade. Helen has obtained a quote for some wet pour to surface the boules court for children to play hopscotch but it was too expensive. She now has somebody local who is going to quote to resurface it. Helen Ferguson
 - Kerbs in Little Saxham – Although the work has been authorised there is no funding available for it. Terry Clements confirmed he has a highways budget and suggested we contact Guy Smith to request further details concerning the work needed. Lisa Gleave
 - Vehicle Activated Speeding Signs – Terry Clements confirmed he is buying 3 cameras and posts. He needs to work out which villages will group together to share them. We need to provide details of where we want the posts to be situated and forward to Terry Clements and Guy Smith at Highways. Lisa Gleave
6. Suffolk Police report – PCSO Jade Morton was present. There were no crimes in The Saxhams since the last meeting. The Safer Neighbourhood Teams priorities for the next quarter are to reduce speeding and to deter burglaries. The Chairman asked if speed checks could be carried out past the play area in Gt Saxham and down the hill into Little Saxham coming from Chevington. A Serjeant will review these spots to make sure they are suitable for speed checks.

Signed

Chair

Date

7. St Edmundsbury Borough Council – Cllr Ian Houlder was not in attendance and no report was available.
8. Suffolk County Council – County Cllr Terry Clements was in attendance. SCC is improving the Highways Team. Extra staff has been recruited at West Suffolk House so we should see a difference in responses when reporting Highway problems and also in the quality of the work. Terry acknowledged a good job had been done on the pot holes in Gt Saxham.
9. Highways matters – Councillors were asked to consider where they would like to see the speeding poles for the VARS cameras placed and to email the Clerk with the details. Helen will propose two sites in Gt Saxham and Mike will propose two in Little Saxham. It was agreed one needs to be placed coming down Honey Hill in the dip. Helen Ferguson, Mike Burt & Lisa Gleave
10. Revised Financial Regulations – The Chairman explained that the law has changed and the PC could now use alternative methods of payment to replace cheques and the need for two signatories. It was agreed we would continue to use cheques as we do not currently have enough transactions for it to cause the PC any problems.
11. Revised Code of Conduct – The Chairman will consider this and prepare a precis and advise Councillors further at the next meeting. Mike Burt
12. Correspondence (as per Agenda)
- Letter from Brandon Lewis MP to Leaders of All Local Authorities re localising council tax support grant. This will be raised with Ian Houlder, Borough Councillor at the next meeting.
 - Letter from St Edmundsbury Borough Council re West Suffolk Statement of Community Involvement.
 - Email correspondence between Ian Houlder and Streetlife (a website for local communities)
 - Letter from Samaritans requesting charitable donations*
 - Letter from Headway Suffolk requesting charitable donations*
 - Letter from East Anglia's Children's Hospice requesting charitable* donations.
 - Summary of Procurement Discussions from Town and Parish Liaison Group.
- *These letters will be considered in February 2015 when charitable donations are made. If anyone knows of anyone in The Saxhams who are benefiting from these charities they should let a Councillor know and a donation will be considered.
13. Planning Applications considered since last meeting or those for which a decision is required: None
14. Planning applications granted/refused:
- SE/13/0771/HH – 1 Sheepwash Cottage, Barrow Road, Great Saxham – erection of two storey extension (following demolition of existing single storey extension). Mr & Mrs White – **Granted.**
 - DC/13/0488/FUL – Priors Farm, Barrow Road, Hargrave, Suffolk. Conversion of barn to dwelling and construction of access. Mr Richardson. **Granted.**
 - SE/13/0940 – Land at Symonds Farm, Newmarket Road, Risby, Suffolk. Erection of (i) glasshouses (ii) pack house for lily growing & (iii) water

Signed

Chair

Date

storage tanks. **Granted.**

15. Approval of Accounts 2013/14 for the purpose of Annual Audit;
The Chairman explained the accounts have been reviewed and approved by the Internal Auditor Nick Lee to make sure we are managing our accounts properly. He then explained the Annual Governance Statement and it was agreed Councillors were comfortable with the systems we have in place for managing financial risks. It was further agreed we have reviewed our systems of control and the Annual Governance Statement was read out and agreed by all Councillors present. The Clerk will now send off the accounts to the external auditors.

Lisa Gleave

At our next meeting there will be a separate agenda item “Financial Risk Assessments” when the Chairman will go through our internal controls in further detail.

15. Finance
Cheques requiring approval – cheques were approved for:
- Lisa Gleave (Clerk’s Wages) - £320.
 - Mike Burt (AVM Expenses) - £25.64

Bank Reconciliation. The Chairman handed out the bank reconciliation and ran through the figures.

17. Matters for consideration at the next meeting
- Play Area
 - VARS cameras
 - Financial Risk Assessments
 - Revised Code of Conduct

18. Any Other Business – Lights Out – One Million Candles to Remember.
Everyone in the UK is invited to turn off their lights from 10 pm to 11 pm on 4 August 2014, leaving a single light or candle on to mark the 100th Anniversary of the date GB entered the First World War. Posters to go in Noticeboards.

Mike
Burt/Lisa
Gleave

19. Date of next meeting – 2 October 2014 at 7.30 pm at St Nicholas Church, Little Saxham.

The Chairman thanked everyone for attending and the meeting was declared closed at 8.30 pm

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Signed

Chair

Date