

THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on 22 June 2017

at St Nicholas Church, Little Saxham

Present:

Councillors: Michael Burt (Chairman), Helen Ferguson (Councillor), Sue Dunn (Councillor), Jonathan Clark (Councillor) and Lisa Gleave (Clerk)

The Chairman, Michael Burt welcomed everyone to the meeting.

Action

1. Apologies for absence – Carol Hall, Fred Gittus and Jennie Moody.

2. Declarations of Interest – None.

3. Minutes of last PC meeting held on 18 May 2017 – Approved by all present and signed off by the Chairman.

4. Matters Arising from Minutes of 18 May 2017

- 40 mph Repeater Sign, Twites Corner, Gt Saxham. The County Council has confirmed this will now be installed opposite 6/7 Twites Cottages.

Lisa

- Flooding Twites Corner – This has been logged and Clerk will chase again next week.

Gleave

- Bus Stops in Little Saxham – Carry forward to the next meeting.

Mike Burt

- Cycle Route Barrow – Bury St Edmunds. This will be raised with Karen Soons.

Lisa

Gleave

- Bury Bus Station – Public feeling vulnerable whilst waiting inside for buses. Ian Houlder will be notified.

Lisa

Gleave

- Play Area – Helen has obtained several quotes to update the play area. The general advice has been to replace the matting under the swings with wet pour surfacing. We also need to replace the swing seats, repaint the netball posts and replace the goal nets. It was agreed the PC will spend up to £2,500 on the play area. Helen will finalise quotes and report again at the next meeting. If matters can progress sooner Helen will liaise direct with the Chairman.

Helen

Ferguson

5. Suffolk Police Report - No Police were present but the attached newsletter was provided. Public raised concerns over anti-social behaviour in Ixworth and residential locations in Eastgate Street/Mildenhall Estate. The Police issued 2 Community Protection Notices in Ixworth and warning letters/notices at residential premises around the town.

6. St Edmundsbury Borough Council – Councillor Houlder was not present and no report was available.

7. Suffolk County Council – The Chairman read out Karen Soons' report in her absence. Briefly, Highways improvements on Bury St Edmunds double mini roundabout get underway. The project is due to be completed by 8 September 2017. Stage one of the OVO Energy Tour of Britain (cycling event) starts on 3 September in Edinburgh with Suffolk gearing up for the arrival of Stage Six on 8 September. Riders will travel from Newmarket and travel East finishing in Aldeburgh. 94% of Suffolk children were offered their first choice of primary schools in 2017. Suffolk Record Office has been nominated for Record Keeping Service of the Year at this year's Archives and Records

Signed

Chair

Date

Association Excellence Awards.

8. Financial Risk Assessment - The Chairman ran through the Risk Assessment in detail. Councillors present agreed they were satisfied the risks had been properly assessed and they agreed that suitable control systems are in place.

9. Annual Governance Statement 2016/17

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.

10. Annual Accounts 2016/17

The Chairman ran through the figures and the accounts were approved by all present and the Clerk will now send off the accounts to the external auditors. The accounts/relevant notices will be displayed on the website/parish notice boards to comply with the Transparency Code.

Lisa
Gleave

Planning Applications received since last meeting

11.

- DC/17/0945/HH – 1 Walnut Tree Cottages, Twites Corner – Front Porch – **No Comment.**
- DC/17/1209/HH – 9 Twites Corner, Great Saxham – 2 storey side extension. **No Comment.**

12. Planning applications approved/refused since last meeting:

- APP/E3525/W/17/3166945 – Glebe Paddocks, Gt Saxham – **Appeal Dismissed.**
- DC/17/0478/FUL – New Headquarters CLAAS UK Ltd, Saxham Business Park. **Approved.**
- DC/17/0364/FUL – Temporary siting of mobile home. CLAAS UK Ltd, Saxham Business Park. **Approved.**
- DC/17/0368/FUL – Industrial Building, Extension to existing warehouse (storage & distribution). Symonds Farm, Risby. **Approved.**

13.

Correspondence

- May 2017 Legal Briefing from NALC
- Information from SALC re Precept Data 2017/18
- Changes to Data Protection Legislation
- Letter from Seafarers UK re Flying the Red Ensign for Merchant Navy Day
- Letter from Suffolk Tree Warden Group dated 30 May 2017.

The Chairman briefly ran through the correspondence. There are changes being made to the Data Protection Act. This was noted and will be reviewed again when further action is needed.

Signed

Chair

Date

Finance

- 14.
- Cheques requiring approval – the attached list was circulated and approved by all present.
 - Grants to St Andrews and St Nicholas Church – It was agreed both churches would receive a grant of £50 as both facilities are used for parish council meetings throughout the year.
 - Bank Reconciliation – this was circulated and the Chairman ran through the figures. Agreed by all present.
15. Parish Clerk Vacancy - the current Clerk will step down in September. The Councillors passed on their thanks for the work Lisa has done. The Chairman will advertise the position. Mike Burt
16. 2017/18 Meeting Dates - the following dates were proposed: 21.09.17, 16.11.17 and 22.02.18. Clerk to circulate and notify Karen Soons/Ian Houlder. Lisa Gleave
17. Any Other Business - the Clerk was reminded to contact the Footpath Warden at the County Council regarding the footpath between Gt Saxham and Lower Farm. It is almost impassable for pedestrians during the winter months. There is a Garden Party at Churchfield on 16 September 2017 from 2-5 pm. Lisa Gleave
18. Matters for consideration at the next meeting:
- Play Area
 - Cycle Route
 - Footpath between Gt Saxham/Lower Farm
 - Flooding at Twites Corner
 - Bus Station in Bury St Edmunds
 - Bus Stop Little Saxham
19. Date of next meeting – 21 September 2017 at 7.30 pm St Andrews Church, Great Saxham.

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Signed

Chair

Date