

THE SAXHAMS PARISH COUNCIL

Draft Minutes of the Meeting held on 25 June 2015

at St Nicholas Church, Little Saxham

Present:

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

The Chairman, Michael Burt welcomed everyone to the meeting.

Action

1. Apologies for absence – Fred Gittus, Jonathan Clarke and Sue Dunn.

2. Declarations of Interest – none.

3. Minutes of last PC meeting held on 14 May 2015 – approved by all present and signed by the Chairman.

4. Matters arising from the Minutes of 14 May 2015

- Vehicle Activated Speeding Signs – Posts have been ordered and we will share a VAS with Westley and Barrow. We have insurance cover for volunteers erecting the VAS provided they follow the County Council's guidelines. Westley have insured the camera itself. The camera will come to us in July for a full month to be split between Little and Gt Saxham.

- Bus Stops at Gt and Little Saxham – Gt Saxham - No date for works yet despite the Clerk chasing. Little Saxham - The Chairman will complete application forms for a bus stop/hard standing. Clerk will also continue to liaise with Terry Clements/Guy Smith in respect of kerbs.

Mike
Burt/Lisa
Gleave

- Flooding at Twites Crossroads – Clerk has chased. The works have been authorised but as yet no date has been allocated. Clerk to chase as necessary.

Lisa
Gleave

5. Suffolk Police Report – PCSO Claire Teakle was in attendance. There has been 1 crime of interest in the Parish since our last meeting. This was a theft from a motor vehicle parked on the A14 at Little Saxham on 11/12 June. Several boxes of goods stolen. There are no current crime trends. Our designated PCSO Jade Morton is leaving on 11 July. It is not yet clear whether she will be replaced.

6. St Edmundsbury Borough Council Report – Councillor Houlder was in attendance. He has been elected for another 4 years and now has a role on the Resources and Performance Committee. The BC has money in the bank and they are trying to invest it wisely. For example, it has purchased a multiple occupancy house for the homeless. This will save on B&B costs and is a sound investment. The BC will be providing youth activities on Barrow playing field on certain days in the Summer holidays. YMCA will be doing the same in July/August in Risby. Ian circulated some statistics from a past census. He pointed out the crime rate in the area is very low and the attainment in the state schools within our ward is very good. A parishioner from Gt Saxham has contacted Ian with regard to speeding in the 40 mph zone at Twites Corner and he enquired when our VAS was being installed. The Chairman explained the VAS cannot be used in this area but if it is a regular offender the parishioner should feed information to the Police. Ian reminded councillors that he has a locality budget of £2,500 and urged us to

Signed

Chair

Date

consider applying for a donation towards any community events etc we are planning this year. Riding for the Disabled could also apply. Ian will send through the terms and conditions.

7. Suffolk County Council Report – Terry Clements was not in attendance and there was no report available.
8. Highway matters – The VAS will be handed over to the Chairman in July. He will set it up in Little Saxham and will then pass it onto Helen Ferguson who will erect it in Gt Saxham with one other person. The Chairman is due to attend Westley PC meeting on 9 July to discuss a rota system. Mike Burt/Helen Ferguson
9. Transparency Code – The Chairman ran through the new Transparency Code and explained we have an obligation to publish our proceedings now and that the external audit will be stopped within the next few years. The Clerk will be trained by SALC on 6 July on the new One Suffolk free website so that we can publish PC Agendas, Minutes and Accounts etc to comply with the Code. Lisa Gleave
10. Correspondence –
 - 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.
 - Letter from Havebury Housing re Installation of Solar Panels.

The Chairman briefly ran through the correspondence.
11. Planning – Applications considered since last meeting or those for which a decision is required:
 - DC/15/0988/HH – 1 Sheepwash Cottage, Barrow – single storey cart lodge. No comments. **No comments.**
 - DC/15/0924/HH – Twites Barn, Twites Corner, Gt Saxham – proposed garden room. **No comments.**
12. Planning applications granted/refused:
 - DC/15/0837/HH – 9 Twites Corner, Gt Saxham – rear conservatory. **Approved.**
 - DC/15/0757/HH – The Old Smithy, Gt Saxham – extension to rear elevation. **Approved.**
13. Finance
 - Cheques requiring approval – £320 Clerk’s wages, £288 for McGregor Services, £150 SCC for VAS post, Helen Ferguson £28.17 for village AVM refreshments and £30 CAS yearly subscription. Approved by all present.
 - Bank Reconciliation – circulated and approved.
 - Adoption of Financial Regulations – The Chairman explained we have to formally adopt a set of model financial regulations. He read out a template from NALC and all councillors present agreed these should be adopted.
 - Review of Risk Assessments - 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.

Signed

Chair

Date

14. Approval of Accounts 2014/15 for the purposes 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 accounts were approved and the Clerk will now send off the accounts to the external auditors.

Lisa
Gleave

15. Matters for consideration at the next meeting:

- VAS
- Bus Stops

16. Any Other Business – Jenny Moody enquired whether the PC had considered installing mirrors at blind spots at the crossroads at Twites Corner and on the bends at Little Saxham (turning right to Hargrave). The Chairman seemed to recall discussions in the past with SCC that suggested they were not good practise but it was agreed the Clerk will raise it again. Clerk will contact Barrow PC to see if they installed the one outside the Primary School in Barrow.

Lisa
Gleave
Lisa
Gleave

17. Date of next meeting – Thursday 24 September 2015 at 7.30 pm St Andrews Church, Great Saxham.

The meeting was closed at 8.25 pm.

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Signed

Chair

Date