

THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on Thursday 23rd September 2021

at St. Nicholas Church Little Saxham

Present

Councillors: Michael Burt (Chairman) Gill Hicks (Councillor) Carolyn Hopkinson (Councillor)
Bob Jones (Councillor) Rosie Irish (Councillor) and Michelle Thompson (Clerk)

The Chairman, welcomed everyone to the meeting especially Cllr. Jones as it was his first meeting, after being Co-opted.

1. Apologies: - Apologies for Absence came from
Cllr. Ferguson and Cllr. Winkler

2. Declaration of Interest Nil

3. Minutes of the Last PC Meeting held on 23rd September 2021

The minutes of 24th June 2021 were signed and approved by the Parish Council. Also the minutes of the 20th May 2021 were approved as a slight adjustment had been made to these minutes following the June meeting.

4. Matters Arising from Minutes of 24th June 2021

- **Great Saxham Village Noticeboard Repairs**

Cllr Burt reported that Mr. Kidd was able to complete the refurbishment of the Noticeboard in Great Saxham. The upright posts holding it in position had been straightened so that it had been possible to re-install in its old position.

- **Little Saxham Village Notice Board Refurbishment**

One quote has been received and the Clerk has been asked to obtain an additional quotation.

**Michelle
Thompson**

- **Drainage at Gt. Saxham Church Gate and The Cattery Lt. Saxham**
(*update*)

At the last Parish Council Meeting Cllr. Soons suggested that Cllr. Winkler and Cllr. Burt met with the new Operational Highways Portfolio Member, Paul West to discuss both issues and possible ways forward. Cllr. Soons and Mr West subsequently reviewed the issue at Great Saxham but no progress had yet been made on a solution for either problem.

**Cllr.
Winkler
and Cllr
Burt**

Cllr. Burt confirmed the importance of resolving the two outstanding flooding issues before winter sets in when the hazardous condition of flood water on the highway is made even more dangerous by ice.

It is disappointing that SCC Highways had not proposed any solution for these longstanding problems and Cllr. Burt proposed to raise this again with SCC Cllr. Karen Soons.

- **Great Saxham Play Area**

Signed

Chair

Date

The Parish Council thanked Cllr. Houlder for his Locality Grant of £400 from West Suffolk Council, which assisted with Play Area Repairs that have now been completed.

Cllr. Ferguson was thanked for purchasing goal nets and for arranging for the Goal posts to be painted so that the play area now looked a great deal smarter. **Cllr Ferguson**

The Parish Council would continue to monitor the condition of the existing wooden benches as the poor state of these continued to be highlighted as low risk in the Play Area reports.

As a point of information the Chairman reminded Councillors that best practice when ordering items on behalf of the Council is to ensure that the supplier's invoice is addressed to the Parish Council at the clerk's address so that VAT may be reclaimed on the purchase.

5. Suffolk Police Report

The Clerk would circulate the Police report with the minutes as there was little that was specific to The Saxhams. An email address is included to contact the Police for non-urgent matters.

6. St Edmundsbury Borough Council – Councillor Ian Houlder

Cllr Houlder attended the meeting and reported on the Council's finances which are set to break even. As a Council the organisation still follows strict Covid 19 Guidelines and the majority of the staff are working from home.

The Parish Council were informed that the Mildenhall Hub was progressing well with a Doctor's surgery and various other leisure facilities on site.

Parking within Bury St Edmunds has picked up and Cllr Houlder emphasised this was due to an increase in tourism. He also reported on the development of the Old Post Office Building.

Cllr Houlder kindly offered us a grant from his Locality Budget to assist with the repairs to the Little Saxham Noticeboard. The Clerk was asked to follow this up. **Michelle Thompson**

7. Suffolk County Council - Councillor Karen Soons

Cllr Soons did not attend the meeting and for further information please see the Attached September Parish Newsletter for SCC.

8. Planning Applications Received Since the Last Meeting

The Chairman outlined the process used to deal with Planning matters. The Clerk will circulate each Planning Application so that Councillors are able to make comments. If as a result of this Councillors feel the Parish Council needs to comment on an application then West Suffolk Council are usually very co-operative in allowing a time extension so that the matter may be considered at the next scheduled meeting. Where such an extension is not

possible, then an additional Parish Council meeting would be held to consider the matter.

- **DC/21/1560/FUL** Planning Application-
Conversion of stable building to two holiday lets

Stables
Lower Farmhouse
Barrow Road
Great Saxham
Suffolk

Mr. W. Phizacklea

PENDING

No Comment was made by the Parish Council

9. Planning Applications Approved / Refused since last Meeting: -

- **DC/20/1174/FUL**

Planning Application – Temporary siting
of a mobile home for on – site security guard

CLAAS. UK
Saxham Business Park,
Little Saxham Suffolk IP28 6QZ

APPROVED

- **DC/20/2363/VAR**

Planning Application – Variation of Condition 2 of 16/2363/VAR
to amend approved drawings to move drying equipment to outside the
building.

10. Finance

Chq	391	Salc - Councillor Training MB CH BJ	£ 90.00
Chq	392	McGregors - Grass Cut Jul and Aug	£564.00
Chq	394	Westcotec - Vas Repairs	£372.00
Chq	396	Came and Company Parish Insurance	£346.34
Chq	397	Salc - Councillor Training CH	£ 60.00
Chq	398	H Ferguson -(paint and nets for goal post	£124.59
Chq	399	J Kidd Gt Saxham Noticeboard	£559.00
Chq	400	M Thompson Clerks Salary Oct – Dec	£370.02
Chq	402	M Thompson clerks Expenses	£ 29.88
Chq	404	SCC Pension Contri Clerks / Parish jul,aug, sept	£111.60
Chq	405	H Ferguson (goal clips for play area)	£ 6.99

Signed

Chair

Date

The Clerk reported that the Parish Council has received a VAT refund of £421.11

- Cheques – circulated and agreed by all present.
- Bank Reconciliation was approved and agreed by the Parish Council.
- Insurance, Cllr Burt explained that we have had the renewal through for the Parish Council Insurance and that everything looked to be fine. The Chairman proposed that stay with our existing company for another year.
- Cllr. Burt went on to say that in the June meeting he reported that Speeding was still a big concern to all and made people aware that there is a “Speed Watch Programme” in Barrow. He also mentioned that The Saxhams continues to share a Vehicle Activated Sign (VAS) with the Neighbouring Parishes of Barrow and Westley. Recently, the supplier Westcotec have repaired the unit and replaced the batteries at a cost of £372 which will be shared between the three parishes.
- Councillor Training – Cllr. Burt Cllr. Hopkinson and Cllr. Jones had attended some training on line and found it to be very useful and informative.
- It was agreed by the Parish Council to add Cllr Hopkinson as a signatory to The Saxhams Parish Council Bank Account. All Agreed

**Michelle
Thompson**

The Chairman confirmed that the Council was also looking into online banking.

The Clerk was asked to complete the necessary documentation.

11. Correspondence

Play Area Monthly Report:- June. - Sept 2021 -This was circulated for information

Standing Orders, Code of Conduct, Financial Regulations and Risk Assessment. These were all assessed and approved for the year ending 2021/22.

Bin Situated at The Bus Shelter at Great Saxham Crossroads :-The Chairman explained to the Parish Council that the Clerk has reported to West Suffolk Council that this bin was being used for fly tipping. This location is bound to be susceptible to such problems but the bin has a lock mechanism which would need to be installed at the Parish Council’s cost if the bin were moved to another location in the village. It was agreed to monitor the situation and review at a future meeting.

Cllr. Hopkinson asked about the return of the West Suffolk village settlement review. The Chairman agreed to look into this and liaise with her to assess by the deadline of the end of the month.

**Cllr Burt
Cllr
Hopkinson**

Signed

Chair

Date

12. Any Other Business

In recognition of Jonathan Clarke's long service with the Parish Council and his love for wildlife the Parish proposed to position some Nesting Boxes in the Woods near the Play Area Cllr. Irish offered to look into this to spend a notional budget of up to £100. **Cllr. Irish**

Cllr. Hopkinson asked whether placement of a traffic mirror at Twites Crossroads had been considered. As background, the Chairman summarised the traffic measures that had been put into effect there. The clerk was asked to check with SCC Highways as to whether the Parish Council had the authority to install such a mirror in that location. **Michelle Thompson**

It was agreed by all to hold the next Parish Meeting on a Wednesday.

Date of Next Meeting –Wednesday 24th November 2021 at St Andrews Church Great Saxham at 7.30 pm.

The Chairman thanked everyone for coming and the meeting was declared closed 8.30 pm.

Contact details:

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Signed

Chair

Date