

# THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on 20<sup>th</sup> June 2019

at St. Nicholas Church Little Saxham

**Present:**

Councillors: Michael Burt (Chairman), Helen Ferguson (Councillor), Sue Dunn (Councillor), Gill Hicks (Councillor) Rosie Irish (Councillor) and Michelle Thompson (Clerk)

The Chairman, Michael Burt welcomed everyone to the meeting.

1. Welcome and Apologies:- Gill Hicks was welcomed to her first full Parish Council Meeting.  
Apologies for Absence came from  
Suzie Winkler and Jonathan Clarke

2. Declaration of Interest Nil

3. Minutes of the Last PC Meeting held on 9<sup>th</sup> May 2019

The Minutes were approved by all and signed off by the Chairman

4. Matters Arising from Minutes 9<sup>th</sup> May 2019

- Drainage Issue at Great Saxham Church Entrance Gate

Funding from SCC Highways has now been agreed and unless any further costs occur regarding the drainage, work will go ahead in 2019/20.

- Drainage Issue at the Cattery at Honey Hill Little Saxham

This drainage issue has been going on for some time and was once again reported to Suffolk Highways in May 2019 along with photographic evidence.

Suffolk Highways replied with a decision to take no action even though this blocked drain has given significant flooding at a bend in the road and causes significant risks to road users. This has occurred regularly and has persisted for some time, giving rise to two accidents during last winter when the flooding turned to ice.

It was agreed by the Parish along with the Suffolk County Council representative to report this incident once again and await highways responses.

**Michelle  
Thompson**

- Cycle Route Barrow – Bury St Edmunds

There has been no more progress made with the Saxham to Barrow Section of The Cycle Route and it was therefore agreed to contact the SCC Right of Way Officer.

**Michelle  
Thompson**

Signed

Chair

Date

- Village Guide

This is ongoing and will be reviewed again when the appointment of a new vicar has taken place. Also, a new revised map will be drawn up to take account of comments about the Umbrello and China Pond that are both situated in the grounds of Saxham Hall.

**Michelle  
Thompson**

5. Suffolk Police Report

The Chairman read from the attached SNT Newsletter and reported back to the Council.

6. St Edmundsbury Borough Council – Councillor Ian Houlder

Cllr Houlder informed us that all was going well with the new “West Suffolk Council” and it is applying for a “Royal Status”. The Council is focusing on job opportunities and setting up a new hub in Mildenhall. Ian went on to say that they are beginning to concentrate on social housing providing more help for the homeless. The Western Way development is going well and the Council is trying to open up opportunities with a University now in the town they will look at the provision of accommodation etc.

Barrow Village Development is still of concern. Mr Burt, The Saxham Chairman, attended the Barrow Parish Council AGM to listen to developments proposed for the village, which as a Key Service Centre and in a prime location for the A14, Cambridge and Stansted is threatened with further expansion. He had urged Barrow PC to produce a Neighbourhood Plan so that The Saxhams might have an opportunity to comment on this. Additionally, there are plans for approx. 500 new homes from Newmarket Road through to Westley Village.

2031 sees “New Vision”, New Developments, New Plans  
This includes places such as Red Lodge, Haverhill and Mildenhall

7. Suffolk County Council - Councillor Karen Soons

There are lots of developments centred around education with Outstanding Children Services, with £45million allocated at the last budget to spend on Special Educational Needs.

Karen reported to the Parish Council about the Rougham Service Department saying that they have a new engineer Matthew Fox who seems to be dealing well with the different issues. He has experience having previously worked for Anglian Water. Karen suggested we should visit the site at Rougham where we would be able to discuss any issues. The Chairman Michael Burt brought up the issue surrounding the flooding at The Cattery Honey Hill Little Saxham (drain blocked) and said an email came through saying no further action is being taken. Cllr Soons said that’s a prime example to go along with because it enables you to discuss the matters with the engineers.

Signed

Chair

Date

8. Confirmation Governance Processes

Risk Assessment:

This was reviewed and the Chairman pointed out to the Councillors that due to the laws under the Data Protection Act 2018. The Saxhams Risk Assessment should include a section on Data Protection. It was therefore, agreed by the Council that the Chairman and the clerk should adjusted the Risk Assessment accordingly.

Code of Conduct:

An annual review was completed and the Chairman confirmed that this document, covers the rules and regulations, how we conduct ourselves and carry out our duties.

Standing Orders:

The Saxhams Standing Orders were reviewed with updates where necessary.

9. Matters Arising in Great Saxham

Chestnut Trees Twites Corner

This is an ongoing issue and one of our parishioners has been assisting with our enquires throughout.

Since the last meeting the Clerk has done numerous investigations into the ownership of the land on which the Chestnut Tree stands to be able decide on who is responsible for maintaining the tree. Unfortunately, so far this still has not been established, however with the assistance of Michael Rutterford, a report was compiled to outline that the trees were not under any stress but unfortunately, we are no further along the lines of finding out either the ownership of this land or whose responsibility it is to maintain them. Although the District Council's Tree Officer had not recommended tree surgery was necessary, the Parish Council agreed to seek a second opinion from a reputable Tree Surgeon which would also establish a likely comparative cost for any work deemed appropriate.

Dog Fouling

Unfortunately, there is still a problem predominantly between The Lodge and Saxham Hall, but also in the Children's Play Area; even though there are two signs. It was decided by the Parish Council to design a flyer, hopefully preventing further instances and is to be distributed within August Stile

**Michelle  
Thompson**

Signed

Chair

Date

Play Area Report -May 2019

No further issues were noted with the Play Area and are now looking to organise a painting day

10. Planning Applications Approved / Refused since last Meeting:

- D/C 19/0335/HH- Household Planning Application  
(i) Single Storey link extension to existing garage(ii) Single Storey rear Extension (following demolition of existing conservatory (iii)First Floor side extension (iv)Single and two Storey Front Extension and (v) Covered Verandah on Side Elevation

**Michelle  
Thompson**

Barnsmere Cobbs Hall Road, Great Saxham  
Bury St Edmunds Suffolk. Mr and Mrs N Mill

**Approved**

- DC/18/0588/FUL (i) Dismantle Umbrello (ii) Carry out necessary conservation work (iii) Re-construct Umbrello in new location on Saxham Hall Estate.

**Pending**

- DC/18/0589/LB **Listed Building Consent** – Dismantle Umbrello (ii) Carry out necessary conservation work (iii) Re-construct Umbrello in new location on Saxham Hall Estate.

**Pending**

11. Finance

- Cheques – circulated and agreed by all present.

Jonathan Clarke (Refreshments for AVM )	£ 28.05	Chq. No:-329
M Thompson (Clerks Expenses)	£ 46.98	Chq. No:-331
Trevor Brown (Internal Auditor)	£115.75	Chq. No:-332
McGregors - Grass Cutting (May)	£ 426.00	Chq. No:-333

- Bank Reconciliation was approved and agreed by the Parish Council With the Precept being received of £6000 and a VAT Refund of £1041.11.

Signed

Chair

Date

- Annual Governance and Accountability Return 2018/19

The Chairman outlined to the Parish Council that we have to complete one of these at the end of every financial year showing a financial summary for the year which is then sent to the External Auditors - PKF Littlejohn by 1<sup>st</sup> July 2019. This is published on The Saxhams website for public viewing, along with the internal audit report.

Internal Auditor – Trevor Brown

The Saxhams Internal Audit took place on 20<sup>th</sup> June and Mr Trevor Brown reported that The Council was maintaining effective governance arrangements with a robust framework of internal control. The auditor was very pleased with how the Saxhams were managing their responsibilities and duties.

### Correspondence

#### Correspondence regarding HGV traffic through Great Saxham

A Parishioner has contacted The Saxhams PC, Councillor Soons and MP Matthew Hancock regarding use of the road through Great Saxham by HGV traffic and the possibility of restricting this through a Traffic Regulation Order (TRO). There is already an “Unsuitable for HGV” sign at the Twites corner crossroads which it was suggested was not proving effective. Councillors considered the matter and observed that specific efforts had been made to prevent construction traffic in relation to Saxham Hall from using this route and that farm traffic and local deliveries of domestic loads such as heating oil could not be diverted. Councillors noted that should a TRO imposing an environmental weight restriction be imposed at some significant cost, this would itself be impossible to enforce. The chairman suggested that the complainant be contacted to provide some further evidence in terms of number and frequency of these traffic movements so that the exact nature of the problem might be further considered.

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#### Any Other Business;

Cllr Hicks put forward a suggestion to the Parish Council of a Footpath leading from Little Saxham through to Great Saxham perhaps coming out at The Play Area. This went down very favourably and was suggested that we correspond with the relevant land owners of the surrounding farmland to see whether this would be viable.

**Mike Burt  
and Gill  
Hicks**

Date of Next Meeting – Thursday 26<sup>th</sup> September 2019 at  
St Andrews Church Great Saxham at 7.30 pm

Signed

Chair

Date

13. The Chairman thanked everyone for coming and the meeting was declared closed 8.45 pm

Contact details:

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Signed

Chair

Date