

THE SAXHAMS PARISH COUNCIL

Minutes of the Meeting held on Wednesday 29th June 2022
at St. Nicholas' Church Little Saxham

Present

Councillors: Michael Burt (Chairman) Gill Hicks (Councillor)
Rosie Irish (Councillor) Helen Ferguson (Councillor)
Suzie Winkler (Councillor) Michelle Thompson (Clerk)

1. Apologies: - Bob Jones (Councillor), Carolyn Hopkinson (Councillor)

2. Declaration of Interest Cllr. Winkler declared an interest in Section 8 iii

3. Minutes of the Last PC Meeting held on 18th May 2022

The minutes of 18th May 2022 were approved by the Parish Council and signed by the Chairman.

4. Matters Arising from Minutes of 18th May 2022

- **Little Saxham Village Noticeboard Repairs**

Cllr Burt reported that Mr Kidd had started on the refurbishment of the Noticeboard and should be finished in a few weeks. The Chairman explained, because of the detailed Artwork on it, a separate company was commissioned to do that, at a cost of £117.78.

- **Drainage at Honey Hill near to The Cattery
Lt. Saxham**

SCC Highways had decided that the cost of any major highway works at the site would not be feasible. Repeated rodding to clear the silt continually built up seems to be the only practical solution. The matter should continue to be logged on the SCC website

- **Drainage at Great Saxham Church Gate**

The Chair outlined that we have met and discussed the matter several times with Karen Soons and surveyors from SCC Highways. Photographs have been shared and it has now been recognised that the work completed in 2014 had caused this problem. Once Highways have made a full assessment, then a proposed scheme of remedial works is expected but action will depend on the costs coming within their budget. This matter is on-going and Cllr Winkler will assist with photographic evidence of the property adjacent to the church where the surface drains have been damaged. Cllr. Burt will follow up with SCC and give an update at the next PC meeting.

**Cllr. Burt/
Cllr.
Winkler**

Signed

Chair

Date

- **VAS Option to Upgrade**

Still Outstanding. Other Parishes and supplier Westcotec to be contacted to discuss options

Cllr. Burt

- **Road Closure - Direct Table Foods**

The Parish Council had expressed its concern over the road closure between Little Saxham and Westley for a new gas main to benefit Direct Table Foods on the Saxhams Industrial Estate. A letter to the company was acknowledged in a phone call from their Operations Director who seemed surprised by the concern at the inconvenience caused to the Local Community. The closure of this main road for a 3 month period had clearly completed less than 50% of the first phase of work between Westley crossroads and Little Saxham.

Further correspondence with Direct Table will be needed to discuss the inconvenience caused by the next phases of work from Westley crossroads to Oliver Road in Bury St Edmunds and from Little Saxham bends to the Saxhams Industrial Estate via Honey Hill.

Cllr. Burt

- **Great Saxham Play Area**

The Parish Council continue to monitor the poor condition of the existing wooden benches. It is now noted as moderate risk in the monthly Play Area Reports. The Council had approved, in principle, the cost of refurbishment with regard to the replacement of the feet on them and Cllr Ferguson agreed to see to this.

**Cllr.
Ferguson**

It was decided at the last meeting to take the basketball nets down. Cllr. Winkler had arranged for a handyman to assess the cost of repairing them and it was decided to go ahead with the repair, rather than leave an obsolete structure in situ. The Council approved the refurbishment cost of approximately £120.

**Cllr.
Winkler**

Great Saxham United Charities have donated two benches for the Play Area, as a gift for the Jubilee. However, the positioning of these raises some concern as they are situated on a bank. The Chairman proposed to discuss this further with the Charity concerned before the benches are adopted and included in the PC Asset Register.

Cllr. Burt

- **Lodge Farm Development**

Carried forward to next meeting

- **Saxham Business park lighting and A14 Junction 41 Development**

Carried forward to next meeting

5. Suffolk Police Report

There was nothing further to report back since the May Newsletter.

Signed

Chair

Date

6. St Edmundsbury Borough Council – Councillor Ian Houlder

Cllr. Houlder attended the meeting and briefed on the latest news regarding the Local Plan; explaining that the Consultation ends late July. Regarding proposed development in Barrow, the largest of the sites preferred by West Suffolk Council is located on the Eastern side of the village and therefore will impact The Saxhams PC most directly through increased volume of traffic.

The Chairman thanked Cllr. Houlder for using some Locality funding to provide Jubilee mugs for the children in the 2 villages. These had now arrived and were being distributed.

7. Suffolk County Council - Councillor Karen Soons

Cllr. Soons gave a brief summary of progress with more detail available via her monthly newsletters.

The progress made on the flooding at Great Saxham Church Gate was also discussed.

The Clerk informed Cllr. Soons that the Parish Council is still interested in having an Electrical Charging Point installed in the Lay-by at Great Saxham Crossroads and had emailed SCC but had had no correspondence back. Cllr. Soons suggested forwarding her the email to see whether she could assist.

(For Further information please see the monthly Parish Newsletter for S.C.C.)

8. Planning Applications Received Since the Last Meeting

DC/22/0847/HH Household Planning Application – detached two bay lodge with workshop

St Nicholas House
Hargrave Road
Little Saxham
Bury St Edmunds
IP29 5LH

**No
Comment**

DC/22/0889/VAR Planning application - variation of condition 3 of

DC/21/1560/FUL to remove time
occupation restriction for holiday let

**No
Comment**

Stables Lower Farmhouse
Barrow Road
Great Saxham

Signed

Chair

Date

Applicant Mr. W. J. Phizacklea

DC/22/0982/HH Household Planning Application-
Construction of pool garden, with pool equipment house and
minor landscaping works

**No
Comment**

Saxham Hall
Cobbs Hall Road
Great Saxham
Suffolk
IP295JW

Applicant Mr. O. Winkler

9.

Finance

Chq 421	Michelle Thompson – Clerk Salary	£376.29
Chq 422	SCC – Clerk Pension Contribution	£113.49
Chq 423	M Burt (Art work Lt Saxham noticeboard	£117.78

- Cheques – circulated and agreed by all present.
- Bank Reconciliation was approved and agreed
- AGAR and End of Year Procedures 2021/22

The Chairman explained that at the end of every financial year the AGAR has to be agreed and sent off to the External Auditors by the 1st July. This represents a written record which conveys the Parishes' financial activities and performance throughout the year. All was agreed.

- Internal Audit Report 2021/22

The Clerk / Financial Officer informed the Council that the Audit had taken place on 17th June and that they were now in receipt of the report which had been circulated to Councillors in advance of the meeting. The auditor had outlined a number of recommendations that will be taken forward over the course of the next year;

**Michelle
Thompson**

- To review the Financial regulations which were last approved by the Parish Council in September 2021
- To compile a website Accessibility statement
- To ensure that cheque counterfoils are countersigned by signatories
- To review any risks associated with the Parish Council's lack of registration under GDPR legislation

Signed

Chair

Date

10. Correspondence

Financial Regulations, Code of Conduct, Risk Assessment Standing Orders for 2021/22

A new update version of the Financial Regulations Code of Conduct and Standing Orders were circulated to all Councillors for approval. All agreed.

The Chairman confirmed that one of the auditor's recommendations was to update the Risk Assessment, taking into consideration any Data Protection issues. The Chair and Clerk would adjust accordingly and present it again at a future meeting

**Michelle
Thompson**

The Clerk outlined that the computer purchased in 2016 was running slow. It was agreed to look into purchasing a newer model. The Clerk was asked to make enquires and report back to the Chairman for discussion at the September meeting.

**Michelle
Thompson**

Transfer of Bank Accounts- Lloyds

The Clerk explained that the Parish Council were in the process of transferring Banks, due to HSBC now charging for each cheque transaction made. It was agreed by all to transfer to Lloyds and that, at the same time, the Clerk should progress the move to on-line banking.

**Michelle
Thompson
/ Cllr. Burt**

11. Date of Next Meeting – Wednesday 28th September 2022 at St Andrews' Church Great Saxham at 7.30 pm

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Signed

Chair

Date