

## Swilland and Witnesham grouped Parish Council

Clerk: Mr Steven Barron

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### Parish Council Meeting

Wednesday 20<sup>th</sup> July 2016 7:30 pm at Witnesham Village Hall

#### MINUTES

1. Chairman welcomed everyone to the meeting.
2. The Code of Conduct: To receive Councillors Declarations of Interest. None.
3. To receive apologies from Councillors not attending: Mr Lightfoot, Cllr Whiting and Mrs Pace.

In attendance: Mr Everett, Mr Darell-Brown, Mrs Camp, Mr Rush, Mrs Shaw, Dr Nicol, Mr Templeman, Mr Hindle, Mr Wilks (small delay in arrival), Mr Stanley and one member of the public.

4. Election for co-option candidate, Mr Paul Madge Coopers Close Witnesham, Chairman asked Mr Madge to say a few words of introduction where Mr Madge expressed a wish to help with village life in Swilland and Witnesham. A proposal to co-opt Mr Madge onto Swilland and Witnesham grouped Parish council was made by Mr Rush, seconded Mr Hindle. This was approved. Mr Madge then signed a "Declaration of Acceptance of Office" form and then joined the council for the rest of the meeting.
5. To approve Minutes from the meeting held on 25<sup>th</sup> May 2016: Carried.
6. County Councillor report
  - a. Mr Vickery was not in attendance.
7. District Councillor report
  - a. Mr Whiting was not in attendance.

8. Finance Update

- a. Current Account: £18,144.18p
- b. Ipswich Building Society £8,141.03p  
(above balances as of 29<sup>th</sup> June 2016)

Clerk as RFO

Clerk stated that a pending payment of £5,999.02p for Village Hall Heating project would reduce Barclays balance accordingly. Mr Darell-Brown asked about the amount of funds in the Ipswich Building Society. The account would be discussed at the next Finance Committee meeting.

c. Future Plan for Petty Cash

Clerk explained issues which were around audit and record keeping. Council agreed to refer this to the Finance Committee to progress.

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d. To agree and adopt a Financial Risk Assessment for 2016-17

The risk assessment used in the previous year was discussed by the council. A proposal to adopt the risk assessment document was made by Dr Nicol, seconded Mr Templeman: Carried.

9. To approve the following payments:

a) Clerk training	£120.00
b) Administration May	£191.18
c) Churchyard maintenance	£375.00
d) SALC subscription	£345.19
e) Village Hall Heating Upgrade	£5999.02
f) Village Hall emergency lights and timer	£306.00
g) Hall Hire	£40.00
h) Playing Field gate repair	£37.87
i) Audit recorded delivery x 2	£12.90
j) Mobile phone top up	£10.00
k) ICO registration	£35.00
l) Stationery	£2.00
m) Village Halls Briefing SALC 3 Councillors	£108.00
n) PAYE Tax June Quarter	£124.40
o) Administration June	£154.34

Payments were approved: proposed Mrs Camp, seconded Mr Everett.

10. Footpaths

- a. Mr Hindle reported that grass cutting was late on Public Footpaths resulting in overgrown paths. Mr Hindle did complain to SCC about this.
- b. The Parish Council mower required a repair recently and invoice is pending.
- c. Mr Darell-Brown asked about footpath 12 (rear of Weyland Road) which runs through Parish Council land. It was agreed to add this plot to the grass cutting schedule next year and Mr Hindle agreed to look into clearance of overhanging branches brambles and stumps. Also Chairman asked for thanks to be noted to Mrs Parks who had arranged for ditches to be cleared close to the path.
- d. Mrs Camp raised an issue with the footpath opposite Acre Close where County Council grass cutting had taken place in a copse, resulting in orchid destruction. Mr Hindle explained that this had occurred before and SCC needed to clarify by way marking, the correct public right of way and hence avoid erroneous cutting of the orchids.

11. Planning

- a. Mr. Wilks reported on recent planning meetings and advised the following:

The Barn Mill Lane, Witnesham, conversion of barn, was approved by SCDC and supported by PC.

Manor Farm, Witnesham, swimming pool, was refused by SCDC and supported by PC. (Appeal pending).

Warrens Barn Witnesham, amended drawings of plots, was approved by SCDC and supported by PC.



Fynn Valley Golf Club application was due to be heard by SCDC committee on 21<sup>st</sup> July and was supported by PC.

b. Next planning committee meeting will be 25<sup>th</sup> July and has White House Farm Witnesham and Henley Gate (Westerfield) on the agenda.

c. Issues at the Anglia Cleaning site in Swilland had resulted in a disappointing lack of response from SCDC.

#### 12. Police Report

- a. SNT have not submitted a report and Mr Rush would investigate. There had as yet been no firm date proposed for a prospective SNT meeting. Clerk would monitor this.

#### 13. Highways

- a. SAVID and VAS Signs: Mr Everett reported that there had been no activity of late. The next SAVID meeting under the proposed new structure was due in September at Tuddenham.
- b. Mr Everett had chased SCC Highways regarding the bend sign in Swilland and the culverts on the B1077, without success so far.
- c. Tuddenham Lane "street nameplate" in Witnesham had gone missing and had been reported to Norse.
- d. The proposed new 40 mph speed limit on the B1078 was discussed and the need for Police involvement and speed enforcement was stressed. As far as extending this limit down to Gibraltar crossroads, a meeting with Mr Oldham of SCC Highways was to be arranged and support would be sought from SC Councillor Mr Vickery.
- e. A discussion of the shortfalls of SCC Highways grass cutting schedule took place. Mr Hindle had raised this with SCC on 25<sup>th</sup> June. Chairman would now take this up with Mr Oldham at SCC Highways.
- f. Mr Darell-Brown raised concerns over vehicles parking on the pavements. Mr Rush would draft a notice and consult with SNT.
- g. Mr Rush reported that a parishioner's property in Coopers Close had been flooded by an overflowing surface water drain. This was being pursued by Mr Rush via Mr Buckingham at SCC Highways.

#### 14. Playing Field Management Committee

- a. Mr Wilks asked about tree cutting close to the Play Area next to the school and it was decided to delay this until 1<sup>st</sup> September to safeguard any potential nesting birds.
- b. Mr Wilks asked about the broken gate at the same location and was informed by Mr Rush that a quote was pending to repair this.
- c. There had been a report from a parishioner of broken glass by one of the goals on the Playing Field. This had been made safe by best

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efforts of the Clerk. WASPs and SNT were subsequently advised accordingly.

15. Recreation Ground

Mr Rush had met with a sports equipment company, in regard to possible equipment provisions in the parishes. Mr Rush gave an overview of what could be available. A purchase might be possible, potentially utilising some of the money available from a limited £15,000 shared sports equipment fund. This would be evaluated further by Mr Rush after positive feedback from the Parish Councillors present.

16. VHMC

- a. Mrs Shaw reported that Village Hall re-decoration was due to start at the end of July. Recently fitted emergency lighting had been funded by the Parish Council. The entrance door lock had been found broken and subsequently repaired recently.
- b. Mrs Shaw and Mr Rush paid tribute to the late Mrs Pat Bailey, who had done so much work over the years to support the Village Hall.
- c. Dr Nicol reported on a recent briefing by SALC, which was attended by three Parish Councillors. The briefing helped clarify the relationship between the Parish Council and the Village Hall Management Committee, various legal standings, any future purchase of services and the restrictions of VAT. Mr Rush would arrange a meeting to follow this up with VHMC.

17. Tree Officer

- a. Mr Darell-Brown advised that works on Ash tree at Hall Lane allotments was not done yet. Mr Darell-Brown asked council if he could use alternative contractor.
- b. Mr Hindle reported that a damaged tree in Weyland Road had been repaired by an unknown party.

18. Allotments

- a. Mrs. Camp advised that all allotments were now taken.

19. Community Group

- a. Mrs. Camp reported that the Villages Show was a great success in July and was very well attended. The Garage Sale also went well. Publicity for a proposed musical evening planned for November would be made available to the Clerk and subsequently put in the "What's on" section of the website.

20. AOB

- a. Mrs Shaw reported that a member of the public had found the Fido Bin next to St Mary's Church had been used for flower disposal material. Mr Hindle will raise this with the PCC.