

Swilland and Winesham grouped Parish Council

Clerk: Mr. Steven Barron

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Annual General Meeting

17th May 2017 at 7.30pm at Winesham Village Hall

MINUTES

1. To Elect a Chairman – In the absence of the Vice-Chairman (delayed arrival) the Clerk asked Council for nominations for Chairman. Dr. Nicol proposed that Mr. Rush to continue as Chairman, seconded Mr. Lightfoot. Mr. Rush was elected unanimously.
2. The Code of Conduct - No declarations of interest received.
3. Chairman welcomed all to the meeting. Mr. Everett, Mrs. Shaw, Mr. Rush, Mr. Templeman, Mr. Wilks (delayed arrival), Mrs. Bailey, Mr. Lightfoot, Dr. Nicol and Mr. Johnson were in attendance.
Apologies received from Mrs. Pace, Mr. Stanley and Mr. Hindle.
4. To Elect a Vice-Chairman - Mr. Rush proposed that Mr. Wilks be nominated as Vice-Chairman, seconded by Mr. Lightfoot. Mr. Wilks was elected unanimously.
5. To appoint Committee Members –

Finance: Dr. Nicol (Ch), Mr. Lightfoot, Mr. Stanley, Mr. Rush.

Planning: Mr. Wilks (Ch), Mr. Everett, Mr. Lightfoot, Mr. Rush, Mrs. Shaw, Mr. Hindle, leaving one vacancy to be filled at a later date.

Communication: Mr. Lightfoot and Mr. Rush.

Footpath Representative: Mr. Hindle

Safer Neighbourhood Police Representative (SNT): Vacant

Tree Officer: Mr. Templeman

Allotments: Mrs. Bailey

Highways & SAVID: Mr. Everett, Mr. Johnson and Mrs. Pace

Village Hall Management Committee Representative: Mrs. Shaw

SALC: Mr. Rush

Play Area Inspection (School): Mrs. Pace

Play Area Inspection (Rec): Mr. Stanley

Playing Field Liaison: Mr. Wilks.

The above representative list was proposed to be adopted by Dr. Nicol, seconded Mr. Everett: carried

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C. Rush
19/5/17

6. To adopt Chairman's Report for 2016/2017 – Proposed Mr. Johnson, seconded Mrs. Shaw : Adopted.

- a) Feedback on APM: Feedback was positive and approx 55 people attended.

7. Election of co-option candidate: None present. Deferred item to next meeting.

8. To approve Minutes from the meeting held on 15th March 2017 - Proposed Mrs. Shaw, seconded Mr Templeman: Agreed as a true record.

9. To review or adopt

- a. Review the Council's Standing Orders: Standing orders reviewed without need for change. Proposed Mr. Templeman, sec. Mr. Everett:carried.
- b. Review Financial Regulations 2017: Financial Regulations reviewed without need for change. Proposed Dr. Nicol, sec. Mr. Lightfoot:carried.
- c. Adopt Suffolk Code of Conduct (updated 2014): Adoption proposed Mr. Templeman, sec. Mr. Johnson: carried
- d. Ask Councillors to review online their register of interests: Verbal reminder given by Chair, **Clerk will send link and reminder to Councillors.**

10. Suffolk County Councillor report – None

11. SCDC Councillor report – None

12. Finance Update – Clerk as RFO (balances as of 28th April 2017)

- a) Current Account £20,393.34p
- b) Ipswich Building Society £8217.38p
- c) BDO Annual Governance Statement

The statement had been distributed prior to the meeting to all Councillors.

Completed statement was approved, proposed Dr. Nicol, seconded Mr. Lightfoot.

d) The Accounting Statements were examined by the council and Mr Templeman proposed approval, seconded Mr. Everett, agreed unanimously.

13. Recent payments below agreed. Proposed by Mrs. Shaw and seconded Dr. Nicol.

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| a) HMRC PAYE Tax Q4 | £125.40 |
| b) Hall hire Jan and Mar | £40 |
| c) SALC annual subs | £357.44 |
| d) SALC Payroll to 31 Mar | £54.00 |
| e) Rec. Ground inspection | £48.00 |
| f) APM refreshments (drinks) | £42.00 |
| g) Administration Mar | £154.34 |
| h) Administration Apr | £154.54 |
| i) Stationery | £34.76 |
| j) APM refreshments | £24.73 |

14. Footpaths – Mr. Hindle was not present. Mrs Shaw reported that the footpath sign indicator was still not repaired next to the Moon and Mushroom. Clerk would check with Mr. Hindle.

Mrs. Bailey reported that the path from Wash Lane up toward Swilland was partially blocked by tree debris. Mr. Templeman agreed to investigate.

15. Planning – Mr. Wilks reported that there had been a meeting on 16th May which included an application for 11 dwellings on the land at Mow Hill, three of which would be affordable dwellings. This was a re-submission, following a previous application, which was not supported by the Parish Council, and was subsequently withdrawn. The issues which were highlighted by the Parish Council on the previous submission had been addressed. The meeting was well attended and local support was apparent during debate. The site was still not included in the new revised Local Plan, which only contains the Street Farm site, and was outside the village boundary limit. On the basis that it was well designed, received local support and would benefit the village, it was supported in exceptional circumstances.

Sawmill site: An agent wished to promote the site for development of approximately 15 dwellings. A formal planning application was awaited.

Homelands House: There would be a Committee meeting at SCDC on May 18th and Mr Wilks hoped to attend on behalf of the Parish Council.

16. Police report – None at the meeting. **Clerk to ensure SNT newsletters are available on the web site.**

17. Highways – Mr. Everett reported that the inspection of 30 mph signs in Swilland and Witnesham by SCC Highways would take place starting on May 18th, as a general check, with repeater sign specific checks the following week.

Resurfacing on B1077 America and Mow Hill was near completion.

The new 40 mph limit on B1078 at Ashbocking had been speed surveyed by the Police safety camera team and the data showed one in five vehicles were exceeding the enforcement limit. The numbers suggested that approximately 27,000 vehicles per week were using this part of road with approx 20% of those vehicles exceeding the enforcement limit.

18. SAVID (Safer Village Driving) – Mr Everett was still covering the rep's role and reported that the purchase of a shared SID/VAS was progressing and insurance for this across participating villages was being investigated.

SAVID had sent a grid sheet of speed awareness initiatives deployed by participating villages to the Parish Council. Mr Everett asked that feedback be given by Council at the July PC meeting. The next SAVID meeting was due 3rd August.

Chairman then presented a copy of a petition which had been provided by a local resident and supported by 26 Individuals, concerning accidents with cars parked on the Street during the evenings near Apple Rose Cottage in Upper Street. Chairman gave an overview of the issues and the general dangers and concern voiced many times before over cars parking on the road in poorly lit areas. He additionally referred to the Community Speed Watch report given at the APM, which also gave cause for concern about speeding. Chairman did however state that he was keen to do something but was keen to include schemes, signage and improvements that would benefit all areas of the Parish area in the longer term. Chairman asked Council for their consent to set up a small working group of three councillors to look at ideas with costed solutions and possible grant supports etc. in regard to speed initiatives and to report back to Council at the July meeting for

further consideration. Mr. Johnson, Mr. Everett and Mrs. Pace were asked to take this forward (Mrs. Pace absent). Council unanimously agreed to proceed.

19. Playing Field management Committee – Mr. Wilks reported May meeting had been cancelled. The Play Area repairs were warmly acknowledged. Next meeting TBA.

20. Play Area Inspections – Mr. Stanley and Mrs. Pace not present.

21. Recreation Ground – A recent safety inspection had reported some minor issues which required rectifying and these would be addressed forthwith. **Clerk to arrange order following received quote.**

22. VHMC – Mrs Shaw reported on a VHMC meeting held on 26th April. Matters arising included front door repair and that the electrical problem had been resolved, with a rebate achieved to recover incorrect billing as a result. Loft insulation requirement was quoted as £697. Parish Council were asked to assist with the release of the £500 which had been agreed in the budget. Dr. Nicol raised concern that capital project requirements were still not being notified in advance to the Parish Council each January by VHMC. This made VAT reclaim a potential issue. Clerk reported that as of 1st June, hall hire costs would increase by 10%.

23. Allotments - All allotments are still leased.

24. Village Show Community Group –Mr. Stanley was not present. **Clerk would ensure that flyers and forms would be put on the web site for download by parishioners. This item would be removed from future agendas.**

25. Meeting dates – These will be standard alternate third Wednesday in the month for 2017/18. **Clerk to publish on the web site.**

26. Correspondence – None.

27. Matters to be brought to the attention of the Parish Council – Mr Wilks asked about possible need for a grit bin on the Swilland fork junction with B1077. Clerk would do a check on grit bins, costs and report back on agenda item for next meeting.

Mr Rush wished to publicly thank Nick Stanley, Graham Seward and Martin Bloomfield for the tree clear up work carried out by the allotments in Hall Lane. Mr. Johnson raised concerns that Witnesham Pre-School contract was changing which could result in a considerable cost burden which may jeopardise the Witnesham Pre-School. Dr. Nicol asked for this to be an agenda item for the next meeting and Council agreed.

Dr. Nicol asked about the progress with the phone box makeover work and Mr Rush added that a concern had been raised regarding bent hanging basket hooks on the boxes. **Clerk to pursue contractor and also ask for hooks repair/replace to be added to the makeover work schedule.**

Meeting closed at 8.35 pm

CRush
19/5/17