

## Swilland and Witnesham grouped Parish Council

Clerk: Mr Steven Barron

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### Parish Council Meeting

Wednesday 15th November 2017 7:30 pm at Witnesham Village Hall

#### MINUTES

1. Chairman welcomed everyone to the meeting. A member of the public was welcomed and chair agreed that they would be allowed to speak at item 10, when the meeting would be suspended.
2. **The Code of Conduct. To receive Councillors Declarations of Interest:** None
3. **To receive apologies from Councillors not attending:**  
Mrs Pace, Mr Lightfoot, Mrs Bailey and Mr Hindle.

**Present:**

Mr Everett, Mr Stanley, Mr Rush (Chair), Mrs Shaw, Mr Templeman, Mr Johnson(delayed arrival), Dr Nicol and Mr Wilks.

**In attendance:**

One member of the public.

4. **To approve Minutes from the meeting held on 20th September 2017:** These were approved as a true record.
5. **County Councillor Report:**  
Cllr Vickery was not present.
6. **District Councillor Report:**  
Cllr Whiting was not present. **Action: Clerk to seek explanation of non attendance of both SCC and SCDC councillors plus check if reminders are not adequate from the Clerk.**
7. **Footpaths**  
No known issues (Mr Hindle not present)
8. **Planning**
  - a) DC/17/4551/TPO (Tree Preservation Order) G1 Black Poplar, 6 Giles Way Witnesham, Reduce the crown of the tree all round by up to 30%

Details of the Tree Preservation Order application had been circulated prior to the meeting and the chair gave an overview. Mr Templeman (Tree Officer) had made a site visit and could see the reasoning behind the application based on what was observed.

Chair proposed council send a "No Comment" response to SCDC. This was agreed.

*CRush*  
17/11/18



b) Planning Update

Mr. Wilks reported that there had been three planning meetings since the last PC meeting which were mainly small scale extensions etc.

Homelands House was now one month away from enforcement process implementation.

Mr Rush and Mr Wilks had met with SCDC planners in October. The Parish Council drafted response to the Local Plan had been sent to SCDC. It was envisaged that the main level of growth in Witnesham would be sites on Mow Hill including the former Wood Yard. Street Farm was an already allocated site from previous local plan allocations. During discussions that followed councillors were keen that 2-3 bed affordable housing suitable for families should be high priority in any applications that are submitted.

9. **Police Report**

Clerk reported that the ASB meeting due on 26<sup>th</sup> October had been cancelled. Dr Nicol said he would try to make the next meeting if he was available. **Clerk to check date, venue and update.**

10. **Highways**

a) The speed initiatives working group reported back -

Mr Johnson reported that due to workload, there had not been much progress. Chair offered the Clerk's support for admin to Mr Johnson to assist pending amendment to the texts which was agreed. **Clerk to contact Mr Johnson.**

The three way temporary traffic lights on the B1077 by Fynn Valley Golf Club had been confusing for motorists particularly when no works were going on at the sites. The lights should either be turned off or permanently green. Chair confirmed that he had been to site to speak with contractors and Dr Nicholl had registered a complaint on the Website.

The road closure in Tuddenham (drainage works) had badly impacted on Tuddenham Lane Witnesham with a large number of vehicles using it as a rat run resulting in some grid lock on this narrow lane. Chair had also reported this to SCC Highways.

The pot holes in Hall Lane had now had yellow paint marked around them, so it was hoped that these would be repaired soon. SC Cllr Robin Vickery would be asked to escalate if necessary.

The B1078: extension of 40mph limit to include Gibraltar Crossroads has still not progressed. Chair reminded council of the history of the Parish Council's detailed attempts to achieve the above with SCC Highways.

Residents had now raised a petition which had been shared with the Parish Council.

Chair suspended the formal meeting to allow a member of the public to speak.

The main reason for the raising of the petition now was that recently, a new resident in Swilland was shunted into from the rear of the vehicle whilst stopped to turn right off B1078 into Swilland High Road. Also a near fatality had been witnessed and the driver went into shock.

- There is poor visibility from Gibraltar Road looking towards Otley
- From High Road to Gibraltar Road or turning onto B1078, The property to the immediate right (Otley College side) hinders visibility and the temptation is for vehicles to cross the white line in order to see, thus protruding onto the B1078.

*Handwritten signature/initials*



- Vehicles which come out of the 40mph limit from the Ashbocking side of the crossroads are likely to feel encouraged to accelerate up to 60mph as limit zone is changed.
- All of the above compounds danger

The member of the public asked the Parish Council to progress by lobbying. The local MP was supportive.

Chairman agreed to use the petition to lobby SC Cllr Robin Vickery and SC Cllr Jane Storey (covering James Finch absence Cabinet Member for Highways and Transport).

Chair re-opened the meeting.

Mr Everett reported the blocked gullies on B1077 and High Road had been reported to SCC Highways. Also the street sign entitled "Mow Hill" which was broken by the Barley Mow had been reported to SCDC. Fly tipping had been reported to SCDC and cleared on the B1078 in Swilland. There were also instances of fly tipping by the bottle banks close to the Recreation Ground where people had left the containers which had been used to transport the bottles.

**11. SAVID (Safer Village Driving)**

There was a SAVID meeting on 29<sup>th</sup> November which Mr Johnson would try and attend.

**12. Playing Field Management Committee**

At the last meeting, council had asked that the Clerk should contact Witnesham School and ask for possible dates for the next PFMC meeting. This was done, but no reply had been received from email sent on 29<sup>th</sup> September. **Clerk would retry.**

**13. Play Area Inspections**

Mr Stanley reported that the Recreation Ground was all good. Clerk reported that scheduled repairs to the Play Area by the school would be started on 13<sup>th</sup> December.

**14. Recreation Ground**

There had been a Finance Committee meeting where it was felt that it was preferred to have more equipment for older children. Chairman had obtained a quotation for a 25m cableway, a Spica spinning post and a Super Nova roundabout and will feedback in January meeting with further quotations and potential funding sources.

**15. VHMC**

Mrs Shaw reported that loft insulation was being purchased and installed, but had no updates on any projects which might be planned for next year which the PCC would need to make some budget provision for. Dr Nicol asked Mrs Shaw to remind the Village Hall Management Committee to provide early notice of any future plans and in particular to remind them that the PC can assist with recovering VAT, but only if it directly places the orders and makes the payments on specific projects it is made aware of.

**16. Tree Officer**

Nothing to report

*Chugh*  
✓ 12/1/18



**17. New Grit Bin requirements -**

Two grit bins had been delivered and installation was pending. Expected installation in next two weeks at junction of B1077 and High Road. Also junction of Swilland High Road and Wades Lane.

**18. Allotments -**

Mrs Bailey was not present. Clerk reported that the fees were to remain at £10 per annum for this coming year as agreed by the Finance Committee on 30<sup>th</sup> October. **Clerk would send out renewal letters.**

**19. Correspondence -**

None.

**20. EU Directive "The General Data Protection Regulation" (GDPR) due 25<sup>th</sup> May 2018 -**

Clerk reported that he had attended a SALC briefing on 10<sup>th</sup> October, but the impact on Parish Councils was still evolving. A Data Protection Officer (DPO) would be required for the Parish Council and currently the views from SALC were that it could not be a councillor, unlikely to be the Clerk due to "expertise required in Data Protection and possible conflicts of interest". Clerk would keep council informed of developments as they occurred.

**21. Finance Update -**

**Clerk as RFO**

**a. Current Account: £25,925.98p**

**b. Ipswich Building Society £8,217.38p**  
(above balances as of 27th Oct 2017)

**c. Present the draft budget 2018-19**

The Clerk distributed hard copies to the councillors. Dr Nicol presented the balanced budget and stressed that all the numbers are estimates and a slight under spend was predicted. The precept would appear slightly higher than last year at £13,316.57, but per tax payer, there was no increase derived from council tax base. **Mrs Shaw proposed acceptance, seconded Mr Wilks: carried.**

**d. Consider utilisation of District Council enabling budget funding.**

D Cllr Whiting had contacted the Clerk and asked if council wanted to bid for anything from his Locality Budget which had a small amount of money left which neighbouring parishes had already requested. After discussion it was agreed that there was not anything specific this financial year planned. **Proposed by Dr Nicol seconded Mr Wilks: carried.**

**e. Approve and accept Internal Auditor's Report from 2016-17 year**

The Finance Committee had agreed at the meeting of 30<sup>th</sup> October 2017 to recommend acceptance and approval of the Internal Auditor's report for the year 2016-17. The report had been circulated prior to the meeting. **Dr Nicol proposed approval and acceptance, seconded Mrs Shaw: carried.**

*Cheryl*  
17.11.18



Current financial situation – Clerk  
Finance Committee had been given all the figures by the Clerk of spending so far this year, income and forecast out turn, which had enabled the setting of the draft budget and there were no concerns. Finance Committee had agreed that the CIL payment received this year would be a specific earmarked reserve for 2018-19, based on the date received. Clerk could then manage this and report annual return to SCDC. Any other CIL payments received would be managed the same way and in a separate date based reserve for each payment.

**22. To approve the following payments:**

a) 2 x 285 Litre Grit Bins	£327.00
b) Annual web site hosting charge	£60.00
c) Annual grass cutting	£1474.20
d) Administration October	£231.41
e) Play Area inspection	£48.00
f) Resurfacing driveway Hall Lane track	£1500.00

The meeting agreed to approve all the above payments.

**23. Matters to be brought to the attention of the Parish Council –**

Mr Stanley reported that the Head Teacher at Witnesham School was due to retire at the end of this current academic year. Interviews for identified candidates were scheduled for January 2018.

Mr Templeman reported that the pavement opposite the Barley Mow had become narrowed through vegetation growth. **Clerk would inspect and report back.**

Phone boxes makeover work had still not been started by a local contractor. And council would review alternatives by the end of November. Dr Nicol asked about electricity and lights in the phone boxes and if these were still in place to be checked as part of the refurbishment works. **Mrs Shaw offered to check with Otley PO as they had some experience with the refurbishment box there and let the Clerk know the outcome.**

Chair advised the meeting that there had been some Anti-Social Behaviour reported in Weyland Road. Flag Ship Housing Manager Mr Farthing had been to visit the area and it was hoped that this issue had been resolved but he asked to be contacted by the Parish Council should problems re occur.

Meeting closed at 8:50 pm

*CRush*  
17/1/18