

Swilland and Witnesham grouped Parish Council

Clerk: Mr Steven Barron

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Parish Council Meeting

Wednesday 20th September 2017 7:30 pm at Witnesham Village Hall

MINUTES

1. Chairman welcomed everyone to the meeting. Additional welcome was given to Rev Clare Sanders who had been invited to speak on item 7. Chair proposed that item 7 be moved to item 5 slot. This was agreed.
2. **The Code of Conduct. To receive Councillors Declarations of Interest:**
Mr Templeman is a landowner of a site mentioned in the Local Plan (item 9a)
3. **To receive apologies from Councillors not attending:**
Mrs Pace, Mr Lightfoot and Mr Stanley.
Mr Stanley's absence from the previous two meetings was explained to council by the Chair. Chair also passed on mitigation as to why Mr Stanley could not attend the current meeting and asked council to consider dispensation for Mr Stanley's absences. Council unanimously agreed dispensation.
Present:
Mr Everett, Mrs Bailey, Mr Rush, Mrs Shaw, Mr Templeman, Mr Hindle, Mr Johnson, Dr Nicol and Mr Wilks.
In attendance:
Reverend Clare Sanders
4. **To approve Minutes from the meeting held on 19th July 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.
7. **Parish Council contingency plans in the event of any future senior royal bereavement –**
Rev Sanders informed the meeting that contingency plans by the CofE, to allow for the passing of either the Queen or the Duke of Edinburgh, included that churches would be available for members of the public to sign a Book of Condolence and/or light a candle. Framed photographs of each would be beside the book and be available in each Parish in readiness for the "D" days. Mr Hindle offered to liaise with Rev Sanders (Swilland) and Rev Alan Forsdyke (Witnesham) on behalf of the Parish Council.

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Council agreed to support provision of a Books of Condolence and photographs and would contribute 50% of the cost, assuming that CofE would be facilitating the orders of these items. One set to be located in each Parish.

The PC agreed that the best location for these to be available in Swilland was the Parish Church.

For Witnesham the PC suggested that the Baptist Chapel would be the easiest place in terms of location for most residents.

8. Footpaths

RUPP35 (length of path across the meadows and up to Cockfield Hall) had been cut back.

Mr Rush asked Mr Hindle about the mower servicing who responded that there were no issues.

The missing sign by the Barley Mow had been replaced.

Mr Hindle reminded the meeting of the pending temporary bridleway closure at Newton Hall in November.

Mrs Shaw asked about a missing footpath sign opposite St Mary's Church in Witnesham. Clerk informed the meeting that this had been reported in February, but would double check.

9. Planning

a) The Suffolk Coastal Local Plan Review - Issues and Options Consultation.

Mr Wilks had circulated an overview document to council prior to the meeting. He then went through the main points which included various growth scenarios. The SC Local Plan aimed to meet housing needs to 2036. One main objective for council to consider was to avoid Witnesham becoming part of the East Ipswich Distribution and invited comment from council, with the option of delegation to the Planning Committee. Mr Rush and Mr Wilks were due to meet with District planners on 10th October, so feedback from councillors would be required before then.

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.

A Homelands House previous application regarding regulation of what happens on the site was refused and enforcement resulted. The applicant then submitted a second application to which the PC strongly objected to. Mr Everett thanked Mr Wilks for this.

There had been a successful appeal for The Button/Moon and Mushroom application.

10. Police Report

a) Clerk's actions since last meeting

Clerk reported that as requested, he had reminded residents via the email list, to remain vigilant and report suspicious behaviour to the SNT. The contact for the Fire Alarm at Witnesham School had been supplied by Mrs Shaw and the Clerk had distributed this to residents.

Mr Rush reminded council of the monthly Tier One meetings and asked the **Clerk to ask councillors via email if they could attend the next meeting on 26th October.**

11. Highways

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a) The speed initiatives working group reported back - Mr Johnson reported that at the close of the last SAVID meeting, he had engaged in conversation with David Chenery (SCC Highways), on the question of the process used to approach SCC Highways to ask for a quote based on established parish requirements. There was no formal process and virtually no funding apart from some large pot across the region which lacked detail.

Council considered the contents of a Traffic Speed Reduction Initiative document which had been circulated to some members prior to the meeting.

In summary, the document is stating "As a Parish Council, this is what we require after recognising the problems and gathering evidence".

Further discussion on the contents took place including maintenance of repeaters, location sites for SIDs (permanent/movable) and data collection.

Chair asked council if they were happy for the working party to continue and approach SCC with the presented initiatives document, and obtain quoted costs from SCC Highways. This was agreed.

Mr Hindle asked if SALC could advise about the difficulties experienced in communications between Parish Councils and SCC Highways. Mr Rush would take this up. Clerk reported that he had heard from another meeting, that SCC Highways re-organisation, which was close to completion, aimed to give every parish a single point of contact. This as yet, had not been reported to this council officially however, and remained unclear.

Dr Nicol asked about progress on repair of pot holes in Hall Lane. **Clerk to re-report and check.** Email to SC Cllr Vickery should be considered if appropriate.

12. SAVID (Safer Village Driving)

Mr Johnson and Mr Everett attended the latest SAVID meeting on 3rd August. Further investigation on the possible shared SID ownership and insurance requirements was underway. It was questioned at the last meeting whether SAVID should remain mainly advisory or become more active if funding allowed.

13. Playing Field Management Committee

Nothing to report as there had been no meeting. **Council asked that Clerk should contact Witnesham School and ask for possible dates for the next PFMC meeting.**

14. Play Area Inspections

Clerk reported on behalf of Mr Stanley (not present) that the Recreation Ground had been checked last weekend and there were no issues. Clerk reminded council that he was aiming to align RoSPA inspections of our two play areas such that they took place in the same calendar month.

15. Recreation Ground

Nothing additional to report.

16. VHMC

Mrs Shaw had nothing to report via VHMC.

17. Tree Officer

Nothing to report

18. New Grit Bin requirements -

Since the last meeting, SCC had contacted the Clerk and recommended approx. 300ltr bins

Clerk asked via the Chair, for council to approve expenditure for two green 285litre grit bins at £109.00p each plus VAT. This was approved.

19. Allotments -

a) Repairs to track leading to allotments in Hall Lane

Clerk reported that work was due to commence on 26th September.

Mrs Bailey had nothing to report on allotments, pending the Finance Committee annual review of allotment rents which is due before the November meeting.

20. Correspondence -

An email has been received from a member of the public who raised concerns about a commercial advertising sign placed by the entrance to Strugglers Lane on the B1077. **Council discussed and concluded this was a Highways issue due to the positioning of the sign on the carriageway. Clerk would report to SCC.**

A second issue raised, in the same email, expressed concern about Pea Fowl crossing the B1077 regularly by Burwash from Church lane as a likely to cause an accident. **Clerk would ask SCC Highways about this.**

21. EU Directive "The General Data Protection Regulation" (GDPR) due 25th May 2018 -

Clerk reported that this was on the agenda to alert council to the fact that preparation was required for this before May 2018. Clerk was due to attend a training briefing on 10th October at SALC and after this, more should be known on what steps need to be taken by the council and when.

22. Finance Update -

Clerk as RFO

a. Current Account: £19,287.53p

b. Ipswich Building Society £8,217.38p

(above balances as of 31st Aug 2017)

c. Approve and accept Annual Return and BDO certificate

The annual Return and BDO certificate were unanimously approved and accepted.

Current Financial Situation:

There had been a VAT reclaim received for £1,521.34p. This would help offset a payment of £1,200, which was likely soon, for the track repairs in Hall Lane allotments approach.

Mr Wilks reported that a CIL payment was expected from SCDC in October of approx £2.7k. **Dr Nicol asked the Clerk to circulate any helpful**

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information that was to hand, to aid how the Finance Committee could budget this earmarked reserve.

23. To approve the following payments:

Mr Hindle asked for approval of a pending payment of £90.00p for this year's daffodil bulbs. This was approved and added to the list below.

a) Administration July	£192.98
b) Administration August	£324.17
c) Annual Parish Council Insurance	£846.45
d) Annual Return BDO Audit	£240.00
e) Stationery, postage & mob phone top up	£26.51
f) Replacement battery for laptop	£49.99
g) Gate repair material Play Area (May)	£15.50
h) Recreation Ground repairs	£184.08
i) Hall hire Apr May	£40.00
j) Administration September	£185.33
k) HMRC PAYE tax Q2	£175.40
l) Hall Hire Jul Sep	£44.00
m) Daffodil bulbs	£90.00

24. Matters to be brought to the attention of the Parish Council –

Mr Johnson gave a quick update on the Witnesham Pre-school. There had been an increase in turnover and they were in profit currently. The £1800.00 maintenance cost demanded by SCC had been waived for 12 months. A building next to the Pre-school was due for demolition.

Dr Nicol raised concerns about the scale of the work being carried out between Westerfield and Witnesham at the Power Networks site.

The pending phone boxes makeover had been delayed and was now due by the end of October.

Meeting closed at 9:25 pm

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