

Swilland and Witnesham grouped Parish Council

Clerk: Mr Steven Barron

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Parish Council Meeting

Wednesday 17th January 2018 7:30 pm at Witnesham Village Hall

MINUTES

1. Chairman welcomed everyone to the meeting. Chairman paid tribute to Mr Guy Templeman, an ex Parish Council Chairman who had served the community for many years, who had passed away recently and who would be sadly missed in the village by all he knew him. Chairman also welcomed SC Cllr Robin Vickery who had recovered from a recent illness.
2. **The Code of Conduct. To receive Councillors Declarations of Interest:** None
3. **To receive apologies from Councillors not attending:**
Mr Wilks.

Present:

Mr Everett, Mr Stanley, Mr Rush (Chair), Mrs Shaw, Mr Templeman, Mr Johnson, Dr Nicol, Mrs Pace, Mr Lightfoot, Mrs Bailey and Mr Hindle.

In attendance:

SC Cllr Robin Vickery and SCD Cllr Robert Whiting.

4. **To approve Minutes from the meeting held on 15th November 2017:**
These were approved as a true record: Proposed Mr Stanley, sec Mr Lightfoot, carried and signed by the Chair.

5. **County Councillor Report:**

Cllr Robin Vickery reported that the new SCC Highways restructure had completed. The area for Suffolk was split into three. East, West and Ipswich areas. Swilland and Witnesham are now covered by the Ipswich Service Delivery Centre at Phoenix House office in Ipswich. **Full reporting and details would be made available from Cllr Vickery via the Clerk to councillors.**

Other main points covered included:

- Suffolk school travel consultation launched
- Suffolk is chosen as one of only 10 pilot areas to retain 100% of business rates
- Fully funded first-time central heating systems for Suffolk residents
- Primary School application deadlines
- Ground investigations for Ipswich's Upper Orwell Crossings to begin in the new year
- High Needs Funding Consultation for Education

Clerk would make full report available on Parish Council website.

It was confirmed that Jane Storey, SCC Cabinet member for Highways had acknowledged the Chairman's many requests to review the Gibraltar

C. R. W. 21/3/18

crossroads speed limit issue and had suggested a meeting on site sometime in late February.

Chair requested Cllr Vickery to assist with a request the Parish Council Highways working group had sent to SCC asking for costs to carry out some further speed reduction works through the village to include 30mph painted road signs and replacement of several missing and damaged highway signs. In spite of several requests no prices have as yet been provided for the PC to consider actioning. Additionally there were several pothole reports on highways which had also been reported and needed a follow. Chair asked if Cllr Vickery could follow all these highways issues up as a matter of urgency. **Clerk would forward the case numbers to Cllr Vickery.**

Questions were raised by various councillors regarding SCC Highways efficiency in respect of resources and Management structure to provide timely Inspections.

6. **District Councillor Report:**

Cllr Whiting reported that the merger of SCDC with Waveney DC had been approved by the Secretary of State.

There had been approval to charge £43 per year for Brown Bins in SCDC. New bins would be distributed as part of the change, but the process on how this would be implemented had not been yet confirmed.

The capital program of £43.5M was in place for 2018-22. Examples of use were given as Deben and Leiston Leisure Pools which were under consideration.

The Adastral Park 2000 housing scheme had been approved and Chairman asked for guidance on the impact this might have on future planning and 5 year housing allocation for the Parish which Councillor Whiting still felt was not yet clear.

7. **Footpaths**

Chair thanked Mr Hindle for organising the Boxing Day walk which had seen 69 people attend and once again a very successful social occasion.

Clerk reported that a fallen Public Byway sign outside Witnesham Hall had been reported and replaced.

8. **Planning**

Mr Wilks was not present but had submitted a written report which was covered by the chairman.

There had been three Planning meetings since November. These consisted of small scale extensions, ongoing adjustments at the Fynn Valley development and a Barn conversion at Kirby Lane Swilland.

Jacks Field/Warrens Barn – A "Variation of Conditions" planning application had been considered at the PC planning meeting on 3rd January with a series of listed items for approval on the development already underway.

These were noted and the variations tabled were supported given that most issues appeared to be design requirements as a result of the site conditions and ground levels and that it was very much a matter for the Planning authority to make the final decisions. Chairman noted at the time of the meeting, there had been no objections on the SCDC website, but he advised subsequently there have been several neighbours who have objected. Cllr Whiting confirmed that he had also been contacted and advised that SCDC Planners would be asked to consider all the points raised



in respect of design and layout changes in their determination of the application which would if required, include any appropriate site checks. Mow Hill development currently out on appeal decision awaited. Homelands House planning infringements enforcement action to be put in place shortly. East Anglia One (underground wind farm cables) - There are some public information days coming up for those interested which will be advised on Parish Website and notices.

9. **Police Report**

Chairman referred to the SNT Newsletter available on the Suffolk Constabulary Woodbridge SNT Website and ran through some of the points in respect of community Safety and advice on locking out buildings cars and houses etc. Dr Nicol had attended the area meeting on 23rd November at Woodbridge Police Station and the minutes were referenced. Next SNT meeting was expected to be 25th Jan which would be an opportunity to raise specific issues. **Clerk to check date, venue and update Dr Nicol.**

10. **Highways**

a) The speed initiatives working group reported back - This had been covered under item 5 with a request for prices and how to Implement to the Initiatives being proposed which Mr Johnson had put into his suggested works report.

Clerk to liaise with SC Cllr Vickery and SCC Highways.

Clerk confirmed that as requested in November meeting, the pavement opposite the Barley Mow vegetation narrowing the footpath had been reported to SCC Highways on 22nd December and case number obtained.

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

There was a SAVID meeting on 29th November which Mr Johnson could not attend. Mr Johnson referred to the draft SAVID minutes and covered the main points:

- SAVID Chairman's role needed redefining
- The insurance of a shared SID was an issue
- There was no suitable funding from the PCC as his fund was for wider projects across Suffolk
- A link to the SAVID website was to be requested to PCs on their websites.

12. **Playing Field Management Committee**

Clerk reported that a PFMC meeting had been arranged for Thursday 22nd Feb. Witnesham WASPs had paid this year's rent recently of £850. Mole clearance was underway on the pitches after reports received from WASPs.

13. **Play Area Inspections**

Mr Stanley had nothing to report. Mrs Pace reported that joy riding in the School car park had been observed and reported. Dr Nicol agreed to take this issue to the SNT meeting in January.

Clerk reported that the Play Area by the School was currently undergoing repairs but an extra cost of £136.40 (net) due to hidden corrosion only had been discovered after removal of a beam. Council were requested to consider approval which was agreed and given.

14. Recreation Ground

Chairman reported that he was obtaining further quotations and potential funding sources for the extra equipment for older children at the Recreation ground site.

15. VHMC

Mrs Shaw reported there had been no meetings and that she had reminded the committee of the PC's comments on planning projects well in advance and VAT recovery issues.

16. Tree Officer

Nothing to report

17. Allotments –

Mrs Bailey reported that there was one spare plot at Coopers Close which had been advertised in the In Touch magazine. Clerk reported that all the fees for 2018, bar one, had been received.

18. Correspondence –

None.

19. Agree Precept for 2018-19

Dr Nicol explained to council that the proposed precept of £13,316.57p was a total higher than last year, however the actual cost per household remained unchanged. The figure is higher due to increased number of households.

Proposed approval Mr Johnson, seconded Mr Everett: Carried.

20. Policy Update – To agree and adopt a Financial Risk Assessment for 2017-18 year

The proposed Financial Risk Assessment had been circulated prior to the meeting. Various examples and levels of risk were discussed. Council to approve the Financial Risk Assessment for 2017-18 was proposed by Mr Lightfoot, seconded Mrs Shaw: Carried.

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

Clerk reported that there continued to be a lack of clarity and indeed some conflicting advice in the options for the appointment of a Data Protection Officer (DPO). **Clerk would apply resource to compile an impact assessment based on what personal data was held by the council and report back.**

22. Village Phone Boxes –

The first issue was reported by the Clerk that the proposed order for phone box makeover had now slipped such that prep work was scheduled mid February / early March. Council agreed to stay with this order for now. Second issue was the question of electricity supply and power to the lights in the boxes. **Clerk agreed to investigate.**

23. Finance Update -

a. Current Account:

£22,292.85p

Clerk as RFO

b. Ipswich Building Society £8,279.01p
(Above balances as of 29th Dec 2017)

Current financial situation – Clerk

Reserves in Barclays had dropped to reflect recent high payments of nearly £3000 for the resurfacing of the Track in Hall Lane and the annual grass cutting invoices. On a predicted full spend, balance in Barclays was estimated to be £18.7k on 1st April 2018.

24. To approve the following payments:

a) Postage and consumables	£26.69
b) Hall Hire November	£22.00
c) S137 Baptist Ch. Hall Hire	£70.00
d) Administration November	£185.33
e) Administration December	£185.13
f) Payroll Mar-Sep	£54.00
g) PAYE HMRC Q3	£150.60
h) Internal Audit for 2016-17 Year	£150.00
i) Churchyard Annual costs	£480.00
j) Administration January	£231.61

Approval proposed Dr Nicol, seconded Mr Templeman: Carried.

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

Mr Stanley reported that the Village Show date for this year was 14th July.

Mrs Shaw asked about consideration of providing a defibrillator in Witnesham. Chairman asked Mrs Shaw to research costed proposals **This would be an agenda item which would be on March meeting.**

Clerk asked about meeting dates for the coming year. Next meeting was on 21st March. Chairman observed an issue he had with the proposed AGM date in May. **Meeting date for the AGM would be an agenda item for March meeting.**

Meeting closed at 8:45 pm

C Rush
21/3/18