

Swilland and Winesham grouped Parish Council

Clerk: Mr. Steven Barron

Tel: 07719 176917 Email: swill-witpc@outlook.com

Annual General Meeting

Weds 8th May 2019 at 7.30pm at Winesham Baptist Church

MINUTES

1. To Elect a Chairman –

Clerk asked Council for nominations for Chairman. Dr. Nicol proposed that Mr. Rush to continue as Chairman, seconded Mr. Stanley. Mr. Rush was elected unanimously.

2. The Code of Conduct - No declarations of interest received.

Chairman welcomed all to the meeting.

Present: Mr. Everett, Mrs. Shaw, Mr. Rush, Mr. Templeman, Mr Collings, Dr. Williams, Mr. Stanley and Dr. Nicol.

In attendance: one member of the public.

3. Apologies received from Mr Hindle.

4. To Elect a Vice-Chairman –

Council agreed to defer this as there were no nominations.

5. Election for co-option candidates

After chair invited a prospective candidate to address council, it was proposed, seconded and agreed that Mr Henley (Winesham) be co-opted on to the council. Signed "Declaration of Acceptance of Office" was completed and Mr Henley and joined the meeting.

6. To appoint Committee Members –

Chair verbally went through the draft allocation proposal seeking agreement from councillors:

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

Planning: Mr. Hindle (Ch), Mr. Everett, Mr. Collings, Mr. Rush, Mrs. Shaw.

Communication: Mr. Rush & Clerk

Footpath Representative: Mr. Hindle

Tree Officer: Mr. Templeman


Allotments: VACANCY

Highways: Mr. Everett and Dr. Williams

Village Hall Management Committee Representative: Mr Henley

SALC: Mr. Rush

Play Area Inspection (School): Mrs. Shaw


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Play Area Inspection (Rec): Mr. Stanley

Playing Field Liaison: Mr Stanley

Community Speed Watch Co-ordinator/Safer Village Driving (SAVID): Mr Henley

The above representative list was agreed to be adopted by council.

7. To adopt Chairman's Report for 2018/2019 – Proposed and seconded:
Approved and adopted.
 - a) Feedback on APM: Feedback was positive and it had been reasonably well attended.
8. Annual Policy Reviews
 - a. Review the Council's Standing Orders:
Standing orders had been reviewed by councillors and clerk with no proposed changes.
 - b. Review Financial Regulations:
Financial Regulations had been reviewed by councillors and clerk with no proposed changes.
 - c. Ask Councillors to review their register of interests:
A verbal reminder was given by the clerk that a replacement online ROI system at ESC was now functional. Clerk would update the online system and councillors would be notified by email and prompted to register their interests using the new system.
9. To approve Minutes from the meeting held on 20th March 2019 - Minutes were agreed as a true record and signed by the chair.
10. Suffolk County Councillor report – Mr Vickery not present
11. SCDC Councillor Report – New elected councillor had not yet contacted the PC.
12. Footpaths – Mr Hindle was not present but had advised by email that he had nothing to report.
13. Planning – Mr Hindle was not present but had advised by email that he had nothing to report. Chair informed the meeting that the PC had been CC'd into an email from an agent representing the Wood yard site, to ESC Planning department, urging Council to include in the current draft Local Plan.
14. Police report – Chair informed the meeting of a collision between a car and a property in Upper Street Wivesham which had resulted in damage to the property. Police should be congratulated on a very quick response which led to the person responsible being apprehended after they had fled the scene.
15. Highways –
Dr Williams had drafted a letter referring to the Gibraltar Crossroads which would be sent to the local MP, Dr Dan Pouter, seeking his support for a 40mph speed limit. Chair thanked Dr Williams and the letter would be forwarded to the clerk for sending on. Mrs Shaw reported that there was a

leaning "School Safety Zone" sign in High Road Swilland and Clerk agreed to report this to SCC.

16. SAVID (Safer Village Driving) –

Clerk had circulated "The Six Steps to a Speed Indication Device (SID)" document supplied by SAVID. Chair reminded the meeting that the PC has the opportunity to have access to a shared SAVID SID which the document outlined. Clerk would contact SCC to ask if 40mph zones are included in the scope of the provided documentation for SID provisioning. But it should be noted that SCC will install posts free of charge in appropriate locations which would be suitable for these speed devices to be placed on occasions.

17. Playing Field management Committee – Mr. Stanley reported that the clerk was trying to set up a meeting date in June.

18. Play Area Inspections – Mr. Stanley reported that small pot holes in the grass at the recreation ground had been observed. The clerk had supplied photos and council would seek to fill with top soil.

19. Recreation Ground – Mrs Shaw reported that inspections had not started yet as informal training and documentation was pending.

20. VHMC – There had been an approach from a member of the VHMC regarding possible funding for the Village Hall car park surface repairs with quotes for materials and labour totalling £610.00p plus VAT. Chair would write to VHMC secretary to seek clarity with VHMC regarding any maintenance plans which the PC had asked to be informed of well in advance of the budget setting year on year.

21. Tree Officer

Mr Templeman had visited the Wood Yard site with the Landscape Resource Manager from ESC. His view was that there would likely be no wholesale cutting down of trees as they act as screening. There are no TPOs on the site.

22. Allotments

Clerk reported that the vacant plot in Coopers Close was sought after by two applicants and it looked likely that the plot would be taken soon.

23. Correspondence – A resident from Coopers Close had asked about dog fouling and rain drains. Clerk would investigate ESC website, and respond. A resident from Swilland had written about blocked drainage ditches near their rear garden. It was felt this was a landowner issue and Clerk would notify ESC/SCC Highways and a response would be sent to the concerned resident.

24. Consideration of providing a defibrillator in Witnesham

Council discussed and included the following points:

- The Barley Mow (Landlord had confirmed approval) and the Baptist Church were considered as possible sites.
- Site location was viewed as key as it should be in the middle of the area it serves but be reasonably high profile.
- CIL reserves could be used for funding (confirmed by ESC)

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- Technology had progressed and costs changed since last sample quotes. Dr Williams offered to investigate further.

Council agreed to defer the item until July meeting.

25. Finance Update – Clerk as RFO (balances as of 7th May 2019)

- a) Current Account £27,732.68p
- b) Ipswich Building Society £8368.27p
- c) Declaration of exemption Annual Return 2018-19
The form and overview had been circulated prior to the meeting. **It was proposed and seconded that council declare themselves exempt: carried**
- d) Annual Governance Statement 2018-19
The statement was checked by council. **It was proposed, seconded and agreed that council approve and accept the Annual Governance Statement 2018-19.**
- e) Annual Accounts Statement 2018-19
The Annual accounts had been circulated prior to the meeting. **It was proposed, seconded and agreed that council approve and accept the Annual Accounts Statement 2018-19.**

Current financial situation

Clerk reported that the Internal Audit Report 2018-19 had been received and was all good. This would be circulated to the Finance Committee by the clerk. The February cheque for SCC Highways 30mph initiatives £2785.55 had been cashed at last and now showed as 2019-20 spend. Half precept of £6815.32 had been received on 30th April.

26. To Approve the Following Payments

- a) Administration March £186.93
- b) Administration April £220.02
- c) HMRC PAYE Tax Q4 £119.00
- d) SALC annual subscription £371.17
- e) APM snacks £13.85
- f) Consumables and Mob Phone top up £17.80
- g) Annual ICO Registration Fee £40.00

Recent payments agreed. Proposed by Dr. Nicol and seconded Mr Collings.

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

Clerk reminded councillors about the SALC training briefings. Mr Stanley asked the chair about Rec. Ground project grants. Chair reported that due to change from SCDC to ESC he would update favoured quotes to apply to new East Suffolk Council along with additional funding from Councillor Vickery. Mr Collings expressed concern regarding a slab and debris on the riverbank bordering the garden of a property close by. Chair advised that this would be a landowner's responsibility to make sure the flow was not restricted. A gift had been presented to Mr Lightfoot at the APM by the chair in recognition of his long and great service to the council over the years as a councillor and chairman.

Meeting closed at 9:00 pm

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