

Swilland and Witnesham Grouped Parish Council

Clerk: Mr. Steven Barron

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Parish Council Meeting

Weds 20th March 2019, 7.30pm at Witnesham Village Hall

MINUTES

1. Chairman welcomed all to the meeting.
Present: Mr Rush (Chair), Mr Templeman, Mr Lightfoot, Mr Stanley, Mr Everett, Mrs Shaw, Dr Nicol and Mr Hindle. (Mr Collings and Dr Williams joined the meeting as councillors after item 4) In attendance: SCCllr Robin Vickery and two members of the public.
2. The Code of Conduct Declarations of Interest – None
3. Apologies: None
4. Election for Co-option Candidates
After chair invited the two prospective candidates to address council separately in turn, it was proposed, seconded and agreed that Mr Collings (Witnesham) and Dr Williams (Swilland) be co-opted on to the council. Signed "Declarations of Acceptance of Office" were completed and Mr Collings and Dr Williams joined the meeting.
5. To approve Minutes from the meeting held on 16th January 2019 - **Agreed as a true record and signed by the Chair.**
6. Suffolk County Councillor report – SC Cllr Robin Vickery
Mr Vickery acknowledged the parish council funded Gibraltar Crossroads initiatives. He reported that there was scope for a possible grant of £1000 towards play area equipment in his 2019-20 budget. It was confirmed that £3000 had been granted towards a shared Speed Indicator Device (SID) for the member villages, which includes Swilland and Witnesham. The new East Suffolk District ward boundaries do not fully align with those of SCC currently.
7. SCDC Councillor report – SCD Cllr Robert Whiting not in attendance
8. Police Report (Newsletter PC Website) -
The March SNT Newsletter was shared with the meeting. Dr Nicol had attended the February SNT meeting at Woodbridge. The draft minutes included the noting of parish council funding the replacement of road markings/signage on the B1077, plus signage etc. at the Gibraltar Crossroads. Issues with speeding continue. Parking on unlit roads at night is dangerous but not illegal. The next meeting would be Thursday 4th April.
9. Planning –
Mr Hindle reported on recent application decisions by SCDC which included:

- Warrens Barn, Variation of Conditions on a previously approved application was permitted by SCDC after over a year of consideration.
- Listed Barn conversion Strugglers Lane was permitted by SCDC
- Fynn Valley Golf Club Variation of Conditions on a previously approved application was permitted by SCDC
- An application for Newton Hall Equitation Centre had been withdrawn by the applicant.

Suffolk Coastal Final Draft Local Plan Consultation:

Mr Hindle gave an overview of the plan in terms of the two parishes and the comments submitted to SCDC from the PC Planning Committee.

Witnesham is now classified as a "Small Village" in the new plan as opposed to a "Key Service Centre" in the old plan, resulting in a new general policy applying which is different to the old one. Swilland is still classed as "Countryside".

For Witnesham, the allocation of 1.5ha of land for approx. 30 dwellings up Mow Hill and the extension of the "Witnesham Settlement Boundary" to accommodate this was viewed as being inconsistent with the policy for a "Small Village". With Witnesham currently having 44 dwellings in agreed allocations or with permission, there seemed to be no justification to increase the amount of new development over the next five years to 74 dwellings (44+30). In addition the Wood Yard site has become vacant during the plan process. This site would likely come forward in the near for potentially a further 15-20 dwellings and as a "brownfield site", the committee considered this to be a preferable site to that of Mow Hill.

On other issues, the Local Plan has no requirement for projects to assess the need and impact of future electricity transmission between the coast and connection to the National Grid. This could have an impact on Witnesham which already has overhead pylons and new underground transmission lines. The Plan had no guidance or policy on its approach to dealing with applications for "Enabling Development". This would have been helpful in dealing recently with two such major developments.

10.Highways -

a) Speed Initiatives SCC Highways project update -

Clerk reported that the cheque issued on 18th February had still not been cashed by SCC Highways despite Clerk's efforts in chasing this issue. This could jeopardise the project and also skew the budget. Council advised Clerk to escalate within SCC if this was not resolved by the end of this week.

b) Gibraltar Crossroads SCC Highways project update -

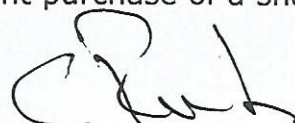
The cheque had cleared and work by SCC Highways should now go ahead, dates TBA.

11.Footpaths -

Mr Hindle reported that there had been no further reports about the use of off-road motorcycles on FP21 behind Weyland Road. There was a temporary diversion of a Bridle Path from Strugglers Lane towards Tuddenham.

12.SAVID (Safer Village Driving) -

Councillor vacancy for SAVID rep was still to be filled. Clerk reported that further to Robin Vickery's update on the imminent purchase of a shared SID



by SAVID, he would circulate correspondence to councillors regarding the processes to signing up and utilising the shared SID for their consideration.

13. Playing Field management Committee –

Mr Stanley volunteered to be the new council rep. **Clerk would forward information to Mr Stanley on how to access previous meetings minutes etc to assist.**

14. Play Area Inspections –

Mr Stanley reported that there were no issues with the Rec. Ground which was getting well used. Mr Stanley agreed to assist Mrs Shaw with the initial Play Area (School site) inspection and for appropriate instructions to be supplied if possible. Clerk reported that the annual RoSPA inspection of the Play Area was completed this week and results were pending.

15. Recreation Ground –

Litter issues – Update

Clerk reported that a new litter bin had been installed in the car park. This seemed to be getting well utilised and was on a weekly emptying schedule. **There was still signage to order for the bottle bank and Clerk would pursue sticker signage for the new litter bin.**

16. VPMC –

Mrs Shaw asked if trolleys were going to be purchased by the PC and this was not the case as the agreed funding was for the six new tables only. The tables had been purchased and delivery was expected by early April. Mr Stanley formally thanked the Parish Council on behalf of the Village Show Committee for these.

17. Tree Officer-

Mr Templeman was asked to investigate if there were any Tree Preservation Orders (TPOs) in place on the wood yard site, pre-empting any planning applications which may be forthcoming. This was agreed.

18. Allotments

Clerk reported that one vacant plot had been taken up in Coopers Close, which left only one spare plot which would be re-advertised. The councillor vacancy for allotments had not yet been filled.

19. Correspondence –

There had been an email received from a member of the public asking council to re-consider a possible provision of a defibrillator in Witnesham. **It was agreed to make this an agenda item for the May meeting.**

20. Parish Elections 2nd May 2019 –

Clerk reported that he had hard copies for candidates and there would be an opportunity to complete these after the meeting, with a view to a "by hand" delivery to SCDC next week by the Clerk.

21. Data Protection Act Information Asset Register and Risk Assessment –

Clerk had circulated the previously agreed IAR prior to the meeting. Clerk asked for council's approval of the risk assessment elements of the IAR and

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to agree to add these to the council's Management and Financial Risk Assessment Document for 2019-20. **This was approved and agreed.**

22. Finance Update – Clerk as RFO (balances as of 20th Mar 2019)

- a) Current Account £29,423.85p
- b) Ipswich Building Society £8368.27p

Current financial situation.

Clerk stated that this was still good. The only concern was the delayed funding for the Highways project mentioned under item 10.a.

23. To approve the following payments (all inclusive of VAT where appropriate)

- a) Clerk election briefing training £15.00
- b) 6 months payroll £54.00
- c) SCC Highways Gibraltar crossroads £3185.87
- d) Baptist Church donation annual hall hire £70.00
- e) Admin January £185.33
- f) Wildflower seeds recreation ground £73.39
- g) Internal Audit 2017-18 £128.00
- h) SCC Highways 30 mph speed initiatives £2785.55
- i) Village hall/show tables £853.20
- j) Community Speed Watch Annual subs £50.00
- k) Litter bin recreation ground £271.20
- l) Admin February £203.33
- m) Postage £13.92
- n) Printer paper £4.50
- o) 6 months payroll to March £54.00
- p) Play Area Annual RoSPA Inspection £48.00
- q) Hall Hire Jan and Mar £44.00

The above payments were all approved by council.

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

Witnesham School: Mr Rush reported that he had written to the Head Teacher inviting him to the APM and was hoping for these concerns to be addressed at that meeting.

Dr Nicol reported that the possible car park improvements in the recreation ground could be considered as a future project. This would be an agenda item for May meeting.

Mr Rush thanked Mr Hindle for all the bulb planting organising he had done, and all present echoed this and that the flowers looked very good around the villages.

Mr Lightfoot was not standing for re-election in May and chairman thanked him for around 17 years service, 6 as chairman and asked Mr Lightfoot to attend the APM in April.

25. Review of clerking NJC new pay scales and SCPs from April 2019 –

Council agreed to implement the NJC agreed new pay scales and the SCP9 for the Clerk, to begin on 1st April 2019.

Meeting closed at 9:05 pm

