

## Swilland and Winesham Grouped Parish Council

Clerk: Mr. Steven Barron

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### Parish Council Meeting

**Weds 15th January 2020, 7.30pm at Winesham Village Hall**

#### MINUTES

1. Chairman welcomed all to the meeting.  
Present: Mr Rush (Chair), Mr Templeman, Mr Hill, Mr Everett, Mrs Shaw, Dr Williams, Dr Nicol, Mr Stanley and Mr Collings.  
In attendance: ESCllr Tony Fryatt.
2. The Code of Conduct Declarations of Interest – None
3. Apologies: Mr Hindle and Mr Austin. Chair reported that Mr Henley had resigned from the PC and the VHMC due to ill health.
4. To approve Minutes from the meeting held on 27th November 2019 – These were agreed as a true record and signed by the Chair.
5. Suffolk County Councillor report – SCCllr Robin Vickery was not in attendance. No report or apologies had been received.
6. ESC District Councillor report – ESC DCllr Tony Fryatt  
Mr Fryatt gave a verbal report which included the following topics:
  - Ipswich Northern Route - East Suffolk Council cabinet will analyse SCC results on 4th February
  - Climate change – Green Print Forum meeting dates 3rd and 20th Feb
  - Community partnerships
  - Consultation on Dog Control Orders
  - Date agreed for ESC car parking enforcement as 6th April
  - Parish Council Forum on Planning Procedures meeting date is 24th January at Melton.Full briefing is available on PC website.  
After being questioned by council about ESC Locality Budget, Mr Fryatt gave an overview of the process.
7. Police Report and ASB Meeting update -  
Dr Nicol reported that there had been no meeting since November and the next meeting was on Thursday 23rd January which neither he, nor Mrs Shaw could attend. Mr Stanley agreed to attend. It was noted that a shed burglary had been reported in Winesham very recently.
8. Planning –  
Chair reported that there had been no meetings since the last PC meeting in November. Mr Everett informed the meeting that he had contacted the ESC Planning Enforcement Team as operating hours of a business on site breached those allowed.

  
20/1/20



9. Highways –

a) Ipswich Northern Bypass –

It was reported that the SCC Cabinet would meet on 29th January to decide it's position on the road. **It was proposed, seconded and agreed that Clerk should email the PC's formal response, previously sent as part of the consultation to Matthew Hicks, to all SCC Cabinet members ASAP.**

b) Stop! Campaign update –

Mr Stanley raised concern about visibility of Stop! accounts. Clerk and Chair would arrange for Stop! Campaign accounts statements and inspection. Dr Nicol reminded the meeting that Council had more potential funding for Stop! in the 2020-21 budget. **It was agreed that 12 new Bypass Crossing Point Signs be should be procured from Stop! with any possible donation in return to be checked by the Finance Committee.** Dr Williams reported from a recent Stop! meeting, that it was important to continue to publicise the Stop! online petition, that compensation would only apply if a property was either on the route or within fifty metres of the route and that Stop! campaign stressed that if a single route is nominated by SCC, support should continue from those activists within the eliminated routes areas.

c) Gibraltar Crossroads –

A draft letter from Dr Williams to SCC Highways Officer David Chenery had been circulated prior to the meeting. **It was proposed, seconded and agreed that the letter should be approved and sent on behalf of this council. It should also be sent to the ward District and County Councillors and the SCC Cabinet member for Highways.**

Mr Collings raised concerns about the unsuitability of Hall Lane for use by HGVs and other large vehicles which had caused verge damage. **It was agreed that the clerk should raise a case with SCC Highways requesting a "Not suitable for HGVs" sign at the entrance of Hall Lane.** Chair suggested that an item could be sent to In Touch requesting residents request smaller vehicles for deliveries.

There had been a RTC by Fynn Bridge and damaged railings were in need of repair. **Clerk would check if a Highways case had been raised yet.**

Mr Hill reported that there was still concern over the numerous vehicles parked on a bend in Upper Street Witnesham during building work. **Mr Hill would supply photos to Clerk who would raise it with the SNT.**

10. Footpaths –

Mr Hindle was not present. Chair reported that the Boxing Day walk had been a success.

11. SAVID (Safer Village Driving) –

SAVID update –

Mr Henley had resigned and a vacancy now existed for the Swilland and Witnesham SAVID rep. Mr Hill agreed to take this on and the Clerk would send relevant information to Mr Hill. It was stressed that volunteers from the Villages would be required to run the SAVID loaned SID.

Clerk reported that he had advised SAVID that Council had signed up to the SAVID shared SID and confirmed to them that Council had agreed a one off donation to SAVID of £100 in 2020-21.

12. Playing Field management Committee –



Mr Stanley requested that another request would be sent to all stakeholders in late February with a view to holding a single meeting either side of Easter.

Correspondence had been received from WASPs asking for consideration be given to improving the ground surface of the Playing Field. Council agreed not to do any ground improvements and had not budgeted for any. Chair would advise WASPs.

There were deep ruts on some of the edges of the parking bays in the car park. A quote had been received to make good and re-seed for £226 plus VAT. A longer term solution suggested the fitting of bollards to prevent future occurrences and quote was pending. Council agreed for Chair and Finance Committee if appropriate, to resolve under reactive maintenance budget.

13. Play Area Inspections –

Mr Stanley and Mrs Shaw reported that both sites were all good currently.

14. Recreation Ground – Chair reported that quotes were work in progress.

15. VHMC –

a) Sound/Acoustic improvements

Dr Nicol had attended the last VHMC meeting with Mr Henley. Dr Nicol advised that he had approached a company who would assess the hall and provide a quote on Monday 20th Jan for ceiling treatment only.

b) Hearing loop and PA system Instructions and use

The hearing loop and the PA system was little used and there was no signage for instructions. The code is now known for the lock, signage provision and microphone battery replacement and charging procedure were required. The Hearing loop will only work if the PA system is on and the microphone is connected.

c) Future Projects

The main one raised was the car park with an estimate for tarmac surfacing of £25k. Chair thanked Dr Nicol for helping out.

16. Tree Officer- Mr Templeman had nothing to report

17. Allotments

Clerk reported that the annual tenancy renewal correspondence had been sent in December. About half the rents were in with one plot made available.

18. Correspondence – None

19. To approve and adopt the Financial, Management and Data Protection Risk Assessment 2019-20

A copy of the draft Financial, Management and Data Protection Risk Assessment had been circulated prior to the meeting. It was raised that online banking needed to be risk assessed if and when it was implemented in the next financial year. **It was proposed, seconded and agreed that council should approve and adopt the Financial, Management and Data Protection Risk Assessment 2019-20.**

20. Defibrillator Provisioning –

Clerk reported that the PC defib and associated kit had been picked up by the electrical contractor, but he was not aware where the second defib was. Dr Williams advised that the School had this second defib which was waiting to be fitted. Clerk would contact the contractor and advise of who the school contact is and that Mr Austin at The Barley Mow would be the contact for the PC defib.

21. Finance Update – Clerk as RFO (balances as of 15th Jan 2020)

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|---|----------------------|
| a) Current Account  | £25,251.86p          |
| b) Ipswich Building Society (IBS)<br>credit of £104.60 on 30th Nov) | £8,472.87p (interest |

Current financial situation -

A VAT reclaim of £1256.96 had been received in December and £850 annual rent from WASPs in January. Total money in so far was £15,832.03 and total spend (inc recoverable VAT) was £14,429.14.

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

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|--|----------|
| a) Administration December                     | £459.82  |
| b) HMRC PAYE Q3                                | £225.00  |
| c) Defibrillator plus accessories              | £2028.00 |
| d) Rec Ground Police Car and Play Area repairs | £514.80  |
| e) Printer paper                               | £4.99    |
| f) Grass Cutting Witnesham Church              | £520.00  |
| g) Grass Cutting Swilland Church               | £520.00  |
| h) Hall Hire Baptist Church                    | £75.00   |


**The above payments were all approved by council.**

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

Mud on the High Road in Swilland had been addressed after Dr Williams had spoken with the nearby landowner.

A concern was raised about the previously circulated (to the Finance Committee only) of NALC legal update regarding L01-18 which is about the legal stance of Councils and Financial Assistance to the Church. Clerk advised that this could be discussed as an agenda item at the next Finance Committee meeting, date TBD.

Meeting closed at 9:00 pm

20/5/20  
  
20/7/20