

## Swilland and Witlesham Grouped Parish Council

Clerk: Mr. Steven Barron

Tel: 07719 176917 Email: [swill-witpc@outlook.com](mailto:swill-witpc@outlook.com)

### Parish Council Meeting

Weds 18th November 2020, remotely via Zoom, 7:30pm

#### MINUTES

1. Chairman welcomed all to the meeting.  
Present: Mr Rush (Chair), Mr Templeman, Mr Hill, Mrs Shaw, Dr Williams, Dr Nicol and Mr Collings.  
In attendance: SCCllr Gordon Jones, ESC DCllr Tony Fryatt and two members of the public.
2. The Code of Conduct Declarations of Interest – None
3. Apologies: Mr Hindle
4. To approve Minutes from the meeting held on 23rd September 2020 – These were agreed as a true record and signed by the Chair. One matter arising was Chair had contacted Mr Austin, who due to work commitments, had subsequently resigned from the PC.
5. Co-option of candidates – After short statements made by two prospective candidates, it was agreed that Mr Paul Sharples (Swilland) and Mr Simon Barlow (Witlesham) both be co-opted onto the Parish Council and were formally invited to join the meeting by the Chair.
6. Suffolk County Councillor report – SCCllr Gordon Jones had submitted a written report which had been circulated to councillors and had been posted on the PC website. He gave a verbal update which included the forthcoming challenge on next year's precept, due to C19 effects resulting in uncertainty of potential expenditure and income, with Government relief amounts unknown. ESC DCllr Fryatt thanked SCCllr Jones for SCC's response to Sizewell C consultation. The question was asked about 20mph limits across Suffolk and Cllr Jones reported that the motion at SCC had not been passed as not all villages wanted 20mph limits.
7. ESC District Councillor report – DCllr Fryatt had sent a written report which was available on PC website and had been circulated prior to the meeting. A verbal overview report was given which included: Sizewell C further sessions of public consultation between 18th November and 18th December; concerns about subsequent traffic levels around Woodbridge and our rural roads impacted by Sizewell C; the central government rebellion against the proposed Planning Reforms White Paper; East Suffolk Council has launched a new £100,000 'Bounce Back' Fund, which offers grants of between £250 and £5,000 to support voluntary, community and social enterprise (VCSE) organisations in East Suffolk; East Suffolk residents are invited to have their say on three draft planning documents, including one on Cycling and Walking with the deadline now 7<sup>th</sup> December. Concerns were raised by councillors about the validity of mitigation steps made by EDF to reduce traffic levels.

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Details of proposed changes by EDF had been released on the day of the meeting and Clerk would circulate, post meeting. Mr Barlow offered to give a short informative presentation on Sizewell C at the next PC meeting on 20<sup>th</sup> Jan which was welcomed. Chair asked DCllr Fryatt if there were locality budget funds available for the PC Play Projects and it was reported that £1k was potentially available for this.

8. Police Report and ASB Meeting update - Dr Nicol reported that there had been a meeting 22<sup>nd</sup> October via Skype at which police were present. He did raise an issue regarding speeding drivers close to the school at drop off and pick up times which the Police agreed to take away. Next meeting 3<sup>rd</sup> December via Skype 10:30 am.

9. Planning – Mr Hindle was not present. Mr Rush reported that there had been no meetings since 7<sup>th</sup> September.

10. Highways –

a) Gibraltar Crossroads – SCC Cllr Jones had no update and stated that he would chase this up by the end of this week.

b) Quiet Lanes Suffolk, online "expression of interest" registration – Chair gave an overview of how designated Quiet Lanes were designed to encourage walking, cycling and have speed limited to no more than 20mph. After discussion, it was proposed and **agreed that Kirby Lane in Swilland and Tuddenham Lane in Witesham be considered as designated Quiet Lanes. Clerk would register Council's interest before 30<sup>th</sup> November.**

c) Other Highways issues- None reported.

11. Footpaths – Mr Hindle was not present. Clerk reported that the new Parish Path maps were ready for collection and would be available soon once payment had been cleared.

12. Playing Field management Committee –

a) Update on School car park verges – Chair gave overview and reported that the Finance Committee had recommended that the main parking bays only would have bollards fitted at a cost of £1176.07 + VAT, plus £35 one off line search fee. **Council agreed to proceed.**

As per minute reference SWgPC/PC/04/20/17 from September, Council were in favour of any potential deployment of electric car charging points in this car park. **It was agreed that Council should register interest for this to SCC** via the Clerk to the "New Plug in Suffolk Community Fund" with the car park by the Rec. Ground also as a registered interest site.

13. Play Area Inspections –

Mrs Shaw had submitted a written report to the Clerk on the school site today. Clerk reported that the report would be reviewed pending the completion of outstanding work resulting from the recent RoSPA inspection, which was due to complete on 8<sup>th</sup> December.

14. Recreation Ground - Mr Rush gave an overview of the Recreation Ground and Play Area projects.

3 quotes had been received and the total amount was around £30k. The shared ESC Sports Fund of £24k was available to apply for as some elements of the project (£19k) were sports related. This is a shared pot across Swilland,



Witnesham, Westerfield and Tuddenham Parishes. Best case scenario is £19k from the ESC fund and then need to find £11k, minus £1k from a public donation and £1k from ESC Cllr Tony Fryatt's locality budget leaves £9k to find. Worst case is £12k from the ESC fund and then need to find £18k, minus £2k as above leaves £16k to find.

Tuddenham and Westerfield PCs have been approached about supporting the project via the shared ESC fund and responses were pending.

15. VHMC – Mrs Shaw reported that the VHMC were not due to meet and the Hall had been closed until the New Year.
16. Tree Officer - Mr Templeman reported that Tree felling work had been carried out earlier than scheduled (was due in December), but at short notice at the Rec. Ground. This was yet to be checked.  
Correspondence had been received from a resident about potential remedial work on an oak tree planted in 2012 at the Rec. Ground as part of the Jubilee celebrations. After discussion it was agreed that Mr Templeman would seek a quote for necessary tidy up work, including the fitting of a guard. Clerk would seek the procurement of a suitable plaque to be stake fitted by the tree with appropriate wording (to be shared with Council prior to proceeding). The two trees mentioned at the School site would be investigated by Dr Williams.
17. Allotments - Clerk reported that all plots were taken and that the fees had remained unchanged by the Finance Committee for next year with rent letters due for distribution in December.
18. Correspondence – ESC Community Partnerships had written to advise of potential deployment of "Talking Benches". **Council agreed that they wish to register an interest in this project. Clerk would contact ESC.**
19. District CIL application Witnesham School – There had been a request from an architect in relation to a District CIL application to fund the renovation of the toilets at the School. There was no request for any PC funding. After discussion **it was agreed that Council supported the CIL bid and the Clerk would contact the architect accordingly.**
20. To approve annual budget 2021-22 – Clerk shared the budget spreadsheet via Zoom and Dr Nicol gave an overview of the draft budget for 2021-22. This did not include any major projects as the Play Projects currently committed for 2020-21 completion may slip into 2021-22 financial year. The Village Hall budget had been reduced to £500 as Council had funded the acoustics improvements this year. **Council agreed the budget for 2021-22 of £15,101.47 income and £14,575.00 expenditure.**
21. To set the precept 2021-22 – Dr Nicol explained that the proposed precept by the Finance Committee of £14,083.47 resulted in a zero change on residents Council Tax. **It was agreed the set the precept for 2021-22 to £14,083.47.**
22. To review banking and consider Unity Trust Bank (UTB) – Dr Nicol reported that the Finance Committee had agreed in principle that they were comfortable with a possible move from Barclays to UTB, pending an informal

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approach to UTB by the Clerk. Clerk advised the meeting of some potential advantages of a move to UTB. After discussion **it was agreed that the Clerk should seek to migrate from Barclays to UTB before the end of the calendar year.**

23. Finance Update – Clerk as RFO (balances as of 13th November 2020)

- a) Current Account £26,099.25
- b) Ipswich Building Society £8,472.87 totalling both gives £34,572.12

Current financial situation - Clerk reported that a recent half precept payment of £7000 was the reason the increase in the bank balance. A slight underspend was predicted for 2020-21.

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

a) Administration October	£262.00
b) HMRC PAYE Q 2	£164.80
c) RoSPA Inspection (School Site)	£61.20
d) RoSPA Inspection (Rec Ground Site)	£54.00
e) Emergency tree clearance	£30.00
f) Initial daffodil bulbs purchase	£142.00
g) Extra daffodil bulbs	£65.85
h) Annual web hosting	£60.00
i) Admin consumables	£15.00
j) Bench repair car and signage fitting	£60.00
k) Dog fouling signage purchase	£13.76
l) Parish Path maps	£199.00
m) Tree work rec ground car park	£360.00

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

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

Dr Nicol reported concerns about fly tipping in the village phone box book exchanges. Signage was in place and councillors had offered to be vigilant in regard to monitoring any phone box abuse. The point was made that there were too many books and suggestions of paper banks etc were offered as a possible solution. Chair thanked Mr Barlow for his offer of a Sizewell C presentation to Council and asked that **Sizewell C be an agenda item for January**. Dr Williams highlighted the need to consider maintenance schedules for the two defibrillators. **Defibrillator maintenance schedules would be a future agenda item.** Weekly visual checks of the correct status of the devices was a good idea and Mr Templeman would ask the landlord of the Barley Mow about this. There would be no training on the School site defibrillator until C19 ends.

26. This item was addressed in the absence of press and public presence: To review staff grade and hourly rate based on Finance Committee recommendations – Dr Nicol gave an overview of the background to the Finance Committee recommendations regarding the grade and weekly hours of the Clerk. It was agreed to increment the grade of the Clerk to LC1 SCP 14 and increase the hours worked by one hour per week, to be implemented for the start of November 2020.

Meeting closed at 9:20 pm

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