

Swilland and Winesham Grouped Parish Council

Clerk: Mr. Steven Barron


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Parish Council Meeting

Weds 20th May 2020, remotely via Zoom, 7:30pm

MINUTES

1. Chairman welcomed all to the online meeting.
Present: Mr Rush (Chair), Mr Templeman, Mr Hindle, Mrs Shaw, Dr Williams, Dr Nicol, Mr Stanley, Mr Collings and Mr Austin.
In attendance: ESCllr Tony Fryatt, SCCllr Gordon Jones
2. The Code of Conduct Declarations of Interest – Mr Templeman is the owner of the land to the east of Mow Hill (Item 13 Planning).
3. Apologies: Mr Hill. Chair reported that Mr Everett had resigned from the PC.
4. To approve Minutes from the meeting held on 15th January 2020 – These were agreed as a true record and signed by the Chair.
5. Suffolk County Councillor report – SCCllr Gordon Jones introduced himself to the meeting as SCCllr for Samford Ward and also as the SCC Cabinet Member for Finance and Resources. He was in attendance due to SCCllr Robin Vickery's absence due to ill health. Mr Jones gave a verbal overview report which included good community action within the COVID-19 outbreak, "Home but not Alone" had received 8500 calls, plus more funding for additional social care and emergency food parcels had been made available. C19 was now in the recovery stage. He reported that SCC Highways work was scheduled on the B1078 which led to the question about the letter sent to SCC Highways in January about the Gibraltar Crossroads to which no response had been received. **Clerk would action this and forward the letter to Gordon Jones.** When asked about Robin Vickery's locality budget and the lack of response to the PC's inquiry about a £1k grant, Cllr Jones agreed to contact Cllr Vickery in this regard.
6. ESC District Councillor report – ESC DCllr Tony Fryatt
Mr Fryatt gave a verbal report which included the following topics:
The restrictions of C19 measures was acknowledged. Civil parking enforcement had begun with 66 warning notices issued so far. ESC garden waste services had restarted. Remote ESC Planning Committee meetings were now to use Zoom with members of the public attending by telephone.
7. Continuation of committee members and councillor roles –
Chair reported that it was his intention to stand down as Chairman at the May 2021 AGM.
All councillors agreed to continue with their current roles apart from changes for Mr Hill, who would relinquish SAVID and Allotments roles and join the Planning Committee, plus Dr Williams to add highways after the resignation of Mr Everett. It was acknowledged that there were now five unfilled vacancies on the PC.


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8. To adopt the Chairman's Report for 2019-2020 –
Council approved and adopted the report. **Clerk would publish the report on the website and email list.**
 - a) To consider cancellation of the APM –
Due to C19 restrictions, Council agreed to cancel the 2020 Annual Meeting of the Parish.
9. Annual Policy Reviews
 - a) Review the Council's Standing Orders – **It was proposed, seconded and agreed that no changes were required.**
 - b) Review Financial Regulations - **It was proposed, seconded and agreed that no changes were required.**
10. Police Report and ASB Meeting update –
Dr Nicol reported that there had been no meetings lately and unlikely to be due to C19. The new SNT Inspector was yet to be confirmed as a replacement for Inspector Sally Henderson.
11. Meeting Dates 2020-21- Due to Chair's availability, the possible dates were drafted by the Chair and would be sent to the Clerk.
12. COVID19 – The Next-Door community facility had been functioning. Dr Williams reported that the Swilland Community Group had no requests currently. Clerk would continue to monitor the Play Area closures.
13. Planning –
Mr Hindle reported that there had been two application decisions since the last PC meeting in January. Kersey Croft, Strugglers Lane had been PC supported but ESC refused, the double application at Green Farm Ashbocking (MSDC) which involved the B1078 bordering Swilland Parish, had been withdrawn. There was a third one which was pending very soon, which was the Street Farm application dating back from 2018.
A high fence bordering the roadside had been observed in Mill Lane Witnesham and ESC had raised an enforcement case for investigation.
ESC Local Plan: The consultation on modifications was in progress. No new issues can be raised now. The allocation on Mow Hill remains in the plan.
Mr Hindle had been in dialogue with ESC after they contacted him about affordable housing. It was now likely that Street Farm would include seven affordable properties, five of which would be rented.
14. Highways –
 - a) Ipswich Northern Bypass – This was now concluded.
 - b) Hall Lane HGVs – after discussion, acknowledging Hall Lane has a "No Through Road" Sign at the entrance, concerns raised by Mr Collings were considered and **Council agreed not to pursue this.**
 - c) Gibraltar Crossroads – Some of this was covered by SCCllr Gordon Jones under item 5. As stated earlier, **Clerk would action this and forward the letter to Gordon Jones, and also liaise with Dr Williams and David Chenery (SCC Highways).**
15. Footpaths –



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Mr Hindle had reported seven missing/broken signs needed replacement to SCC.

SCC confirmed that paths would be cut this year and he had pressed for our parishes to be early on the schedule.

16.SAVID (Safer Village Driving) –
SAVID update – SAVID had no meetings since January and were on hold because of C19. **It was agreed to drop this item until further notice.**

17.Playing Field management Committee –
Mr Stanley reported that there was no update and they were unlikely to meet under C19 restrictions. The new Executive Headteacher, Mrs Harris was now in post since the last meeting.

18.Play Area Inspections –
Both sites were closed due to C19. **Mrs Shaw reported that gate post at the School site had again worked loose. Clerk would progress.**

19.Recreation Ground – No update mainly due to C19.

20. VPMC – Sound/Acoustic improvements - Dr Nicol reported that four companies had been contacted, had quoted. Of the three, Ecosorba are a locally based company, manufacture in Suffolk and have worked extensively in our area. They undertook a very thorough survey and their tiles are, at a minimum, better aesthetically, in Dr Nicol's view. Target reverberation was specified. The concept of us dealing with somebody relatively local was a positive. Their price was only marginally more than Resonics. After consideration, and discussions around the legalities of any VAT reclaim, **it was proposed, seconded and agreed that Council should fully fund the project with a cost of £4513.85 plus VAT with Ecosorba as the provider.** Funding would include CIL and any possible Locality Grants from ESC and SCC. **Clerk would pursue the possible grants.** Chair thanked Dr Nicol for his efforts.

21. Tree Officer - Mr Templeman had nothing to report

22. Allotments - Clerk reported that he had discovered that Coopers Close Plot 13 had been vacant but no records from 2016 showed its existence. Clerk would inspect the site and seek to let the tenancy, if the plot was okay.

23. Correspondence – A posted letter from Clare, Countess of Euston, H.M. Lord Lieutenant of Suffolk, had been received thanking councils and community groups during the C19 pandemic. Copies of the Queen's Address to the Nation for 75th VE Day (8th May) and also 5th April Message to the Nation were included. **Clerk would scan the documents, circulate and post on the website.**

24. To agree expenditure for a projector and screen for PC laptop due to paperless planning documentation implementation by ESC April 2020 – **It was agreed to refer this item back to the Planning Committee and the Clerk to clarify precise requirements, options and costs.**



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25. Defibrillator Provisioning - Since both installations at the School Car Park and The Barley Mow had been completed, Chair thanked Dr Williams and MR Austin for their efforts. Training was pending and on hold due to C19 restrictions. Full details, including one unit which was kindly provided by Fynn Valley Golf Club, are in the approved Chairman's Report 2020 and will be published by the Clerk.
26. Finance Update – Clerk as RFO (balances as of 18th May 2020)
- a) Current Account £25,889.25p
 - b) Ipswich Building Society (IBS) £8,472.87p
 - c) Declaration of exemption Annual Return 2019-20 – Clerk informed Council that after the successful Internal Audit report and the sums of income or expenditure being below £25k, Council could declare itself exempt from an Assurance Review and publish all accounts and supporting documents in accordance with the Transparency Code. **Council agreed to declare the PC exempt from an Assurance Review for 2019-20.**
 - d) Annual Governance Statement 2019-20 - **Council approved the 2019-20 Annual Governance Statement.**
 - e) Annual Accounts Statement 2019-20 - **Council approved the 2019-20 Annual Accounting Statements.**

Current financial situation - Clerk reported that there had been very little activity as it was still early in the new financial year. **The Internal Audit report for 2019-20 would be circulated to the Finance Committee for their next meeting TBA soon.**

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

a) Administration January	£219.82
b) Administration February	£219.82
c) New PC laptop and software	£749.94
d) Replacement phone box door frame and straps	£378.12
e) Printer ink	£12.00
f) Postage	£7.32
g) Hall hire January	£25.00
h) Defib installations	£707.88
i) HMRC PAYE Q4	£164.80
k) Administration March	£220.02
l) Mob phone top up	£15.00
m) Printer ink	£14.99
n) Stationery	£15.14
o) Administration April	£220.02
p) 12 month Zoom Pro Package license	£143.88
q) Postage	£7.80
r) Internal Audit 2019-20	£128.00
s) ICO annual registration fee	£40.00

The above payments were all approved by council.

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

Clerk reported that the ruts at the edges of the car parking bays outside the school were due to be infilled and re-seeded next week as a tactical solution. A quote for bollards was pending which the Finance Committee could consider.

Meeting closed at 9:30 pm

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C. Rush 20/7/20