

Swilland and Witnesham grouped Parish Council

Clerk: Mr. Steven Barron

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Annual General Meeting

Weds 19th May 2021 at 7.30pm at Witnesham Village Hall

MINUTES

1. To Elect a Chairman –

Mr Rush asked Council for nominations for Chairman. Dr. Nicol was proposed and seconded. There were no other nominations. Dr Nicol was elected unanimously, signed a Declaration of Acceptance of Office form and began to chair the meeting.

Chairman welcomed all to the meeting and thanked Mr Rush for all his efforts as Chairman in previous years.

Present: Mr. Rush, Mrs. Shaw, Mr. Dungey, Mr. Templeman, Mr Collings, Dr. Williams, Mr. Barlow and Dr. Nicol.

In attendance: ESC Cllr Tony Fryatt and one member of the public.

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

3. Apologies received from Mr Hindle, Mr Sharples, Mr Hill and SCC Cllr Elaine Bryce. Chair informed the meeting that Mr Hill had stepped down from the council due to excessive work commitments resulting in missed meetings. It was hoped that Mr Hill could re-join later in the year.

4. To Elect a Vice-Chairman –

Mr Barlow was proposed and seconded to stand as Vice-Chairman. There were no other nominations. Mr Barlow was elected unanimously and signed a Declaration of Acceptance of Office form.

5. Election for co-option candidate

After chair invited a prospective candidate to address council, it was proposed, seconded and agreed that Mr Henley (Witnesham) be co-opted on to the council. A signed "Declaration of Acceptance of Office" was completed by Mr Henley who was then invited to join 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 and one VACANCY

Planning: Mr. Hindle (Ch), Mr. Barlow, Mr. Collings, Mr. Henley, Mrs. Shaw.

Communication: Vacancy (Clerk managed)

Footpath Representative: Mr. Hindle

Tree Warden: Mr. Templeman

Allotments: VACANCY (Clerk managed)

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Highways: Dr. Williams

Village Hall Management Committee Representative: Mr Shaw

SALC: VACANCY (Clerk managed)

Play Area Inspection (School): Mrs. Shaw

Play Area Inspection (Rec): Mr. Barlow

Playing Field Liaison: VACANCY and PFMC no meetings since June 2019.
Clerk to write to Head Teacher of Witnesham School.

Community Speed Watch Co-ordinator/Safer Village Driving

(SAVID): Mr Dungey, Mr Sharples

ASB / SNT liaison: Dr Nicol

Separately, outside of Council it was agreed that Mr Henley would take up Witnesham Village Historian role in addition to the Village Recorder.

Also, Mr Salter would be asked to take up Swilland recorder role in addition to historian. Mr Henley would contact Mr Salter and liaise.

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

7. To adopt Chairman's Report for 2020/2021 – Proposed and seconded:
Approved and adopted.
 - a) Feedback on APM: Feedback was positive considering the online format imposed. Although 14 attendees, much constructive information was shared, particularly with Witnesham School.
8. Annual Policy Reviews
 - a. Review the Council's Standing Orders:
A Standing Order update was required to include revised Public Service Contract thresholds which are in Standing Order 73.5.
Council agreed to adopt the change.
 - b. Review Financial Regulations:
A Financial Regulations update was required to include revised Public Service Contract thresholds which are in the footer on page 15.
Council agreed to adopt the change.
9. To approve Minutes from the meeting held on 17th March 2021 - Minutes were agreed as a true record and signed by the chair.
10. Suffolk County Councillor report – Cllr Elaine Bryce not present. However, a written report had been circulated and was posted on the PC web site.
11. ESC Councillor Report – Tony Fryatt gave an overview of an annual report submitted to the PC and circulated prior to the meeting. This included dealing with COVID-19, Community Partnerships, new dual bins by the roadside, A12 improvements and Sizewell C effects on local roads. The full report was posted on the PC web site. A request raised by council about potential B1078 improvements as a result of Sizewell C, in particular the stretch from Otley to Ashbocking on Swilland boundary, would be taken up by Mr Fryatt.
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. Mr Rush informed the meeting that an application for a single dwelling at Kersey Croft, Strugglers Lane had been supported by the PC but ESC refused. Homelands House breaches of planning conditions continued to frustrate all concerned and the lack of enforcement by ESC was highlighted in a complaint letter from the PC to ESC. **The Neighbourhood Plan presentation by ESC for the PC was to be an agenda item for July.**
14. Police ASB report – Dr Nicol informed the meeting that he was unable to attend the last meeting, with Mrs Shaw attending instead. Dr Nicol remarked that he understood that these meetings were being reviewed and to be revamped by sorting out the priorities. Mrs Shaw had nothing of importance to highlight with the usual speeding concerns having been raised again.
15. Meeting Dates 2021-22 –
It was agreed by council to use the usual pattern of dates, being the third Weds of every two months. These dates would be circulated and posted on the PC website plus booked with the Village Hall for the year.
16. Highways –
- a) Gibraltar Crossroads – Dr Williams reported that he had responded to SCC Highways Gibraltar Crossroads Survey Consultation as agreed. A lot of effort from council had been put into the 40mph speed limit extension on the B1078, but to date no conclusive outcome had been achieved. It was agreed to seek support from SCC Cllr Elaine Bryce. Dr Williams would send a summary to the Clerk who would forward it on.
 - b) ANPR – Process documentation from Suffolk Road safe had been circulated. It was acknowledged that there a lot of detail required. Dr Williams and Mr Dungey would take this up. General locations had been agreed by Council previously. Precise locations would become clear as the process progressed.
 - c) QLS – The PC application sent in had been agreed by QLS and it was expected to be in the third wave due in July or August. There was a continuing need to pursue Grundisburgh PC in regard to the last section of Wades Lane/Kirby Lane and Tuddenham PC on end part of Tuddenham Lane, which reside in these parishes. This was in hand.
 - d) Other Highways issues – The pavement north of Acre Close, across B1077 to the School in High Road was still in a poor state. This was raised by a resident in 2018 with no action taken by SCC Highways. Clerk had reported again in last week and the response was "We believe that at this time it does not warrant remedial action." It was agreed to seek support from SCC Cllr Elaine Bryce. Clerk would forward on the case numbers. Signage issues in Upper Street and High Road had been reported to SCC.
17. SAVID (Safer Village Driving) – Mr Dungey agreed to represent Swilland and Winesham at the next SAVID meeting.
18. Play Area Inspections – Mr. Barlow had reported no major issues at the Rec Ground site. Mrs Shaw had a list of minor issues for the Play Area School

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site which had been sent to the Clerk. Clerk would meet Mrs Shaw onsite, probably after the Play Project completes in June.

19. Recreation Ground –

- a) Play Project – Mr Rush reported that the current start date was 1st June and would take approximately ten days to complete. Training for Mr Barlow for the zip wire checks was pending. The "Talking Bench" received by council would be fitted after the work on site was finished.
- b) Additional Hedging – After discussion Council agreed that they were not minded to move forward with additional hedging.

20. VHMC – Mrs Shaw reported that the Village Hall official opening date was 21st June. Finances were in a good state after various grants were received during the C19 pandemic. Some windows had been replaced.

21. Tree Warden

Mr Templeman reminded the meeting about possible oaks for Mrs Shaw at the Poor's Land site.

22. Allotments

Clerk reported that all was well and there was an item of correspondence which would be dealt with under item 23.

23. Correspondence – An allotment holder at Coopers Close had written to the PC asking for a water supply to be considered by the council. **It was agreed to make this an agenda item for July.** An email had been received from a resident expressing concern over unsociable behaviour in the form of noise disturbance in Witnesham. Clerk had responded and referred them to East Suffolk Council Environmental Protection. A resident of Swilland had contacted and offered to touch up repair the Swilland Village sign.

24. Finance Update – Clerk as RFO (balances as of 19th May 2021)

- a) Current Account £40,308.49
- b) Ipswich Building Society £8542.07 TOTAL £48,850.56
- c) Declaration of exemption Annual Return Review 2020-21
The form and overview had been circulated prior to the meeting. **It was proposed and seconded and agreed that council declare themselves exempt.**
- d) Annual Governance Statement 2020-21
The statement was checked by council. **It was proposed, seconded and agreed that council approve and accept the Annual Governance Statement 2020-21.**
- e) Annual Accounts Statement 2020-21
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 2020-21.**
- f) To approve and adopt 2021-22 budget changes for Play Project
Migration of the Play Project, which was carried over from the last financial year, required budget changes agreed by the Finance Committee which resulted in a budget of £49,826.04 income and

£49,615.00 expenditure. **Council agreed to approve the revised budget.**

- g) To review and update signatories for UTB and IBS

Council agreed that Mr Barlow and Dr Williams should be made signatories of the UTB current account. Council also agreed that Mr Barlow, Dr Nicol and Dr Williams should be made signatories of the IBS account.

Current financial situation

Clerk reported that the current holdings were high due to the pending Play Project preparations. The finances had to bear a VAT charge of £6992.00 which would be reclaimed ASAP after the invoices were paid. Clerk was confident that the reserves and grants gave council the capacity to do this. There had also been an overpayment of £14,926.36 grant by ESC which had been repaid by the PC.

25.To Approve the Following Payments

a) Administration March	£291.20
b) Administration April	£327.40
c) HMRC PAYE Tax Q4	£218.40
d) SALC annual subscription	£395.65
e) Bus shelter roof repair	£250.00
f) * ESC grant overpayment return	£14926.36
g) Zoom invoices April	£15.80
h) Printer ink	£13.99
i) Internal Audit 2020-21	£140.00
j) Rut repairs by Play Area	£69.60
k) Projector and case	£86.98
l) Memorial tree plaque installation	£30.00

All the above payments were approved.

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

The SCC Highways report case regarding a reputed badger hole under High Road Swilland had not progressed with SCC as yet.

It was noted with some disappointment that the Village Show had been cancelled for this year.

A request for a **dog waste bin in Swilland** by a resident was considered worthy of **an agenda item for July**.

Chair reminded council of the number of vacancies for Parish Councillors in Witnesham and asked councillors to appeal to residents to consider standing. These vacancies are to be published and advertised by the Clerk in due course.

Chair addressed the meeting to express the council's gratitude for Mr Rush's exemplary contribution to the council, both as a member for twenty-eight years and chairman for seven years. A short presentation and speech followed.

Meeting closed at 9:05 pm



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