

Swilland and Witnesham Grouped Parish Council

<http://swillandandwitnesham.onesuffolk.net/>

Clerk: Mr. Steven Barron

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Parish Council Meeting

Weds 15th September 2021, at Witnesham Village Hall 7:30pm

MINUTES

1. Chairman welcomed all to the meeting and explained about the new agenda layout, with mainly decision items first and information items further down.
Present: Dr Nicol (Chair), Mr Dungey, Mr Hindle, Mrs Shaw, Dr Williams, Mr Sharples, Mr Templeman and Mr Barlow.
In attendance: SCCllr Elaine Bryce (EB), ESC DCllr Mr Tony Fryatt (TF) and one member of the public.
2. **Election for co-option candidates.** - After a short statement made by one prospective candidate, it was agreed that Mrs Tracey Theunissen (Witnesham) be co-opted onto the Parish Council. Mrs Theunissen signed the Declaration of Acceptance of Office form and was then formally invited to join the meeting by the Chair.
3. **Apologies:** Mr Collings and Mr Henley
4. **The Code of Conduct Declarations of Interest** – Dr Williams is a member of Swilland PCC (item 17.a)
5. **To approve Minutes from the meeting held on 21st July 2021** – These were agreed as a true record and signed by the Chair.
6. **Matters arising from previous minutes and action points.**
 - a) Hedge and Grass Cutting – It was asked of EB if in future, when grass cutting schedules are considered, that pavements are included. **EB agreed to take this away.** Clerk reported that the pavement clearance SCC case 331096 completion was in doubt. **Clerk would check and advise EB ASAP.** It was also asked of EB that dropped kerbs be included in SCC Highways budgets. **EB agreed to take this away.**
 - b) Planning (Enforcement) – TF had pursued the case at Mill Lane and awaited a follow up response from Officer. Homeland House was now a legal matter. **Clerk would advise TF of all cases open in the parishes.** Chair made the point that the PC should not have to chase these cases.
Community Partnerships (CPs) – Chair advised TF that Dr Williams would attend online CP workshop on 16th Sep and Mr Dungey was awaiting a response ESC. TF reported that CP would allow input about Sizewell C and subsequent traffic control.
 - c) Clerk – It was reported that a draft lease for the playing field, car park and play area by the School, had been recently received from SCC solicitors, but this had yet to be circulated and scrutinised by the PC. Chair reported that the draft lease was 22 pages long and that Legal

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advice was recommended to the PC. Chair asked that PC may require EB's assistance on this. The view was expressed that the land should be taken over by the PC, rather than a continuation of leasehold.

7. **Questions or comments on Reports from SCClr Elaine Bryce (EB) & ESC CClr Tony Fryatt (TF)** – The point was made to EB that SCC Highways contract service received in the parishes was poor. The PC would put together a formal message for EB. There were no questions for TF.
8. **The current financial situation** – Clerk gave a quick overview of a report circulated prior to the meeting. Main points were that this years budget is over twice as big as usual due to the Play Project. An estimated underspend of £3k plus to 31st March 2022 is expected. All CIL reserves have been spent along with all earmarked reserves for the Play Project. Current bank holdings stand at £24970.80p. Chair added that a reserves policy would be considered at the next Finance Committee.
9. **To approve the following payments** (inclusive of VAT where appropriate)

a) Administration August	£327.40
b) Zoom license July	£14.39
c) Zoom license August	£14.39
d) Mobile phone top up	£15.00
e) Replacement Fido Bin Rec. Gnd. Car park	£222.00
f) Annual Insurance	£1384.16

Council agreed to approve all the above payments.
10. **To appoint new members of the Finance Committee** – Council resolved to appoint Mrs Theunissen and Mr Templeman onto the Finance Committee.
11. **To consider the received SCC Highways report ref. B1078 Gibraltar Crossroads 40mph limit and decide council's next steps** -
 EB was congratulated on moving this forward. The scheme had been approved by SCC and the cabinet member. This approval was conditional on the inclusion of engineering measures to ensure compliance with the lower limit. It was stated that there was no SCC funding and that funding would have to be local. EB reported that she was willing to support with her highways budget in principle, but this would be cost dependent. **The item was deferred to a future meeting pending EB seeking clarity on cost estimates.** Chair commented that the standard response of "no budget" was not acceptable.
12. **To decide on road safety options at B1077 junction with High Road** -
 Chair gave an overview of School Crossing Patrol (SCP) application process. The headteacher at the School had given her support when asked. Any request would need to be processed against certain criteria to be successful. **It was agreed that the PC should proceed to apply for a SCP at the junction of B1077 and High Road via Suffolk Road Safe.**
13. **VHMC Village Hall car park refurbishment** - Mr Henley was not present but had communicated with the Chair. Two quotes had been received for tarmac (circa £20k) but no further progress made due to lack of PC and/or VHMC budget to cover costs. It was commented that progress is needed on a clear design brief including flood risk; also the use of modern porous surfaces might be worth consideration. Chair stated that he would be willing to attend the next VHMC meeting if invited to discuss possible approaches.

14. **Queen's Platinum Jubilee plans** – Mr Henley was not present. The committee was reminded that a meeting was set for 22nd September in the Village Hall to gather ideas and volunteers.
15. **To fix a date for the ESC online Zoom Neighbourhood Planning presentation** – It was agreed to set the date as **Weds 13th October** and Clerk would feed back to ESC.
16. **To consider a possible free outdoor ping pong table and location** – A possible free outdoor ping pong table scheme had been advertised in a recent In Touch edition. Possible locations were discussed around suitability. **It was agreed to apply for a table to be located on the flat grass area next to the Play Area by the School. Clerk would process.**
17. **Further on dog waste bins provisioning.**
 - a) Swilland: To confirm the increased costs quoted – **The new quote of £225 for a new bin and a £52 per annum emptying fee was agreed.** The best location in Swilland was again discussed and it was agreed to site a new bin provisionally on the corner of Kirby Lane and High Road. **Clerk will proceed to order and liaise with Dr Williams.**
 - b) **To decide on a dog waste bin in Strugglers Lane** – After discussion, **it was agreed to apply to get a cost for moving an existing bin at the track to the allotments in Hall Lane, to the far end of Strugglers Lane,** where the tarmac road ends by a PROW sign, rather than buy a new bin. **Clerk would pursue this with the supplier.**
18. **To approve seeking a solution for a water supply at Coopers Close Allotment site and other implied costs** – Chair gave an overview of what was known so far including £1000.00p for AW to supply, plus unknown costs for site piping etc. **The council agreed to move forward in principle and consider funding.** It was hoped to have a proposal by the next meeting.
19. **Updates and questions to previously circulated reports/minutes - not covered elsewhere on Agenda.**
 - a) **ASB meetings** - Dr Nicol reported that there had been no meetings since last time.
 - b) **Highways** - Dr Williams reported that QLS for Kirby Lane was progressing and the results of a traffic survey were pending for Tuddenham Lane.
 - c) **Planning** - Mr Hindle reported that a new application had been received for 20 dwellings at Street Farm in Witnesham consisting of 14 bungalows and 6 houses. Planning Committee will consider this on Thursday 23rd September. There were no questions around the previously circulated planning committee minutes.
 - d) **SAVID** - Mr Dungey reported there had been no SAVID meetings and the next one was due on 24th September. ANPR site surveys were pending.
 - e) **Footpaths (PROW)** - Mr Hindle had not received a response from SCC regarding the bridge closure on Witnesham FP 39.

- f) **VHMC** - Mrs Shaw reported that new chairs had been ordered. A fence was in need of repair and the VHMC were proceeding with a Defibrillator purchase with funding help from the WI and St Mary's Church.
 - g) **Tree Warden** - Mr Templeman had no updates
 - h) **Play Area Inspections** - Mr Barlow reported that all was good at the Rec. Ground. Mrs Shaw reported that the list of items at the Play Area would be checked with the Clerk and Council would be updated.
 - i) **Allotments** - Clerk reported that there was unlikely to be any progress soon on the new allotment slot/split agreed at the last meeting due to lack of resource. The existing plot holder had been advised.
20. **Matters to be brought to the attention of the Parish Council** - The nature of the ongoing roadworks at Otley Bottom were questioned. Chair asked that consideration should be given to the village phone boxes having a make-over as a future project for the council.
21. **To consider the progression of a formal Complaint received by the Council** - (This item was dealt with the exclusion of press or public presence) This was discussed and details clarified. **Council agreed that Chair, Vice-Chair and Clerk should process the complaint as a committee in line with the complaints procedure.**

Meeting closed at 21.20 pm

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