

Swilland and Winesham Grouped Parish Council

Clerk: Mr. Steven Barron

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Parish Council Meeting

Weds 17th March 2021, remotely via Zoom, 7:30pm

MINUTES

1. Chairman welcomed all to the meeting.
Present: Mr Rush (Chair), Mr Templeman, Mr Hindle, Mrs Shaw, Dr Williams, Dr Nicol, Mr Collings and Mr Barlow.
In attendance: SCCllr Mr Jones, ESC DCllr Mr Fryatt and two members of the public.
2. The Code of Conduct Declarations of Interest – Mr Templeman, Mr Hindle and Mr Barlow live either close to, or on, Tuddenham Lane (item 10.b).
3. Apologies: Mr Hill and Mr Sharples
4. To approve Minutes from the meeting held on 20th January 2021 – These were agreed as a true record and would be signed by the Chair.
5. Co-option of Parish Councillor candidates – After a short statement made by one prospective candidate, it was agreed that Mr Andy Dungey (Swilland) be co-opted onto the Parish Council. Mr Dungey verbally declared that he had signed the Declaration of Acceptance of Office form and was then 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 was posted on the PC website. He gave a verbal update which included the successful SCC Freeport bid which was good for Felixstowe and the wider area. Pothole repair delays in Tuddenham Lane were raised along with an alleged badger digging under High Road Swilland with potential road collapse concerns. All previously reported and SCCllr Gordon Jones agreed to take these away with case numbers to be sent to him via the Clerk. Finally, he announced that this was his last PC meeting he would be attending for Swilland and Winesham and he thanked Council for making him so welcome since he stood in to cover for the SCC vacancy temporarily. Chair thanked Gordon Jones for attending all the meetings, the work he had done and wished him well for the future.
7. ESC District Councillor report – DCllr Tony Fryatt had sent a written report which had been circulated prior to the meeting and was posted on the PC website. A verbal overview and update was given which included: business support funding; Sizewell C and the impact on rural roads. Problem is acknowledged and road improvements will be pursued; Community Partnership Impact Report; East Suffolk Community Infrastructure Levy (CIL) Charging Schedule (current percentages of neighbourhood CIL for PCs was clarified); East Suffolk Sustainable Construction Supplementary Planning Document. Chair thanked Mr Fryatt for the agreement to apply for £1k ESC grant toward the Play Project in Winesham for 2021-22.

8. Police Report and ASB Meeting update - Dr Nicol reported that there had been police presence at the last meeting. Local issues raised included speeding drivers near Witnesham School at pick up and drop off times. The point was made by the Police that local residents need to report as much as possible. The higher the number of reports in an area, then the more likely this will be given priority by the Police.

9. Planning – Mr Hindle reported the following:

- The application for a butchery building at Greenacres had been withdrawn.
- An application for two ponds in the Cockfield Lane area had been supported. It was added that the confusion caused by misinformation in the application was not helpful and the verification/validation by ESC was questioned. Mr Fryatt asked to be emailed details so he could take this up.
- Homeland House vehicles parked on site in breach of planning conditions was ongoing. It was reported that seeking updates from ESC was hard work and Mr Fryatt offered to assist. The latest date for the temporary relaxation of conditions would expire on 31st March 2021. Enforcement would potentially follow.
- At the last planning meeting an application for a single dwelling at Kersey Croft in Strugglers Lane had been supported.
- Concerns had been received verbally by the Council about a dwelling in Swilland, details of which required further investigation.
- Neighbourhood Plan presentation by ESC was postponed until July meeting.

10. Quiet Lanes Suffolk QLS Potential Designations

a) **To consider QLS nominations for Church Lane, Wash Lane and Cockfield Hall Lane as additional submissions for QLS** (Public Consultation would be required for each lane)

DCllr Tony Fryatt reminded the meeting that there was ESC funding available for QLS. Mr Hindle asked for clarity and asked that a separate vote be taken on each lane where appropriate. It was further reported that Church Lane and Wash Lane had already been nominated according to QLS, by a cycling club not the Parish Council. Dr Williams reported that QLS had agreed to take these off the list as no consultation had taken place.

Dr Williams reported that Cockfield Hall Lane was not a starter as a large part of the lane was in Westerfield Parish and Westerfield PC were not pursuing QLS. It was added that perhaps Council should consider the lanes which would benefit most from QLS status given both Church and Wash lanes are already well-established walking and riding routes which would not benefit from any additional signage. **It was proposed and seconded that council do not consider Cockfield Hall Lane, Church Lane nor Wash Lane: Carried** (by seven votes for and one against)

b) **To reconsider existing nominations of Kirby/Wades Lane Swilland and Tuddenham Lane Witnesham** (Public Consultation responses received for both lanes)

It was reported that currently, it was likely there would be no cost to the PC for two lanes given funding from the QLS Initiative is available.

It was acknowledged that both Kirby/Wades Lane and Tuddenham Lane were narrow and of the two, Tuddenham Lane was suggested to be more prone to fast moving vehicles. Both lanes have good footpath links onto them. The meeting was reminded that there had been since the last meeting, further responses to the consultation, the majority being of support which had been shared with councillors prior to this meeting. The view was expressed that QLS status was unlikely to interfere with farm traffic at the High Road end of Kirby/Wades Lane and that there were numerous residents in support. It was further questioned why Newton Hall Lane had been rejected by SCC Highways as part of the Kirby/Wades Lane QLS public support for the inclusion was acknowledged and Dr Williams agreed to follow up with the QLS board to clarify why it had not been included.

It was proposed that both Kirby/Wades and Tuddenham Lanes should be supported as they would benefit from QLS status, but there was no seconder.

Chair was reminded of the request made earlier for separate lane voting. **It was proposed and seconded that Kirby/Wades Lane be nominated for QLS status by the Parish Council: Carried (unanimously)**

It was proposed and seconded that Tuddenham Lane be nominated QLS status by the Parish Council: Carried (five votes for and three against).

11. Highways –

- a) Gibraltar Crossroads - SCCllr Gordon Jones reported that there had frustratingly been little progress in the last four months and the speed report was finally being compiled by SCC Highways. He would take this up with SCC Highways along with the SCC Cabinet Member for Highways and Dr Dan Poulter MP at imminent meetings.
- b) Other Highways issues - SCCllr Gordon Jones reported that Swilland and Witnesham had been submitted as applicants to take part in the ANPR trial. Chair reminded the meeting of a local resident who had been reported as being fined £2.5k for persistent dog fouling offences and encouraged residents to report any witnessed dog fouling incidents to as seems to have been the case with this particular offender which might encourage dog walkers to take greater care.

12. Footpaths – Mr Hindle reported that all the reported signs from last April had been done. There had been some confusion recently over a possible obstruction near Newton Hall which had been resolved.

13. To consider the 2021 Annual Parish Meeting – An update about the current legal status of the requirement for the PC to hold an APM and the C19 special measures had been circulated by the Clerk. It was proposed, seconded and agreed that Council should hold the APM for 2021 remotely via Zoom as scheduled on 21st April. It was suggested and agreed that due to the meeting being held remotely, reports should be submitted prior to the meeting to the Clerk, published on the website and not read out on the night, with instead an opportunity for questions and comments by attendees only.

14. Play Area Inspections – Mr Barlow reported that he had referenced the check list sent to him by the Clerk and had inspected the Rec. Ground accordingly

with only minor ground disturbance evident. Mrs Shaw reported that there were some minor things which need to be checked with the Clerk at the Play Area by the School. These would be progressed once C19 lockdown restrictions are eased. Clerk would send a safety checklist template to Mrs Shaw for the School site which may be of use.

15. Recreation Ground and Play Project - To note project proposals for new play equipment at the Recreation Ground and Playing Field areas, acknowledging external funding support plus a contribution from Parish Council reserves and approve the expenditure for the scheme put forward by Caloo for installation May 2021 -

Chair referenced the project bid, costs and funding information which had been circulated prior to the meeting. Dr Nicol thanked the Chair for bringing it all together.

Mr Hindle was pleased with the fruition of the project and proposed to proceed with it as specified with the preferred supplier in accordance with all funding sources of Grants and PC reserves, seconded Mr Collings: Carried. Mr Barlow asked about inspection guidance for the aerial runway and it was reported that there would likely be an annual RoSPA check contract with a local supplier.

16. VPMC - Mrs Shaw reported that the Hall was still closed and that there would be prep work required prior to any re-opening as C19 restrictions are eased.

17. Tree Officer - Mr Templeman reminded the meeting that the "Save The Oaks" campaign could possibly deploy on The Poor's Land in Swilland. Mrs Shaw would progress.

18. Allotments - Nothing to report

19. Correspondence - A resident had contacted the PC asking for a lockable car park barrier to be considered for the car park by the School due to a recent ASB incident. Council were not supportive of Installing a barrier on this particular Community car park at this point in time and preferred to monitor the situation.

20. ESC Partnership Talking Bench: To decide the location - It was proposed, seconded and agreed to site the bench in the top area of the Rec. Ground with the exact location to be decided on site. Mr Rush and Mr Templeman would liaise with the Clerk to agree precise location in that area.

21. To consider approval of expenditure for a portable projector for use at paperless Planning Committee Meetings - Clerk reported that a small suitable portable projector, plus a case had been identified between £130 and £150. A screen might be required if the use of a white wall was not appropriate. It was proposed, seconded and agreed to approve the expenditure, with Clerk circulating any proposed purchases to the Finance Committee for scrutiny of suitability.

22. Finance Update - Clerk as RFO (balances as of 17th March 2021)

a) Current Account (Barclays)	£0.00 (Account now closed)
b) Current Account (UTB)	£19,138.99
c) Ipswich Building Society	£8,542.07



d) Totalling gives £27,681.06

Current financial situation - Clerk reported that as end of year approaches for 2020-21, it was needed to exclude the Play Project as this was now deferred to 2021-22. Migration of this project income and spend would be migrated into 2021-22 budget, checked by the Finance Committee and approval would then be sought at full Council. Putting this aside, the expenditure and income for 2020-21 was well balanced on budget with a slight underspend. £425 (reduced as a one off from original £875 as agreed) had been received for the annual Playing Field rent from WASPs.

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

a)	Administration February	£291.20
b)	6 months payroll to September	£54.00
c)	6 months payroll to March	£54.00
d)	Initial transfer from Barclays to UTB 05/01/2021	£500
e)	Final transfer from Barclays to UTB 02/02/2021	£19,701.27

The above payments were all approved by council.

24. Matters to be brought to the attention of the Parish Council – Mr Rush reported that this was his last PC meeting as Chair and he would remain in post until the May AGM. Mr Hindle expressed his gratitude to Mr Rush for his 25 years as a Parish Councillor and his outstanding 7 years as Chair. The Council were indebted to Mr Rush. These sentiments were echoed by other councillors.

25. Item to be addressed in the absence of press and public presence: To consider staff Annual Leave carry over to next financial year due to C19 - After discussion about the restrictions C19 had placed on the Clerk, the Council agreed to allow the Clerk to carry forward any remaining unused excess leave from 2020-21 into 2021-22 financial year due to these exceptional circumstances.

Meeting closed at 9:40 pm

19/5/21

