

## Swilland and Witnesham Grouped Parish Council

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

Clerk: Mr. Steven Barron

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### Parish Council Meeting

Weds 17<sup>th</sup> November 2021, at Witnesham Village Hall 7:30pm

#### MINUTES

1. Chairman welcomed all to the meeting and explained that the loose ceiling panels had been checked and were safe for the hall to be used.  
Present: Dr Nicol (Chair), Mr Dungey, Mr Hindle, Mrs Shaw, Mr Collings, Mr Sharples, Mr Templeman, Mr Barlow and Mr Henley.  
In attendance: SCCllr Elaine Bryce (EB), ESC DCllr Mr Tony Fryatt (TF).
2. **Apologies:** Dr Williams, Mrs Theunissen and Mrs Ellis
3. **The Code of Conduct Declarations of Interest** – Mr Hindle is a member of Witnesham PCC.(item 11)
4. **To approve Minutes from the meeting held on 15<sup>th</sup> September 2021** – These were agreed as a true record and signed by the Chair.
5. **Matters arising from previous minutes and action points.**
  - a) **Gibraltar Crossroads:** EB reported that the agreed 40 mph speed limit extension works was quoted as £9.5k. EB stated that she was willing to fund 50%. It was agreed that an application for £2.5k should be made to ESC Community Partnerships by the PC and the rest could be funded by PC reserves. **Dropped Kerbs and Pavements issues:** EB was not happy and was pursuing with SCC Cabinet member Paul West as an immediate issue.
  - b) **Planning (Enforcement):** A prosecution had been achieved over the Homelands House on-site bus parking breaches. It was pointed out that there was poor communication between ESC Planning Enforcement and the PC. Clerk would check all enforcement cases and forward to TF. **Community Partnership:** It was acknowledged that representation made at the last meeting in relation to grants for Gibraltar Crossroads would be formally applied for. Dr Williams would attend the next meeting.
  - c) **Water Supply Coopers Close Allotments:** Clerk had established an online account with Anglian water Developments and a full application for the site was pending.
  - d) **SCP Junction High Road and B1077** – No update since told this was being assessed. **Clerk would chase this.**
  - e) **Dog bin location Swilland:** Clerk updated the meeting with the changes in preferred bin location options in Swilland since the last meeting. Council agreed that either location in High Road could be applied for and were happy to leave the final selection to Dr Williams.
  - f) **SCC Playing Field and car park lease:** Mr Hindle informed the meeting about a draft lease which had been received from a SCC Solicitor. As it seemed rather a long and detailed document which the



PC had not expected and EB was asked what is the premise for the PC not reviewing it. EB was asked to assist with finding out if transferring the land from SCC over to the PC would be possible, as this would be the preferred way forward. Correspondence to EB would follow from the PC.

**6. To consider the next steps after the ESC Neighbourhood Planning presentation.** Chair asked Council if they wished to proceed. It was commented that there did not seem much support in the PC or in the community. It was proposed, seconded and agreed to put this on hold for a few years due to lack of interest and to consider raising the topic at the APM in April 2022.

**7. Questions or comments on Reports from SCClr Elaine Bryce (EB) & ESC CClr Tony Fryatt (TF)** It was commented that the Lorry Route Plan Review in Suffolk was something that the PC could respond to. EB stated she was able to consider endorsement of the key issues. **Councillors would contact the clerk with any inputs before 17<sup>th</sup> December closing date.**

**8. The current financial situation** – A report was circulated by the clerk prior to the meeting. Current holdings as of 17<sup>th</sup> November totalled £30,194.28p. A CIL payment of £567.84 had been received in October which was now the PC's total CIL held.

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

a) Administration September	£327.40
b) Administration October	£327.40
c) HMRC PAYE Q2	£110.00
d) Hall Hire July and September	£50.00
e) Zoom license September	£14.39
f) Zoom license October	£14.39
g) Laser pointer planning meetings	£14.99
h) Extension lead Planning meetings	£15.99
i) HDMI to VGA video convertor planning meetings	£7.70
j) Hazard tape	£6.00
k) Bank service charge Q2	£18.00
l) Daffodil Bulbs	£220.75
m) RoSPA Inspection Rec Ground	£54.00
n) RoSPA Inspection school site	£54.00
o) Notice board repair America Hill	£40.00
p) Six months payroll to 30 <sup>th</sup> Sep	£54.00
q) Annual website hosting	£60.00
r) Car park bollards installation	£369.60
s) Missing car park bollard replacement	£67.20

**Council agreed to approve all the above payments.**

**10. To approve and adopt a draft Reserves Policy.** A draft reserves policy had been circulated prior to the meeting. The main point was that the policy would aim for a general reserves amount of just over the precept level (currently approx. £15k) as of 1<sup>st</sup> April for each year. **It was proposed, seconded and agreed to approve and adopt the Reserves Policy.**

**11. To approve and adopt the draft budget 2022-23** The draft budget for 2022-23 had been circulated prior to the meeting. **Council agreed the budget of £19,170.00 expenditure and £19,514.24p income and reserves draws.**



12. **To set the precept for 2022-23** ESC had written to the PC and the Finance Committee recommended that a precept of £14,496.24p be set. This figure resulted in zero percent increase for households in the Parishes. **It was proposed, seconded and agreed to set the precept 2022-23 as £14,496.24p.**
13. **To consider the response received regarding a possible outdoor ping pong table.** Information received since an application was made for this, revealed that these were not "free" and costs would be incurred on the PC. **Council agreed not to take this forward.**
14. **To decide on moving a dog waste bin from Hall Lane to Strugglers Lane and location.** After a short discussion and considering the costs involved, **it was proposed, seconded and agreed to apply for the dog waste bin in the car park access in Hall Lane, to be moved to the junction of Strugglers Lane and Rose Hill.**
15. **Updates and questions to previously circulated reports/minutes - not covered elsewhere on Agenda.**
  - a) **ASB meetings** – Mrs Shaw reported that last meeting was very poorly attended. The next meeting was 20<sup>th</sup> January.
  - b) **Highways** – It was acknowledged that the current highways list of issues had been taken up by EB. Tuddenham Lane had been approved for QLS Wave 4 after the speed survey results were received.
  - c) **Planning** - Mr Hindle commented that the near neighbours were suffering from the planning condition breaches at Homeland House.
  - d) **SAVID** - Mr Dungey reported the ANPR sites had been followed up and that near neighbours to the proposed Swilland site had no objections. The other sites at America Hill and Mow Hill would also be considered. Clerk would apply formally ASAP. A Road safety Week banner had been received. It was agreed that Mr Templeman would ask the landlord of the Barley Mow if it could be displayed on their wall for a week.
  - e) **Footpaths (PROW)** - Mr Hindle had circulated an email to SCC regarding the bridge closure on Witnesham FP 39. The collapsed buildings at Swilland Manor had been resolved. Council agreed their approval for the letter aimed at addressing the grass cutting schedules.
  - f) **VHMC** - Mrs Shaw reported that four fence posts had been renewed at the rear of the Hall. The Yoga Class had been lost due to poor take up. There had been an instance of abuse of the hall on Saturday 13<sup>th</sup> November with extremely loud music being played by the hirers, damage to various items in the hall, mess everywhere and damage to the sound absorption panels on the ceiling. The VHMC would from now on, restrict hiring to local villagers and known customers only. It was acknowledged that this was a VHMC issue which they were dealing with and PC help was available if needed.
  - g) **Platinum Jubilee plans** - Mr Henley informed the meeting that he was planning to move out of the village and there was a need to find someone else to take the Platinum Jubilee Plans forward. Mr Henley had already arranged various events which he listed and gave information about. Clerk would circulate the list given in a previously received email from Mr Henley.

- h) **Trees / Green Canopy** – It was agreed that this would be an agenda item for January on the proviso that Mr Templeman and Mr Collings plan locations and tree numbers.
  - i) **Play Area Inspections** – Some repair activity had taken place since the RoSPA inspections. **Clerk would share with councillors by email.**
  - j) **Allotments** – No update
16. **Matters to be brought to the attention of the Parish Council** – Concerns were raised about speed of vehicles in Hall Lane which were noted.
17. **To consider the progression of an appeal against Council's response to 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 Dr Williams and Mr Sharples should assist process the complaint appeal as a committee in line with the complaints procedure.** It was agreed to seek a meeting with the supplier and complainant on site.

Meeting closed at 22.05 pm

JA/1/22

*[Handwritten signature]*