

## Swilland and Witnesham Grouped Parish Council

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

Clerk: Mr. Steven Barron

Tel: 07719 176917 Email: [swill-witpc@outlook.com](mailto:swill-witpc@outlook.com)

### Parish Council Meeting

Weds 21st July 2021, at Witnesham Village Hall 7:30pm

#### MINUTES

1. Chairman welcomed all to the meeting.  
Present: Dr Nicol (Chair), Mr Dungey, Mr Hindle, Mrs Shaw, Dr Williams, Mr Sharples and Mr Henley.  
In attendance: SCCllr Elaine Bryce, ESC DCllr Mr Tony Fryatt and two members of the public.
2. The Code of Conduct Declarations of Interest – None.
3. Apologies: Mr Templeman, Mr Barlow and Mr Collings.
4. Election for co-option candidates - After a short statement made by one prospective candidate, it was agreed that Mrs Faye Ellis (Witnesham) be co-opted onto the Parish Council. Mrs Ellis signed the Declaration of Acceptance of Office form and was then formally invited to join the meeting by the Chair.
5. To approve Minutes from the meeting held on 19th May 2021 – These were agreed as a true record and signed by the Chair.
6. Suffolk County Councillor report – SCCllr Elaine Bryce had submitted a written report which had been circulated to councillors and was posted on the PC website prior to the meeting. She gave a verbal update which included SEND, a new SCC Cassius service, a new Park & Cycle initiative and C19 vaccination update showed that Suffolk were in the top three in the country for success. Cllr Bryce had been appointment to the Education and Children's Services Scrutiny Board, alongside the role on the SCC's Corporate Parenting Board. Finally, the recent "Meet Your MP" online event had received very positive feedback.
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: Sizewell C consultation in progress on a number of issues but mainly about the changes relating to HGVs on the A12 and other local roads (this included a possible 50mph limit on B1078 Ashbocking which was of note and was met with some dismay); Chapel Field in Grundisburgh planning application; Planning changes following the Queen's speech and finally the ESC Community Partnership Scheme including Carlford and Fynn Valley are calling for important representation from Parish Councils to participate in tackling our next priority – Road Traffic and Safety. **Clerk would circulate emails received from ESC for their information.**

8. Police Report and ASB Meeting update - Dr Nicol reported that there had been a meeting on 15<sup>th</sup> July which had adopted the new structure and focussed on one topic, in this case youth. In Dr Nicol's view it did not help our parishes to any noticeable degree.

9. Planning – Mr Hindle reported the following:

Planning Information, Land East of Mow Hill, Witnesham - Proposed Residential Development of 32 Dwellings:

This was an informative item only (not a planning application) shared by a rep. from Hopkins Homes with the Planning Committee on 19<sup>th</sup> July. An expected formal planning application was to follow in August to ESC. The expected time scale, if successful, would be to start construction Autumn 2022 and finish early 2025. There was a mix of dwellings from one bedroom to five bedroom, ten of the thirty-two would be affordable. Hopkins rep. stated that amendments were expected and some detail was indicative. It was noted that the green-space area on the plan was at the low southern end of the site and intended to be used as a drainage overflow. It was also noted that a road spur had been designed in to the eastern site boundary indicating an opportunity for further development to the east in the future. Without prejudice to other matters, comment was made that proposals for the site needed to substantiate and detail surface water drainage away from the site and neighbouring areas; internal landscaping; an adequate landscape belt along the eastern boundary to integrate the site to the adjacent open countryside; sustainable building design and pedestrian links at both the northern and southern ends of the site to the public footpath on the opposite side of the B1077. A point was raised about the development on this greenfield site when it could be difficult to resist development of the brownfield site opposite of the old woodyard. The PC had asked the ESC Local Plan Inspector in 2019, during the ESC Local Plan consultation, to acknowledge the woodyard site as a preferable potential allocation for Witnesham rather than 30 dwellings on a greenfield site opposite. However, the woodyard was not included and the Mow Hill greenfield site was retained as part of the final ESC Local Plan. It was added that the woodyard site would require a "change of use" approval from an industrial use site to one for residential developments prior to any prospective planning application for dwellings. Further the PC also objected to the inclusion of the Mow Hill site in 2019 as the view was held that the allocation of 1.5ha of land for approximately 30 dwellings is inconsistent with Policy SCLP5.2 Housing Development for Small Villages.

Recent applications for Mary Rose Cottage, Witnesham and a pig unit extension at Red Court, Swilland, had not been objected to, but concerns were raised within the comments submitted to ESC.

Planning enforcement continues to be slow in resolving cases:

- East View Swilland – Notice served
- High Fence in Mill Lane – no update since late 2020
- Homeland House – formal complaints from PC, one unsatisfactory reply and another reply pending, after writing to the CEO of ESC four weeks ago.

**Clerk would write to pursue these.**

10. Highways –

- a) Gibraltar Crossroads - SCCllr Elaine Bryce had responded to a report submitted by officers with comments supporting the speed reduction

- and a meeting was due with SCC cabinet member on 22<sup>nd</sup> July to seek support to progress. If this is achieved, then SCC Highways design works would be the next stage at a ball park cost of £5k, which could be discussed with the PC around funding options. For build costs, she would be happy to commit some from her highways budget. Elaine Bryce would update the Clerk.
- b) QLS: An update and to approve funding – Dr Williams reported that the Swilland application is in wave three and Witnesham in wave four, as SCC want a traffic survey carried out in Tuddenham Lane. Required documentation (eg minutes etc) needs to be submitted by 31<sup>st</sup> July to QLS from the PC who will then notify the PC if it is successful. Display notices will need to be posted on each lane. QLS had informed us that possible funding of £50.00p could be required. **It was proposed seconded and agreed to approve the potential funding of £50.00p.**
  - c) ANPR - Mr Dungey reported that after surveying the parishes with Dr Williams, five sites had been reviewed. It was suggested that two or three maximum sites might be appropriate. **It was agreed after some discussion, to nominate ANPR post sites near Witnesham School, Mow Hill by the Barley Mow and America Hill.**
  - d) Other Highways issues – Dr Nicol raised the recent short notice road closure issue on Rose Hill. He had written to Anglian Water and received a positive response, but it seemed illogical what was going on, SCC claiming the road was too narrow, so closure was the only option. Other issues mentioned included ongoing SCC Highways cases of badger diggings under high road Swilland, pot holes by FVGC plus delays and response times (both to be raised with cabinet member by Elaine Bryce), and pavement overgrowth near Jacks Field and other pinch points on west side pavement of B1077. **Clerk would follow up pavement issues with SCC Highways and/or investigate local cut back contractor alternatives.**
- 11.SAVID – Mr Dungey had attended SAVID Zoom meeting on 9<sup>th</sup> July. Options for Swilland and Witnesham included shared SID (posts required) and CSW. Cross-parish SID data sharing and CSW co-ordination was being considered.
  - 12.Footpaths – Mr Hindle reported recent concerns and issues over the SCC PROW grass cutting and stressed the point that there was a need to look at the SCC schedule in relation to the priority of the two parishes. Footpath 39 Witnesham bridge closure for six months was acknowledged.
  - 13.Play Area Inspections – Mrs Shaw reported that there were some minor things which need to be checked with the Clerk at the Play Area by the School which **Clerk would investigate now that Play Project was completed.** A skip remained in the car park post Play Project work. Clerk would arrange skip recovery with the supplier.
  - 14.Recreation Ground – Dr Nicol reported that the new equipment was installed and feedback from Rec Ground users had been good. The meeting was reminded of the consideration of future adult exercise equipment on the site and other initiatives for the car park. These could be considered under future agenda items.

15. VPMC – Mrs Shaw reported that there was a meeting due on 28<sup>th</sup> July at which it was hoped that all loose ends would be sorted, eg new chairs procurement. Mr Henley raised the initiative to consider an upgrade of the car park surface and was investigating quotes. **This would be an agenda item for September PC meeting.** VPMC were also considering a defibrillator. Dr Williams offered to be available to give advice to the VPMC as he was involved in the recent defibrillator procurements in the villages.
16. Tree Officer – Mr Templeman not present.
17. Consideration of dog waste bins provisioning
  - a) Swilland – It was agreed that a suitable location would be on PC land at the strip of grass by the Swilland Village sign, closer to the southern area. Dr Williams was happy to consult with near neighbours prior to any siting of a new bin. Clerk would then proceed to order at a cost of £185+VAT.
  - b) Strugglers Lane – Before considering to proceed, suitable location options were not clear. **Item deferred to September meeting.**
18. Issues with grass cutting at Winesham Playing Field – Clerk reported that complaints had been received from WASPs FC about the grass length and having to cut some of the pitch themselves. After the Clerk formally requested that grass cut length should be as per agreed in the contract of 20-25mm be implemented by the contractor, this would then be further monitored by the Clerk. Additional cuts per year (currently 14) could be reviewed by the Finance Committee in the Autumn.
19. Allotments
  - a) Consider water supply to the Coopers Close site – Chair gave the view that allotment holders need to get together to help work this out. Clerk had investigated possible costs and **it was agreed to seek a formal quote before considering any further.** Dr Williams agreed to speak with allotment holders if needed as part of any process going forward. All plot holders had been asked if they would consider paying more rent in principle and none had objected, but were cautious about how much more would be required in rent.
  - b) Proposal to dissect plot 10 Coopers Close into two plots – Clerk reported that the larger than average plot, plot 10 at Coopers Close, had been offered up for reduction in size by the current long term tenant. Clerk reported measurements taken could enable one extra plot to be made up from a parcel strip of land to the north of plot 10. **It was agreed to proceed with dissecting plot 10 and create one new plot and retaining plot 10 with reduced size and to liaise with plot 10 tenant.**
  - c) Overhanging hedging/trees on east boundary of Coopers Close site – this item was for information only and it was agreed for Clerk to monitor.
20. Correspondence – Chair had received a letter from Clare Fitzroy, Lord Lieutenant of Suffolk, relating to the Queens Platinum Jubilee celebrations in June 2021 which would include four days of celebration. It was asking for a Champion and had asked Mr Henley. Mr Henley wanted to involve other villages and get lots of ideas. He had arranged a meeting for 28<sup>th</sup> July for this and it was agreed that the Clerk would circulate details via the PC contact list

to help publicise this. **It was agreed to make this an agenda item for September to review how the PC could help.**

21. To approve and adopt a draft Complaints Procedure – A draft Complaints Procedure had been circulated by the Clerk prior to the meeting. **Council agreed to approve and adopt the draft Complaints Procedure.**
22. Finance Update – Clerk as RFO (balances as of 21<sup>st</sup> July 2021)
  - a. Current Account (UTB) £52,670.28
  - b. Ipswich Building Society £8,542.07
  - c. To approve Internal Audit Report 2020-21 – The Internal Audit Report had been circulated prior to the meeting and had no resulting issues within the report. **It was proposed seconded and agreed to approve the Internal Audit 2020-21.** Chair thanked the Clerk for again contributing towards the quality of audits in recent years.
  - d. To review the effectiveness of IA report 2020-21 – An audit effectiveness sheet had been circulated prior to the meeting. **Council agreed that the points achieved in the form and the audit effectiveness as a whole was good and approved.**
  - e. To appoint an Internal auditor for 2021-22 – **Council agreed to appoint Heelis and Lodge as their Internal Auditor for 2021-22.**

Current financial situation - Clerk reported that the large sum of the UTB balance was mostly made up of all the grants made to the Parish Council for the Play Project, invoices for which payments were due for approval under item 23. Included in the grants received, was one made from Swilland residents Kate and Alasdair Douglas of £1000, for which Council expressed their sincere gratitude for such a generous contribution to a project aimed to benefit the community.

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

a) Administration May	£327.40
b) Administration June	£327.40
c) HMRC PAYE Q1	£109.80
d) ICO annual subs (DD)	£35.00
e) Zoom license May	£14.39
f) Zoom license June	£14.39
g) Hall hire May	£25.00
h) Play project by School	£18852.00
i) Play project Rec. Ground	£23100.00
j) Mower repair	£108.60
k) Bank service charge Q1 (DD)	£18.00
l) Desk top projector screen	£49.99
m) Admin July	£327.20
n) Signage for Play Areas	£179.38

**The above payments were all approved by council.**

24. Matters to be brought to the attention of the Parish Council – Concerns were raised about the dangers at the road junction from the pavement on the west side of the B1077 across to the pavement on High Road Swilland. Pedestrians making their way to and from the school, crossing at the fork in the road had felt unsafe. **It was agreed to make this an agenda item for September.** It was re-affirmed that **"VHMC Car Park refurbishment" should be an agenda item for September,** which would include car park upgrade. It was

asked about feedback for residents about an enforcement case for East View in Swilland. This would be dealt with by the Planning Committee standing agenda item (All Planning Committee minutes are published on the web site and circulated to all councillors).

It was asked about the status of the lease with SCC for the Playing Field and the Play Area by the School which came to light during the Play Area grant application process. **Clerk would investigate and report back.**

Meeting closed at 22.05 pm

Ra.

15/9/21