

Swilland and Witnesham grouped Parish Council

Clerk: Mr. Steven Barron

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Annual General Meeting

Weds 18th May 2022 at 7.30pm at Witnesham Village Hall

MINUTES

1. To Elect a Chairman –

In the absence of Vice-Chairman, the Clerk asked for nominations for Charman. 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. Mr Hindle personally thanked Dr Nicol and congratulated him for his great work after his first year as Chairman.

Chairman welcomed all to the meeting.

Present: Dr Nicol, Mrs. Shaw, Mr. Collings, Mr. Templeman, Mr Sharples, Dr. Williams, Mr. Hindle, Mrs Ellis, Mr Burrows and Mrs Offord.

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

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

3. Apologies received from Mr Barlow, Mr Dungey and SCC Cllr Elaine Bryce (EB).

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 in his absence as Vice-chairman, although he is likely to move out of the area at some point this year.

5. Election for co-option candidate

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

Chair remarked that Council should recognise and thank recently resigned Councillor Mr Henley for his significant contribution both to Council over the years and to the Village. As historian and recorder, for writing and organising The Barley Players performances, organising several events eg The Olympic Torch run and of course the forthcoming extensive Platinum Jubilee celebrations.

6. To appoint Committee Members –

Chair verbally went through the draft allocation proposal seeking agreement from councillors:

Finance: Dr. Nicol (Ch), Dr. Williams, Mrs Theunissen and Mr Templeman

Planning: Mr. Hindle (Ch), Mr. Barlow, Mr. Collings, Mr. Burrows, Mr Roots Mrs. Shaw and Dr Nicol.

Footpath Representative: Mr. Hindle

Tree Warden: Mr. Templeman and Mr Collings

Allotments: Dr Williams

Highways: Dr. Williams and Mr Dungey

Village Hall Management Committee Representative: Mr Shaw

Play Area Inspection (School): Mrs. Shaw

Play Area Inspection (Rec): Mr. Barlow

Playing Field Liaison: VACANCY and PFMC no meetings since June 2019.

Community Speed Watch Co-ordinator/Safer Village Driving

(SAVID): Mr Dungey

ASB / SNT liaison: Mrs Offord

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

7. To adopt Chairman's Report for 2021/2022 – Proposed and seconded:
Approved and adopted. It was questioned that this item might be dropped from future AGM agendas. Clerk would manage this.
 - a) Feedback on APM: None given.
8. Annual Policy Reviews
 - a. Review the Council's Standing Orders:
Council agreed to no changes required.
 - b. Review Financial Regulations:
Council agreed to no changes required.
9. To agree meeting dates 2022-23 – Third Weds of Jan, Mar, Jul, Sep and Nov were agreed. APM 3rd Weds of Apr.
10. To approve Minutes from the meeting held on 16th March 2022 - Minutes were agreed as a true record and signed by the chair.
11. Previous meeting action point updates
 - a) Dropped Kerbs, Pavements - SCCllr Elaine Bryce – EB was not present. It was noted that the verges had been cut by SCC recently but disappointingly this had not included pavements where they abut vegetation and become narrowed.
 - b) School Crossing Patrol Junction High Road and B1077 – Mrs Ellis would liaise with parents following the refusal of SCC to provide a SCP at the junction of Upper St and High Road following an appeal from the PC against the initial refusal. Other options could be investigated and reported back.
 - c) Rec Ground Car Park – The quote request to a supplier to use plainings to infill was not forthcoming as the supplier considered this an unsuitable and possibly hazardous solution with tarmac preferred. It was suggested that Council should consider planning for future costly projects such as this including funding options. **Clerk would draft a**

document for such a purpose and circulate prior to the next meeting.

- d) Playing Field Lease (transferring the land from SCC over to the PC if possible) – Update: Update from EB still pending.

12. Questions or comments on Reports from SCClr Elaine Bryce & ESC CClr Tony Fryatt. TF reminded the meeting that supplier of services "Norse" was being replaced by a new trading company East Suffolk Services. Mr Hindle commented that the service received by the PC by Norse had always been good.

13. To Consider Water Supply quotes received for Coopers Close Allotments. It was reported that the AW quote to supply to the boundary was £1140.27 plus VAT. For the private site pipe provisioning of two quotes received, a **local supplier quote of £1300 plus VAT was agreed as the preferred one and Council agreed to proceed to order.**

14. The current financial situation - Clerk had circulated a report prior to the meeting. The 2021-22 Internal Audit Report had been received and noted. It was added that two grants had been received for the Gibraltar Crossroads project from Ashbocking PC (£200) and Otley PC (£625).

- a. To consider and approve the Annual Governance Statement 2021-22 – **After due consideration, Council agreed to approve the Annual Governance Statement 2021-22.**
- b. To consider and approve the Annual Accounts Statement 2021-22 – **After due consideration, Council agreed to approve the Annual Accounts Statement 2021-22.**
- c. To approve 2022-23 budget adjustments. - Clerk reported that shortfalls in Audit and QPJ budgets required topping up. **Council agreed to move £300 of funding from other budget classes to balance these. Additionally, Council agreed to increase the water supply budget by £500 with a draw from reserves. Income, grants and reserves would now be £27,949.24p and expenditure £27780.00p.**

15. To approve the following payments (including VAT if applicable):

a) Bank Charge Q 4	£18.00
b) Administration March	£327.20
c) Administration April	£291.20
d) HMRC PAYE Q 4	£110.00
e) Port Loos hire	£330.00
f) SALC Annual Subs	£397.80
g) Zoom license April	£14.39
h) Village Hall storage work	£240.00
i) Phone box and Playing Field fence removal	£120.00
j) PC filing cabinet spare keys	£12.00
k) 2021-22 Internal Audit	£235.00
l) Printer inks	£28.48
m) Jubilee banners	£108.00
n) Zoom annual license	£141.96
o) Peat for saplings	£30.00
p) Jubilee Village Show Printing	£159.00

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16. Councillor issues to be brought to the attention of the Parish Council.

Dr Williams thanked the Clerk for sorting out the dog waste bin orders recently, in particular the new bin in High Road Swilland.

Mr Sharples raised concerns about the SCC Highways road closures. It was noted that this continued to be totally unacceptable.

Mr Collings reported that the Jubilee Oak in the Rec Ground carpark was coming into leaf. Mr Templeman added that the saplings acquired by Council were being watered regularly and looked after.

Mr Hindle was concerned about the pupil capacity of the school and need for future development in light of the current planning applications for 50 new dwellings. Dr Nicol would send a short note to the headteacher and the chair of governors regarding this.

Mrs Offord mentioned the fence damage at the Play Area by the School. Clerk reported that a quote had been accepted and repairs were due for this next week.

17. To consider results of supplier checks and advice regarding the zip-wire at the Recreation Ground - (This item was dealt with the exclusion of press or public presence).

Feedback from the supplier after their site visits and investigations had been circulated prior to the meeting. The supplier reported that the running head had been removed and examined and found to be in good working order. The use of foam within the support legs was not recommended as firstly they did not know if it would work, secondly a risk of possible corrosion problems and other unknown hazards as this had never been done before. Concerns over warranty violation were highlighted.

Council agreed that the Councillors appointed as part of the Complaints Procedure appeal process would compile a response to the complainant.

Meeting closed at 9:00 pm

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12.