

## Swilland and Winesham grouped Parish Council

Clerk: Mr. Steven Barron

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

### Annual General Meeting

Weds 15<sup>th</sup> May 2024 at 7.30pm at Winesham Village Hall

#### MINUTES

1. To Elect a Chair –

The current Chair Dr Nicol, who had declared his intention not to stand, asked for nominations for Chair. Mr Barlow was proposed and seconded. There were no other nominations. **Mr Barlow was elected unanimously.** Mr Barlow signed a Declaration of Acceptance of Office form and proceeded to chair the meeting.

Present: Mr Barlow (Chair), Mrs Shaw, Dr Nicol, Mr Dungey, Mr Sharples, Mrs Hardy, Dr Williams, Mr Hindle, Mr Collings, Mr Burrows and Mrs Ross.

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

3. Apologies received from Mr Roots, Mrs Ellis and ESC Cllr Dan Clery.

4. To Elect a Vice-Chair –

Mrs Hardy was proposed and seconded to stand as Vice-Chair. There were no other nominations. **Mrs Hardy was elected unanimously as Vice-chair** and signed a Declaration of Acceptance of Office form.

5. To approve Minutes from the meeting held on 20th March 2024 - Minutes were agreed as a true record and signed by the Chair.

6. Questions or comments on Reports from SCCllr Elaine Bryce & ESC Cllr Dan Clery. ESC Cllr Dan Clery and SCC Cllr Elaine Bryce not present. Concerns were raised again about the absence of SCC Cllr presence and lack of written reports. Dr Nicol had received a reply from SCC Leader Matthew Hicks (MH) outlining that a Conservative Research Assistant was monitoring emails and picking up resident/PC requests, which were being shared with a cabinet member and then replies given. **Chair offered to follow up with MH in writing which was agreed. Clerk would seek reports from a Conservative Research Assistant.**

7. To appoint Committee Members –

The meeting went through the draft allocation proposal, seeking agreement from councillors and asking for volunteers for vacancies in Finance, Highways, PPMC, Allotments and Planning.

**Finance:** Dr Nicol (Ch), Mr Sharples, **Mrs Ross and Mr Barlow (filled vacancies).**

**Planning:** Mr Hindle (Ch), Mr Barlow, Mr Collings, Mr Burrows, Mr Roots Mrs Shaw and **Mr Dungey (filled vacancy).**

**Footpath Representative:** M. Hindle

**Tree Warden:** Mr Collings

**Allotments:** **Mr Collings (filled vacancy)**



17/7/24

**Highways:** Mr Dungey and **Mr Sharples (filled vacancy)**

**Village Hall Management Committee Representative:** Mrs Shaw and Mrs Hardy.

**Play Area Inspection (School):** Mrs Shaw

**Play Area Inspection (Rec):** Mr Barlow

**Playing Field Management Committee:** Mr Burrows and **vacancy filled by Mrs Ross also Mr Barlow.**

**SID deployment and Safer Village Driving (SAVID):** Mr Dungey

**Community Partnerships:** Mrs Hardy.

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

8. Annual Policy Reviews

a. Review the Council's Standing Orders:

**Council agreed to Clerk to update some of the wording grammar to reflect neutral gender, but no other changes required.** It was asked if the Council could set up a Committee related to flooding. **Clerk advised that an Advisory Committee was a possible option to include non-council members if required. This would be an agenda item for the next PC meeting.** It was felt that any such committee may be able to assist residents affected in Swilland.

b. Review Financial Regulations:

**Council agreed to no changes required. Clerk reported that new model Financial Regulations had been issued by NALC and these would need to be considered for adoption at a future meeting.**

9. To agree meeting dates 2024-25 – **Third Weds of January, March, July, September and November were agreed. APM 3<sup>rd</sup> Weds of April.**

10. The current financial situation - Clerk had circulated a report prior to the meeting. **One arithmetical error was highlighted in the total sum held and Clerk clarified this.** The first Neighbourhood CIL payment relating to the Wittens Meadow development had been received of £21,645.02p.

a. To consider and approve the Annual Governance Statement 2023-24  
**After due consideration, Council agreed to approve the Annual Governance Statement 2023-24.**

b. To consider and approve the Annual Accounts Statement 2023-24 –  
**After due consideration, Council agreed to approve the Annual Accounts Statement 2023-24.**

c. To approve a declaration of exemption Annual Return 2023-24.  
**After due consideration, Council agreed to approve a declaration of exemption for the Annual Return 2023-24.**

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

a)	Bank Charge Q4	£18.00
b)	Administration March	£344.84
c)	Administration April	£344.84
d)	HMRC PAYE Q4	£258.60
e)	6 months payroll to March	£54.00
f)	Hall Hire January x 2 and March	£75.00
g)	SALC Annual Subs	£433.25
h)	Internal Audit 2023-24	170.00
i)	APM wine and cups	£21.75
j)	APM snacks	£21.30

  
17/7/24



k) Clerk Mileage Q4	£67.77
l) Replacement phone box	£5474.00
m) Allotments Water to 30 <sup>th</sup> April	£2.91
n) Speed Indicator Device	£4401.60
o) Printer ink	£3.78
p) SID Insurance	£46.89

12. To approve and adopt a modified 2024-2025 budget. - Clerk had circulated the amended draft budget for 2024-25 prior to the meeting and explained how two projects from 2023-24 had extended into 2024-25. **The draft budget of £28,758.44 income and £28,749.67 expenditure was approved and adopted by the Council.**
13. To approve expenditure for phone box renovation parts order. - A potential grant from ESC Cllr Dan Clery's Locality Budget for £1k was pending approval, **the budgeted expenditure of around £1.3k in the estimate circulated prior to the meeting was approved so that the order could proceed.**
14. To review progress with Footpath Diversions, consider potential costings and decide next steps. - It had become apparent that the exact detail of what the PC own as custodian Trustees of the Village Hall and where the boundaries lie, was not clear from the deeds. An estimate of £750 was mentioned to obtain Land Registry conformity. **This was discussed and agreed that a quote should be sought from James Hall at Birketts Solicitors to establish these details from a Land Registry registration.**
15. To agree any Parish Council actions as a result of replies to correspondence received from:  
**a Suffolk County Council** - Dr Nicol had written to SCC Leader Matthew Hicks on 10<sup>th</sup> April and a reply was still pending. It was hoped that a meeting might be possible with the SCC Highways Drainage officers. Section 19 concerns were expressed including timescales and concerns that the investigations may not be independent. Chair hoped to find out more outside of the meeting and would draft any suitable letter deemed applicable and would circulate.  
**b East Suffolk Council** - Mr Hindle suggested that any PC replies be put on hold. The Planning Committee could then follow up correspondence.
16. Councillor issues to be brought to the attention of the Parish Council.  
Dr Nicol reminded the meeting about the recent Section 106 £9k funding email received recently. This potential funding might be put to use for any potential projects relating to the Playing Field area. **This could to be an agenda item for the next meeting.**  
Mr Collings reported that replacement oak tree in the Rec. Ground car park had taken well. This was welcomed.  
**An agenda item for the next meeting to consider implementing government email addresses for Parish Councillors was asked for.**  
**An agenda item for the next PC meeting to discuss potential ideas to feed into the PPMC in relation to the Playing Field was asked for and it was also commented that the need for community involvement was important.**

Meeting closed at 9:25 pm

  
17/7/24