

## Swilland and Witnesham Grouped Parish Council

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

Clerk: Mr. Steven Barron

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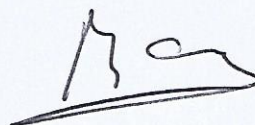
### Parish Council Meeting

Weds 16<sup>th</sup> November 2022, at Witnesham Village Hall 7:30pm

### MINUTES

1. Mr Barlow welcomed all to the meeting and explained that as Vice-chair he had agreed to chair the meeting in the absence of Dr Nicol.  
Present: Mr Barlow (Vice-Chair), Mr Dungey, Mrs Shaw, Dr Williams, Mrs Ellis, Mr Sharples, Mr Collings, Mr Burrows, Mrs Offord, Mr Templeman and Mr Roots.  
In attendance: ESC DCllr Mr Tony Fryatt (TF).
2. **Apologies:** Dr Nicol and Mr Hindle. SCCllr Elaine Bryce (EB).
3. **The Code of Conduct Declarations of Interest** – none
4. **To approve Minutes from the meeting held on 21<sup>st</sup> September 2022** – These were agreed as a true record and signed by the Chair.
5. **Matters arising from previous minutes and action points.**
  - a) **Dropped Kerbs, Pavements** – EB was not present.
  - b) **School Crossing Patrol (SCP) Junction High Road and B1077** – Mrs Ellis reported that there had been media coverage but no further action. **Dr Nicol would discuss with Mrs Ellis outside the meeting.**
  - c) **Playing Field Lease (transferring the land from SCC over to the PC if possible) – Update:** EB was not present. Dr Williams reported that he had attended a meeting with Matthew Hicks, Josh White (SCC Highways Officer) and Dr Nicol on 15<sup>th</sup> November. SCC had stated that previous practice of SCC permanently delegating assets to PCs, had recently changed and they were no longer doing this. A 99 year lease with 10 year "get out clauses" (for SCC) within it and a peppercorn rent payable by the PC was on offer. However, Dr Nicol was not happy with this and asked for a 99 year lease without get out clauses. It was reported that Matthew Hicks will take this up.
  - d) **SCC Highways Gibraltar Crossroads Project progress** – EB was not present. Further to the meeting mentioned in item 5c, the figure of £9.5k was stated as an estimate and not a quote. SCC stated that because all the Parish Councils local to the location were in support and a pre-consultation with residents along the route were all supportive, it should help speed the process up and an estimate target of September 2023 was given. An invoice for half the payment had been received from SCC (£4750.00p) and this was discussed. **It was agreed that the PC should pay the invoice but note that they should be prepared to plan on how to deal with any cost increase above the £9.5k.**

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**6. Questions or comments on Reports from SCClr Elaine Bryce (EB) & ESC CClr Tony Fryatt (TF)**

TF highlighted that an opportunity to establish a local first responders group (first responders are volunteers for the ambulance service where they train you to manage urgent medical situations to save time in rural areas) was available with possible funding from the ESC Community Grant scheme. **Mrs Offord and Dr Williams expressed interest in this and it was agreed to forward their details to TF (via the Clerk).** TF was formally thanked for a grant of £715 towards the AW allotment project and also a grant of £584.99 towards a replacement street bench on the junction of Tuddenham Lane and The Street. **When asked, TF informed the meeting that there could be more grant funding available before 31<sup>st</sup> March 2023. Dr Williams would investigate possible requests via the Finance Committee.**

**7. The current financial situation** – A report was circulated by the Clerk prior to the meeting. There were no questions. Current holdings as of 8<sup>th</sup> November totalled £31,216.86p.

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

a) Administration September	£296.37
b) Administration October	£296.17
c) HMRC PAYE Q2	£220.20
d) Annual Insurance	£719.91
e) Bank service charge Q2	£18.00
f) RoSPA Inspection Play Area	£54.00
g) RoSPA Inspection Rec Ground	£54.00
h) Clerk's mileage Q2	£78.93
i) Six months payroll Mar to Sep	£54.00
j) Allotments water supply contractor	£1956.00
k) Annual website hosting fee	£60.00
l) Hall Hire Jul and Sep	£50.00
m) Cut back of pavement vegetation B1077 Witnesham	£150.00
n) Payment towards Gibraltar Crossroads project	£4750.00

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

**9. To review progress on items in the Parish Council Projects Plan document –**

Updates were agreed for some projects in the document. **The Finance Committee would reference the document when discussing 2023-24 budget at their meeting on 28<sup>th</sup> November.**

**Clerk would update the document and re-circulate, then publish on the website.**

**10. Matters to be brought to the attention of the Parish Council –**

Dr Williams informed the meeting that some residents had approached him in regard to some possible community event ideas for the 2023 Coronation of King Charles. Dr Williams offered to lead on this for the PC and would bring a firm proposal to the January PC meeting after the Finance Committee had considered the options. Quiet Lanes Suffolk (QLS) would now have both parish lanes in wave 4. QLS were still waiting for poles and there were some finance issues. The PROW footbridge at the end of Hall Lane was confirmed by SCC that they are still unclear of the timescale for the works and would update the PC as soon as they know more.

Mr Sharples reminded the meeting of the poor reinstatement of the road surface by SCC after repairing suspected badger diggings under High Road



in Swilland. SCC had decided no further action was needed currently. Mr Sharples would monitor this.

Mr Burrows asked for **consideration of the ESC Asset of Community Value process to be discussed at the next meeting in January, as an agenda item** and councillors were reminded to read the information which had been circulated by the Clerk.

Mrs Shaw confirmed that cracks in the structure of the Village Hall were still awaiting a report from a Structural Engineer to the VHMC.

Mr Barlow informed the meeting in Mr Hindle's absence, that at the last Planning Committee meeting, it was noted that a continual lack of response from the ESC case officer to requests from the PC was not acceptable. The meeting agreed that a letter should be written to ESC Cllr Colin Hedgley seeking his assistance in addressing this lack of communication.

Clerk reminded the meeting that the draft minutes of the Planning Meeting of 14<sup>th</sup> November had been circulated to all councillors and included the third consultation response by the PC to the Mow Hill application.

11. **To approve a back dated NJC National Pay Award from April 2022 for the Clerk** – (This item was be dealt with the exclusion of press or public presence) **The National pay award was approved by Council and is to be backdated to 1<sup>st</sup> April 2022.**

Meeting closed at 8:48 pm



18/1/23