

## Swilland and Winesham Grouped Parish Council

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

Clerk: Mr. Steven Barron

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

### Parish Council Meeting

Weds 17<sup>th</sup> July 2024, at Winesham Village Hall 7:30pm

### MINUTES


1. Chair welcomed all to the meeting.  
Present: Mr Barlow (Chair), Dr Nicol, Mrs Shaw, Mrs Ross, Mr Dungey, Mr Sharples, Mr Hindle, Mr Burrows, Mr Roots and Mr Collings.  
In attendance: SCC Clr Elaine Bryce (EB)
2. **Apologies:** Mrs Ellis and Mrs Hardy. Prior notice had been given by both councillors. The meeting agreed to grant dispensation for absence to Mrs Hardy and also Mrs Ellis as reasons for absence were adequate. Mrs Ellis had also requested dispensation for a future absence on 18<sup>th</sup> September 2024 which the meeting agreed to accept.
3. **The Code of Conduct Declarations of Interest** – Mr Burrows is related to the landowners of land adjacent to the Village Hall (Item 12).
4. **To approve Minutes from the meeting held on 15th May 2024** – These were agreed as a true record and signed by the Chair.
5. **Questions or comments on Reports from ESC DClr Dan Clery (DC) and SCC Clr Elaine Bryce (EB).** (DC not present). – EB when asked, clarified the process of any yellow line procurement for agenda item 14. EB gave an update on the diversion signage at Otley Bottom B1079. Concerns were raised by members over the imminent scheduled road closures on B1077 in Winesham with the sudden announcement of an emergency road closure on 18<sup>th</sup> July which would likely leave residents with disrupted journeys due to the short notice. EB was asked if the recent welcomed pavement cut backs in Winesham by SCC were a one off due to PC persistent requests or a new policy. EB would check and report back. In the absence of DC it was asked when the scheduled changeover of meeting attendance between DC and Colin Hedgley was due. **Clerk would clarify and report back.**
6. **The current financial situation.**  
A report was circulated by the Clerk prior to the meeting. There were no questions.
  - a) To approve Internal Audit Report 2023-24 – **Council agreed to approve.**
  - b) To review the effectiveness of IA report 2023-24 – **Council agreed to approve the draft effectiveness review document.**
  - c) To appoint an Internal auditor for 2024-25 – **Council agreed to nominate Heelis and Lodge as Internal Auditors for 2024-25.**
7. **To approve the following payments** (inclusive of VAT where appropriate)



a)	Administration May	£344.84
b)	Administration June	£344.84
c)	HMRC PAYE Q1	£258.60
d)	Annual Zoom Subscription	£155.88
e)	ICO annual subs	£35.00
f)	Phone box spares	£1764.55
g)	Phone box shelving timber	£145.88
h)	Phone box roof sign	£46.20
i)	Allotments rubbish and scrap phone box door removal	£325.00
j)	Swing repair Play Area	£420.00
k)	Hanging baskets for Book Exchange	£40.00
l)	Clerk mileage Q1	£86.67
m)	Bank service charge Q1	£18.00
n)	Hall hire May	£25.00

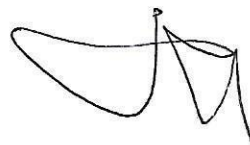
**Council agreed to approve all the above payments. It was also recorded that the pc thanked the volunteers who had recently renovated the phone box by the telephone exchange.**

8. **To review and appoint banking signatories Unity Trust Bank and Suffolk Building Society.** After discussion the following councillors were appointed as future signatories for new mandates to be submitted to UTB and SBS: **Mr Sharples, Dr Nicol, Mr Barlow and Mrs Ross. A meeting of the Finance Committee was requested ASAP, clerk to organise.** A question was asked about the future of the two accounts and whether combining them could be considered. **Clerk would raise this with the Finance Committee at their next meeting and feedback to full council would follow.**
9. **To agree terms of reference and appoint members of a proposed Flooding Advisory Committee.** The draft terms of reference had been circulated prior to the meeting. **A proposed amendment to the "Responsibilities" section to include "reporting and advising the PC on matters of flood risk" was seconded and agreed.** The following members were appointed by agreement: **Mr Barlow, Mrs Ross, Mrs Hardy and Mr Hindle.**
10. **To consider procurement of .gov email addresses and approve any expenditure.** Mrs Ross and Mr Dungey had circulated details of options with some costs. It was asked if the mailboxes would be compatible with most email client programs and also what happens to the mail box if a councillor leaves the council (is it transferable?) **It was agreed to seek more information, then deal as a future agenda item.**
11. **To approve changes made to Standing Orders.** Minor grammar changes had been made as requested and circulated. **The amended Standing Orders were approved for adoption by the Council.**
12. **To approve any new costings received for the Village Hall deeds and Land Registry.** Costs recently received estimated at £1500. After discussion it was established that there was inadequate budget allocation, but there could be scope for adjustments. **The amount was agreed in principle but to defer to the Finance Committee to confirm budget and expenditure, then proceed to order.**





13. **To consider PC taking over maintenance of the defibrillator at the Village Hall.** A request from the VHMC had been received to consider this. Approximate maintenance costs could be £230 per year. **After discussion it was agreed that the defibrillator was part of the Village Hall and should be budgeted by the VHMC, not the PC. The PC request that the device should not be removed in the future without consultation with the PC by the VHMC.**
14. **To consider resident's enquiry asking the PC for change of use markings from No Parking, to double yellow lines outside the School.** After discussion it was viewed that change of use markings from No Parking, to double yellow lines would be a potentially costly overreaction and the current arrangements were adequate. The resident should be informed that if they feel an offence has been committed then they should report it to ESC via the appropriate link.
15. **Brick Bus Shelters in Witnesham – to consider proposed update to PC Project List.** Dr Nicol had submitted a written proposal prior to the meeting which had been circulated. Mrs Ellis was in contact with the School to encourage children's involvement in any suggested mural designs and any ideas from Councillors in regard to the shelters would be welcomed. The following was agreed: **To add "Refurbishment of the brick bus shelters in Witnesham with a view to encouraging community involvement in their redecoration" to the PC Project list – Lead councillor Dr Nicol.**
16. **To consider options over recent Vandalism / Anti-Social Behaviour.** Chair gave views on potential options and comments from the meeting were asked for. CCTV was discussed and concerns over privacy and Data Protection were raised. It was also expressed as disappointing that the ASB meetings with the SNT no longer ran. **After further debate it was agreed that there was no support to take any steps as a Council.**
17. **To discuss potential ideas to feed into the PFMC in relation to the Playing Field in relation to the Village 'Playing Field Improvement' Project.** Mr Burrows had circulated a brief report prior to the meeting. Responses to publicity sent to the community had been low. There had been no updates from SCC about the lease. It was considered important to dovetail any ideas for the area with the lease. Suggestions to consider included car parking, a new additional entrance (possibly from the B1077), a new extended Play Area on the other side of the existing trees. It was decided that a strategic plan was required. Mr Dungey agreed to deal with comms. Dr Nicol, Mr Burrows and Mr Hindle should meet with Mr Prettyman (SCC) to negotiate the nature of any freehold land within the new lease. **It was proposed that a PC Advisory Committee should be considered, with Terms of Reference as an agenda item for September.**
18. **Matters to be brought to the attention of the Parish Council –** Mr Dungey reported a loose handle on the Play Area equipment by the School. Clerk was already dealing with this. Mr Roots asked about the verges on Juby's Hill cut back and it was also raised that overhanging branches from PC land near the Rec Ground were a concern- **Clerk would investigate.**



Dr Nicol reported that a plan from UKPN to underground and adjust the route of the electricity main across the Rec near the Barley Mow was expected soon, **which will be circulated and discussed as an agenda item for September.**

**A review of the PC Project List document was asked for as an agenda item for September.**

Chair reported that recent correspondence exchanges with Denbury Homes would be circulated. Concerns were raised regarding possible unlawful waste disposal activity on and adjacent to the site and whether this might increase flood risk, or was appropriate material for disposal. **Chair would continue this line of enquiry.**

19. **Clerk position recruitment** – (This item was dealt with the exclusion of press or public presence). It was reported that Mr Barlow, Mr Hindle, Dr Nicol and Mrs Hardy had met with the Clerk to set up a recruitment process. Council agreed that they were happy with what had been done so far and agreed that these members should continue with the process and report back to full council when a suitable candidate could be recommended for the position.

Meeting closed at 10.00pm

18/9/24

