

Swilland and Witnesham Grouped Parish Council

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

Clerk: Mr. Steven Barron


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Parish Council Meeting

Weds 20th July 2022, at Witnesham Village Hall 7:30pm

MINUTES

1. Chairman welcomed all to the meeting and mentioned the very successful Platinum Jubilee celebrations and Village Show, recording thanks to the many residents involved in their organisation.
Present: Dr Nicol (Chair), Mr Dungey, Mrs Shaw, Dr Williams, Mrs Ellis, Mr Barlow, Mr Burrows, Mr Hindle and Mr Roots.
In attendance: ESC DCllr Mr Tony Fryatt (TF).
2. **Apologies:** Mr Templeman, Mr Collings, Mr Sharples and Mrs Offord. SCCLlr Elaine Bryce (EB) was not present and had not been contactable for some time.
3. **The Code of Conduct Declarations of Interest** – none
4. **To approve Minutes from the meeting held on 18th May 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. Awaiting correspondence responses from EB.
 - b) **School Crossing Patrol (SCP) Junction High Road and B1077** – Chair had contacted Mike Motteram at Suffolk Road Safe who informed him that Sharon Payne, the 'Behaviour Change Manager' would contact the school to identify whether some advice and assistance could be provided to improve safety. Mrs Ellis would continue to liaise with the School.
 - c) **Playing Field Lease (transferring the land from SCC over to the PC if possible) – Update:** EB was not present. Chair reminded the meeting of the history of this and it was apparent that the SCC officers approach did not match the SCC political lead.
 - d) **SCC Highways Gibraltar Crossroads Project progress** – EB was not present. It was commented that yet again, SCC Highways very poor communications were very unsatisfactory and a SCC case opened in April was still showing "logged" with no other action taken. It was suggested that if the contact between the PC and officers, in both SCC and ESC did not improve, then contacting SALC should be considered. Dr Williams would attend the Suffolk Constabulary - Road Safety Conference on 29th July and possibly Mr Dungey also.
6. **Questions or comments on Reports from SCCLlr Elaine Bryce (EB) & ESC CCLlr Tony Fryatt (TF)**

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TF reminded the meeting that PCs must spend their neighbourhood CIL, which as pointed out, this PC has always done. He also reminded the meeting about a Parking Review and Community Partnerships. The full report was posted on the PC website.

7. **The current financial situation** – A report was circulated by the Clerk prior to the meeting. Clerk had submitted an External Audit to PKF Littlejohn as Council spent/received over £25k last year. Outcome is pending. Also a VAT reclaim to HMRC for £870.78 from 1st July 2021 to 31st March 2022 had been submitted. Current holdings as of 8th July totalled £28,094.24p.

- a) **To approve Internal Audit Report 2021-22** – It was resolved to approve the Internal Audit report.
- b) **To review the effectiveness of IA report 2021-22** – It was agreed that Review of the Effectiveness of the IA report was in order and approved.
- c) **To appoint an Internal auditor for 2022-23** – It was agreed to appoint Heelis and Lodge as Internal Auditors for 2022-23.

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

a) Administration May	£362.58
b) Administration June	£296.37
c) Fence repairs Play Area	£364.99
d) ICO annual subs	£35.00
e) Anglian Water supply to Coopers Close allotments	£2148.00
f) Play Area swing repairs	£180.00
g) HMRC PAYE Q1	£237.40
h) Dead animal removal and disposal from well	£80.00
i) Hall hire April and May	£50.00
j) Padlock for well gate	£8.99
k) Clerk's mileage Q1	£87.12
l) Bank charge Q1	£18.00
m) Defibrillator pads	£70.20
n) Play Area repairs	£70.00

Council agreed to approve all the above payments.

9. **To consider a request by SAVID for a donation from the Council.** A formal letter had been received from SAVID (Safer Village Driving) of which the PC is a member, asking for a £50.00p donation to SAVID funds. **It was resolved that the PC donate £50.00p to SAVID.**

10. **To consider, update where appropriate and approve a draft Parish Council Projects Plan document.** A draft PC Projects Plan document had been circulated prior to the meeting. The following existing items were updated and below are shown in title, person investigating, Timescale format.

- **Recreation Ground Car Park: Mr Hindle, 2023/24**
- **Gibraltar Crossroads: Dr Williams, Spring 2023**
- **Water supply Coopers Close allotments: In progress**
- **Village phone boxes makeovers: Dr Nicol, 2023/24 (Mrs Shaw informed the meeting that someone in Otley did their box)**
- **Village Hall Car Park: VHMC, long term**
- **Further enhancement at Rec Ground (e.g. adult exercise equipment): Mr Burrows, long term**
- **Plans for sports playing field near school: Lease dependent, long term**
- **Revisit Neighbourhood Plan: long term**

The following items were agreed to be added to the plan:

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- **Witnesham Village Sign makeover:** Mr Roots could assist with temporary removal, this would be after Dr Williams had investigated if someone in Swilland could do the work.
- **Bench at junction of Tuddenham Lane and B1077 replacement:** TBD
- **Amenity Improvement Plan for Weyland Road:** Mrs Offord (not present would be asked)
- **Parishes Tree Strategy:** long term

Clerk would update the document and re-circulate for next PC meeting.

Questions about clarity of CIL availability for projects were raised and **Clerk would circulate the information from ESC website to Councillors.**

The point was made that the PC needed to consult with residents, where appropriate, as much as possible on projects going forward.

- 11. To approve and adopt the Local Government Association (LGA) new Code of Conduct. Council agreed to adopt the model LGA Code of Conduct to replace the old Suffolk Code of Conduct.**

- 12. To consider a request for provision of a concealed entrance sign on Rose Hill.** A local resident on Rose Hill had been deferred by SCC Highways to contact the PC to seek if a "Concealed Entrance" sign could be installed at the location. There was some concern raised about who would fund any potential sign. It was commented that unless feasibility was achieved, then funding would not be relevant at this stage. As the feasibility request would appear to be free of charge, Council could consider applying. **After further discussion it was agreed for the Clerk to raise a feasibility request to SCC Highways.**

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

Dr Williams reported that QLS wave 3 (Kirby Lane) had no signage yet. QLS wave 4 (Tuddenham Lane) was at the consultation stage as of 18th July.

Mr Dungey reported that a formal request for SID posts (at the same locations as ANPR request) had been submitted to SCC Highways. The bench at the Play Area by the School needed some attention and Clerk reported that a quote had been received for the work.

Mr Barlow had watered the Jubilee Oak at the Recreation Ground car park.

Mr Hindle reported that the Mow Hill planning application for 32 dwellings had been sent to the PC for a re-consultation and a meeting was set for 25th July. Changes included pedestrian crossing points provision near the access, some elevation changes on the B1077 facing side and minor car parking changes. Whilst objecting to the proposed development, the Parish Council has tried hard to engage with the developer, Denbury Homes and the landowner to improve the proposals for the local community. It is most disappointing that so far these have not been met. Equally it is disappointing that the planning authority has not been willing to engage or respond with the Parish Council on the proposal.

Dr Nicol reminded the meeting that Mr Templeman and Mr Collings were storing and watering the young trees which are targeted for planting in the Autumn. **Mr Roots agreed to join Mr Templeman and Mr Collings.**

Meeting closed at 9:05 pm

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