

Swilland and Witnesham grouped Parish Council

Clerks Mr Steve Barron and Mrs Alison Burrows

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Parish Council Meeting

Wednesday 18th September 2024

Held at Witnesham Village Hall, 7.30pm

Minutes

1, To Elect a Chair Person – As there were no proposals for a permanent Chair, Mr Hindle volunteered to Chair the meeting.

Present: Jerry Hindle, Richard Nicol, Paul Sharples, Faye Ellis, Susan Ross, Tim Burrows, David Roots, Chirs Collings, Kim Shaw and Andy Dungey.

In attendance, SCCLr Elaine Bryce (EB), ESCLr Dan Clery(DC) and 11 members of the public.

2, Apologies – Tracey Hardy had given her apologies in advance, the meeting agreed to grant dispensation as the reason for absence was adequate.

The Chair closed the meeting and explained to members of the public that this was a PC meeting for normal business. Consideration of the Westerfield Quarry proposal was not on the agenda and would be considered at the Planning Committee Meeting on Monday 23rd September 2024. However 15 minutes were allowed for an open discussion on the quarry proposal. The PC meeting was then resumed

3, The code of conduct Declarations of Interest – TB advised the meeting that he lives next door to the power lines – see item 16.

4, To approve the minutes from the meeting held on 17th July 2024 – these were agreed as a true record and signed by the Chair.

5, To appoint a Clerk/RFO as per recommendation of appointed recruitment members – Alison Burrows is appointed as Clerk from the date of this meeting, working 7 hours a week.

The Chair proposed to increase the Clerks working hours to 10 each week as 7 was not enough due to the increased work of the Parish Council. This was seconded by RN, all in the meeting were in agreement.

6, Questions or comments on Reports from SCCLr Elaine Bryce and ESCLr Colin Hedgley (CH) – No reports had been received.

EB advised the meeting that SCC had been approached by the Moon and Mushroom for a grant to support the costs of their Community Dog Day.



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DC proposed that either himself or CH would attend future PC meetings rather than a specific councillor – It was agreed the PC would rather have the presence of DC or CH rather than no ESC councillor.

DC to provide further details /report regarding trees following question by JH.

DC, ESC to scrutinise ESC Services following the change over from NORSE. Clerk reported that communications are slower and not as good as before.

7, The current financial situation – the report was circulated by the Clerk prior to the meeting, no questions were raised.

8, To approve the following payments (including VAT if applicable) –

a, Administration July	£344.84
b, Administration August	£344.84
c, Annual Insurance	£947.21
d, Water Bill August	£22.39
e, Mobile Phone top up	£15.00
f, Upper St Phone Box, shelving timber	£62.82
g, Daffodil Bulbs Purchase	£259.20

PC agreed to approve all the payments listed above – Invoices signed by JH.

9, To approve the revised budget for 2024-2025 from Finance Committee – RN reported that finance committee had met and a revised budget for the year 24-25 drawn-up taking into account expected legal fees for Land Registration of the Village Hall, renewal of Playing Field Lease and UK Power Network's way-leave at the recreation ground. The revised budget was agreed.

10, To consider Finance Committee Recommendation of Future of Bank Accounts – RN reported that Finance Committee proposed that since the Suffolk Building Society account pays interest, it be kept and used primarily to retain CIL receipts. Proposal agreed

11, To appoint members to fill vacancies on PC Planning and Finance Committee – no nominations received.

12, Flood Advisory Committee (FAC) update/questions –

Report from Flood Advisory Committee to PC (18/09/24)

SCC Highways representative (Ben Biggin) had visited areas in Swilland and Witlesham that suffered flooding. A report is expected and it is proposed that the PC continue to gather information while awaiting the report to help when responding to the S19 Investigation. Key focus areas that have been asked to be considered in the SCC Highways Drainage report are:

- Swilland – Church Lane: SCC to look at inadequacy / capacity of roadside drainage (4" pipe)
- Witlesham - Tuddenham Lane: clarity required on the different Highway water feeds into the end of Tuddenham Lane that produce huge quantities of water, in addition to the water from behind the Barley Mow.

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- Witnesham – Giles Way: SCC to look at inadequacy / capacity of drainage pipe from Tuddenham Lane to Giles Way
- Witnesham- Tuddenham lane, Stone Cottages; SCC to fully investigate the drainage infrastructure and inadequate capacity of culvert, pipes and grates.

Recommendations

- 1) PC to contact the Flood Investigation Team (FIT) to ask for a date when the S19 investigations are likely to commence and whether any preparatory work is required / information gathering that would be helpful. PC to advise FIT of the Flooding Advisory Committee and suggest its willingness to assist and being the main point of contact.
- 2) PC to request that ESC fully explore the pipe from their manhole in the Giles Way verge and liaise with the householders at Cranborne to put right the blockage in the main drain to enable free flowing of water from Tuddenham Lane. And to remove the dead ash tree in the vicinity of the manhole.

The recommendations were agreed

13, To agree Terms of Reference and appoint members of a Land Adjoining Witnesham School Advisory Committee – Terms of Reference agreed in principle. Members – TB, AD, SR and RN.

14, To consider any responses from SCC, if received, to PC feedback re Land adjoining Witnesham Primary School Lease and Transfer of Land – No reply received from SCC re query splay and entrance at field gate. December deadline for renewal of lease. Legal input will be required, Clerk to contact SALC for advice re legal assistance.

15, To consider procurement of .gov email addresses and approve any expenditure – AD reported that .gov email addresses would give councillors a more professional appearance, would no longer need to use personal email addresses. Three providers were approached and considered, Suffolk Cloud is reasonable for cost and storage: 1st year a grant of £100 is available, expenditure would be £60, after that £160 a year for 15 email addresses.

Clerk advised to consider whether the Clerks email should change as well as this could cause confusion.

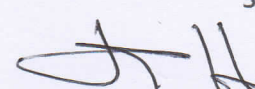
It was agreed in principle to proceed with the Suffolk Cloud quote.

16, To review the proposed UKPN plan for electricity main at the Recreation Ground and consider a wayleave agreement – Legal assistance will be required. Query regarding the proposed route of the main on plan. At the site meeting it was discussed to a route behind the bus shelter. Colours on the plans were confusing, query this with UKPN. PC agreed in principle to proceed with the proposal from UKPN.

17, To review the PC Project List document – to be added to the November Agenda for further discussion. Councillors to consider how we engage with the community to get input and ideas from them for projects for both villages.

18, Councillor issues to be brought to the attention of the Parish Council –

a, Chair of Council – Position to be filled – JH will resign after the next meeting



- b, Review at November meeting of PC structure and roles of Councillors including that of Chair Person, PC organisation and frequency of meetings to be reviewed at November meeting.
- c, JH advised that the daffodil bulbs have arrived for planting in public spaces around both villages.
- d, AB to publicise new clerk, a general message to all, update on FB and Website.
- e, Gravel extraction at Westerfield – PC to have involvement, engage with other PCs impacted by this matter, show support to the local community.
- f, RN - Upper St phone box needs an extra shelf
- g, Need a recruitment drive for new PC members
- h, Repair to War memorial – Clerk reported it is covered by Insurance – request repair quote and notify insurers.
- i, CC to continue to maintain the hanging baskets on the phone box
- j, Approval for new Clerk to attend 3 Basic Courses and website training.