

**Minutes of the Swilland & Witnesham grouped Parish Council held at Witnesham Village Hall on Wednesday 20<sup>th</sup> November 2024 at 7.30pm**

**Present:**

Cllr Jerry Hindle (Chair)	Cllr David Roots
Cllr Tracey Hardy (Deputy Chair)	Cllr Andy Dungey
Cllr Susan Ross	Cllr Richard Nicol
Cllr Kim Shaw	Cllr Tim Burrows
Cllr Chris Collins	

Officer: Alison Burrows (Clerk)

- 1, **To elect a Chair** – no nominations received at the meeting or before. Cllr Jerry Hindle to continue until the January Meeting.
- 2, **Apologies for absence** – Apologies for absence were received from Cllr Paul Sharples and Cllr Faye Ellis.
- 3, **Declarations of Interest** – The following Other Registerable Interests were noted:

Member(s)	Minute no.	Nature of interest
Cllr Tim Burrows	12, 11	UKPN Wayleave – current substation located on his property
Cllr Tim Burrows	13	Business involves hire of plant from Tru7
Cllr Susan Ross	9	Impacted by flooding
Cllr Tracey Hardy	9	Impacted by flooding
Cllr Jerry Hindle	9	Impacted by flooding

- 4, **Confirmation of Councils Minutes** – it was **resolved** that the minutes of the parish Council Meeting of 18<sup>th</sup> September 2024 be signed by the Chair and adopted by the Council.
- 5, **Questions or Comments on Reports from SCCllr E Bryce & ESCllr Dan Clery** – no comments received on the Report from SCCllr E Bryce.
- 6, **To approve the list of payments below** - It was **resolved** that the schedule of payments be authorised by the Parish Council, with the addition of item O not published on Agenda:

a) Administration September SB	£313.05
b) Administration September AB	£235.90
c) HMRC q2	£309.40
d) M Johnson ( wood for shelving Burwash Phone Box)	£62.82
e) S Barron (Mileage)	£56.16
f) SALC (Payroll Service, 6 months)	£56.40 incl VAT
g) SALC ( Councillor Basis Sessions F Ellis)	£76.80 inc VAT
h) REJB Inspection fee Mow Hill	£54.00 incl VAT
i) REJB Inspection fee School Site	£54.00 incl VAT
j) Unity Trust Bank charges 04/06/2024 to 03/09/2024	£18.00
k) Administration Oct AB	£437.70
l) Unity Bank charges 04/09/2024 to 30/09/2024	£5.40
m) Community Action Suffolk – Website Hosting	£60.00 incl VAT
n) Searle Press – leaflet Stop the Quarry	£60.00
o) Lumber Jacks - Stop the Quarry	£42.90 incl VAT

- 7, **The Current Financial Situation** – Clerks report circulated before the meeting,

*P. G. Dungey*

**8, Finance Committee Updates and to approve revised financial budget for 2024-2025** – Cllr Richard Nicol reported that following a meeting of the Finance Committee on 11<sup>th</sup> November 2024 a revised budget had been discussed, moving £2,000 from reserves to S137 line to allow for any spending/donations required for the Stop the Quarry Campaign. Income was to be added of £3,260 from UKPN with regard to the Wayleave Agreement.

The revised budget had been circulated prior to the meeting, was proposed by Cllr Richard Nicol and seconded by Cllr Tim Burrows – **Resolved**

A draft budget for 2025/2026 was circulated before the meeting for review by all present; **all in agreement.**

Cllr Richard Nicol also advised that it is proposed to increase the precept base figure by the 5% allowed - this will be reviewed again at the next Finance Committee meeting on 6<sup>th</sup> January 2025.

The Allotment fees, previous increase set at Nov 2023 Finance meeting, are to be raised to: Hall Lane to £11, Coopers Close to £18, the larger plot to £21. Clerk to advertise that there is an allotment available, Clerk had previously advised Councillors that some of the allotments were overgrown and not being used/ kept in accordance with the Allotment agreement. **Renewal letters to be sent by Clerk.**

**9, Flooding Advisory Committee (FAC) Report and Recommendations** – Cllr Jerry Hindle read the following and gave thanks to the new Chair of FAC, Simon Barlow, for his work on compiling the response and information to SCC

a) Following the resignation of Tracey Hardy, Simon Barlow was elected Chair of the FA

b) SCC Flood Investigation Team informed the Parish Council in October that it had begun the Section 19 Flood Investigation for Swilland & Witnesham following Storm Babet. The FAC has drafted the required Local Evidence Collection for Swilland & Witnesham Grouped Parish Councils Response as attached. **Recommendation;** *The Parish Council agree the response and send to SCC with the request to establish the process and timeline for the investigation and a meeting for residents to meet SCC to share their experiences first hand.*

c) SCC Highways has conducted an investigation into the floods and highway drainage through consultants who have now reported. FAC requests to see the report have so far been declined. **Recommendation;** *The Parish Council makes a formal request to SCC for the consultant's report*

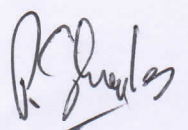
d) Giles Way Flooding; In response to the PC request to ESC to further investigate this, a positive site meeting has been held and ESC have agreed to undertake another CCTV of the drains.

e) Ashwells have undertaken further improvements to the surface water drainage in the field adjacent to Wittens Meadow but have yet to provide working drawings despite requests from the PC. **Recommendation;** *The PC to chase Ashwells again for drawings*

**10, Land Adjoining Witnesham School Advisory Committee (LAWSAC) update on lease renewal and purchase of land.** Following discussion regarding the name of the committee, '**Playingfield Advisory Committee**' (PAC) was proposed by Cllr Jerry Hindle, seconded by Cllr Richard Nicol. Chair of PAC Cllr Tim Burrows advised that the last communication was from SCC 19<sup>th</sup> November 2024 re the proposal of the entrance to the field off the B1077, an easement would be granted but not freehold. **Clerk to resend email to all Cllr's.**

**It was agreed the committee to include responsibility for the management of the playing field.**

To date there has been little engagement from the community with regard to a project for a possible new facility on the playing field. Suggestion of a meeting to include head teacher of primary school, pre-school and community to generally gather ideas to take forward – **Cllr Andy Dungey to arrange comms for meeting.**





Health & Safety Inspection of the Playing Field, including all trees was required. **Cllr Tim Burrows to coordinate and obtain specialist Tree inspection– Clerk to source templates from SALC.**

For the lower Recreation Ground **Cllr Chris Collings** to check area around bus stop near the Recreation ground, possible dead tree and ivy to be removed to clear walkway/path along the road, also get a price for tree tidy/removal at Yew Cottage.

**11, To review the PC Projects List document** – Completed items to be removed from list by Clerk.

Update on Bus Shelters, new bus shelter to be erected by SCC outside Witnesham Care Home & Burwash. Brick Shelters at Recreation Ground and Burwash to be demolished.

PC to consider how to engage with community for ideas of new projects to take forward – **Cllr Andy Dungey to consider comms to engage with the community.**

**12, Review of position for current Parish Council Matters:**


- I. **Update on War Memorial Repairs** – waiting for quote, **Clerk to chase.**
- II. **UKPN – Recreation Ground Wayleave** – agreed revised plan with UKPN, and for temporary Wayleave as land is not currently registered, only half the funds will be paid to PC until the registration is complete. **Clerk to send to solicitor.**
- III. **Village Hall Land Registration** – matter, with James Hall of Birketts, in progress.  
**Update on VH** - Cllr Tracey Hardy, VHMC chair, completing review of policies, procurement and works carried out. The floor needs work on lifting the boards. Currently seeking expert advice on the way forward. Suggested that insurance be investigated. Also requested PC take on the costs of maintaining the VH defibrillator. PC will consider financial assistance at the next meeting. **Clerk to add to agenda for Jan 2025 PC meeting.**
- IV. Recreation Ground Land Registration – formal recommendation to go ahead – **Resolved** - all Cllrs agreed – **Clerk to engage with Solicitor**
- V. Engagement of Solicitor for legal matters for points II to IV – Clerk gave quotes obtained – Proposal by Cllr Richard Nicol to appoint Birketts, James Hall, seconded by Cllr Tracey Hardy. **Resolved** – **Clerk to engage with Birketts.**
- VI. Parish Council Membership – PC has vacancies for new members, Cllrs to take on roles over the next two months – review at next PC meeting in Jan 2025 – **Clerk to add to agenda**

**13, Update of 'Stop the Quarry' campaign** – Cllr Jerry Hindle advised that the next meeting for STQ would be at Witnesham Village Hall 7pm 27<sup>th</sup> November, requested, Cllrs to attend to assist.

**14, Councillor Issues to be brought to attention of Parish Council** – Cllr Richard Nicol reported that the phone boxes are overfilled with books, requested help to keep tidy.

**15, Planning Consultations:**

- 1) **DC/24/3458/FUL** – Fynn Valley Golf Club Rose Hill Witnesham Ipswich Suffolk IP6 9JA - Retention of existing storage container, re-siting of existing storage container and re-use as staff room/office, and the erection of 2no. storage sheds. Expiry date 27/11/2024. Following discussion – **Resolved. No objections to application; Clerk to update ESC Planning Portal.**
- 2) **DC/24/3909/VOC** – Fynn Valley Golf Club Rose Hill Witnesham Ipswich Suffolk IP6 9JA - Variation of Condition 2 of DC/23/3862/FUL (Construction of extensions to the rear of the existing clubhouse) - Change of the roof over the Function Room extension, from a pitched



roof to a flat roof terrace. Inclusion of an additional escape stair serving the additional flat roof terrace area. Expiry date 02/12/2024.

Following discussion – **Resolved. No objections to application; Clerk to update ESC Planning Portal.**

- 3) **DC/24/3910/VOC** - Fynn Valley Golf Club Rose Hill Witnesham Ipswich Suffolk IP6 9JA - Variation of Condition 2 of DC/23/3863/FUL (Construction of a two storey driving range building). The changes include: change in the orientation of the two-tier driving range building, so that the building sits more parallel to the access road to the north; inclusion of a new build buggy store building positioned to the north of the driving range building; tweaks to the driving range building to include store on the west end, increase in height by 300mm and adjusted lift/stair arrangement. Expiry date 02/12/2024

Following discussion – **Resolved. No objections to application; Clerk to update ESC Planning Portal.**

- 4) **DC/24/3815/OUT** - Kersey Croft Kennels , Strugglers Lane, Witnesham, Suffolk, IP6 9HS - Outline Application (all matters reserved) for the erection of one dwelling – expiry date 2<sup>nd</sup> December 2024.

Following discussion **Resolved No objections to application –. Clerk to update ESC Planning Portal.**

Meeting closed 9.30 pm

A handwritten signature in black ink, appearing to be 'P. Singh', located in the bottom right corner of the page.