

Swilland and Witnesham Grouped Parish Council

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

Clerk: Mr. Steven Barron

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Parish Council Meeting

Weds 19th July 2023, at Witnesham Village Hall 7:30pm

MINUTES

1. Chair welcomed all to the meeting.
Present: Dr Nicol (Chair), Mr Barlow, Mrs Shaw, Mr Dungey, Mrs Offord, Mr Sharples, Mr Collings, Mr Hindle, Mr Roots, Dr Williams and Mrs Ellis.
In attendance: ESC DCllr Colin Hedgley (**CH**) and ESC DCllr Dan Clery (**DC**).
2. **Apologies:** Mr Burrows and SCC CCllr Elaine Bryce (**EB**).
3. **The Code of Conduct Declarations of Interest** – None
4. **To approve Minutes from the meeting held on 17th May 2023** – These were agreed as a true record and signed by the Chair.
5. **Previous minutes and action point updates.**
 - a) **Playing Field Lease – Update: Chair / SCCllr Elaine Bryce** – Chair reported that to date no response had been received from Brian Prettyman in regards to "Heads of Terms". EB not present.
6. **Questions or comments on Reports from ESC DCllr Colin Hedgley (CH) and ESC DCllr Dan Clery (DC).**

EB was not present. was not present.

Reports from CH and DC had been circulated prior to the meeting. CH highlighted the opportunity under a scheme for free school uniforms for which Mrs Ellis would any investigate needs within the Parish. It is primarily a PTA responsibility. **Chair asked if Community Partnership meetings could be held in the evenings as daytime attendance for those councillors working full time was not possible. CH agreed to take this away and raise this at the next CP meeting.** Mrs Shaw agreed to attend the next CP meeting on Friday 21st July. **CH was asked about concerns the PC had about proposed annual dog bin emptying charges by ESSL. CH agreed to take this away and report back.** CH gave an update on planning, in particular, the Referral Panel, which considers planning applications where the PC's response is contrary to the planning officer's. The proposal is below: *That the Strategic Planning Committee in June 2023 be recommended to change the Planning Procedure Rules to allow an application to bypass the Referral Panel process and automatically be considered by the Planning Committee in the event of a "triple lock" style request being received by ALL of the following:*

 - A Ward Councillor
 - The Town/Parish Council
 - A Member of the Planning Committee,

unless they are also the same Ward Councillor in which case it would be two (Ward Councillor and Town/Parish Council)

DC was asked if ESC could look at more affordable housing in the planning system and social housing. **DC agreed to take up issues with the Street Farm application which had no affordable housing within it and had been waiting determination since September 2021.**

7. **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 2022-23
Internal Audit Report had been circulated prior to the meeting. **It was resolved that Council approved the report.**
- b) To review the effectiveness of IA report 2022-23
A draft Audit Effectiveness review had been circulated prior to the meeting. **It was resolved that Council approved the Audit Effectiveness review.**
- c) To appoint an Internal auditor for 2023-24
Council resolved to appoint Heelis and Lodge as the Internal Auditors for 2023-24.

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

a)	Administration June	£320.50
b)	HMRC PAYE Q1	£240.40
c)	Annual Zoom Subscription	£143.88
d)	ICO annual subs	£35.00
e)	Hall hire April May	£50.00
f)	Admin July	£320.70
g)	Play Area repair bucket swing	£390.00
h)	Clerk mileage Q1	£101.79
i)	Bank charge Q1	£18.00

Council agreed to approve all the above payments.

9. **To re-consider the proposed purchase of the dog waste bin by Burwash due to new annual financial costs incurred in the quote.** After discussion **it was proposed and agreed to put this on hold and utilise a notice on the bus shelter along with communications with residents through In Touch and community Facebook.** Once content of the signage and communications had been agreed, **Clerk would organise distribution and signage.**

10. **To consider feedback from SCC Highways.**

a) Regarding an inquiry about provisioning "Wild Animal" signs at two locations on the B1077 – A response from SCC via Dr Williams had been circulated prior to the meeting and a figure of £1200 had been given for the cost of two signs payable by the PC, as well as a request for other dependency information. **After discussion it was resolved not to proceed with SCC for now, and to consider other signage options which Mr Roots and the Clerk would pursue.**

b) List items to be raised with SCC Highways for the meeting with Josh White in the villages due late August – The following list of issues and locations was compiled and agreed by the meeting:

- Pavement at the entrance to the Recreation Ground
- Concrete blocks by pavement opposite Barley Mow

- Outgrowth from bank near the bus shelter by Rec Gnd
- Pot holes on Rose Hill
- Single file on pavements due to vegetation ingress
- Dropped Kerbs at Church Lane and Hall Lane
- Pavement north of Acre Close
- Signage at the LHS of the junction B1077 and High Rd
- Collapsed road edge towards Berghersh House B1077
- Signage Kirby Lane and High Road junction
- Illegible 30mph repeater signs
- Numerous Tuddenham Lane pot holes
- Tuddenham Lane grit on the highway
- HGVs Tuddenham Lane.

It was agreed to use a local contractor to cut back pavement vegetation from Hall Lane up to B1077 junction with High Road if required after Josh White's visit in late August.

- 11. To consider measures for involving the public in taking forward the potential future of the Playing Field site** – Chair gave the view that a “group of people”, made up of some councillors and members of the community, could enable public involvement in taking this forward. Public meetings were an option once plans had been drafted. Mr Burrows was not present and Chair stated that he would talk to Mr Burrows about leading the group. It is noted in these minutes that Mr Burrows subsequently agreed. The Poor's Land documentation was being investigated by Mrs Shaw. The Playing Field Management Committee (PFMC), as an advisory committee, was suggested as an initial way of community liaison and developing wider draft ideas of potential projects. Possible support by the Planning Committee was suggested and Chair viewed this as premature. There would be scope for adding more PC members to the PFMC going forward. **It was resolved that the PFMC should take the lead to draft a vision of potential future use of the Playing Field and associated areas and promote community involvement.**

12. Matters to be brought to the attention of the Parish Council –

Chair reported that he had sought advice via SALC newsletter from other councils in regard to how they may have renovated their phone boxes. To date no replies had been received. Both village phone boxes required renovation and the meeting was asked if any members knew of anyone who could quote for the work.

Dr Williams reported that in regard to QLS, he was still waiting for poles from SCC for the signs.

Mr Dungey asked about potential Speed Indicator Device (SID) insurance for a SAVID device. **Clerk would check this and report back.**

Mr Hindle advised the meeting that daffodil bulbs would be procured soon and asked any members to let him know if they required any for the residents.

Mr Collings confirmed that the Jubilee Oak had died in the lower Rec. Ground Carpark. Mr Collings would seek a quote for a replacement and advise the Clerk. There had been a cold calling incident in Hall Lane recently despite the ban for the Lane being in place.

Meeting closed at 9.00pm