

## Swilland and Winesham Grouped Parish Council

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

Clerk: Mr. Steven Barron

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### Parish Council Meeting

Weds 16<sup>th</sup> March 2022, at Winesham Village Hall 7:30pm

### MINUTES

1. Chairman welcomed all to the meeting.  
Present: Dr Nicol (Chair), Mr Dungey, Mrs Shaw, Mr Sharples, Mrs Ellis, Mr Barlow and Mr Henley.  
In attendance: ESC DCllr Mr Tony Fryatt (TF) and one member of the public.
2. **Apologies:** Mr Templeman, Mr Collings, Mrs Theunissen, Dr Williams, Mr Hindle and SCCllr Elaine Bryce (EB).
3. **The Code of Conduct Declarations of Interest** – Dr Nicol is a next door neighbour of the requestor for Flower Show funding and Dr Nicol's spouse is a member of the Village Show Committee (item 10)
4. **To approve Minutes from the meeting held on 19<sup>th</sup> January 2022** – These were agreed as a true record and signed by the Chair.
5. **Election of co-option candidates** - After a short verbal statement and one written statement made by two prospective candidates for three unfilled vacancies, it was agreed that Mrs P Offord and Mr T Burrows be co-opted onto the Parish Council. Mrs Offord signed the Declaration of Acceptance of Office form and was then formally invited to join the meeting by the Chair. Mr Burrows had sent his apologies for none-attendance due to family illness.
6. **Matters arising from previous minutes and action points.**
  - a) **Dropped Kerbs, Pavements** – Chair reported that he had received an email from EB who was pursuing these issues. Ongoing.
  - b) **Water Supply Coopers Close Allotments** – Clerk reported that an online request had been submitted successfully to AW and a quote was expected before 25<sup>th</sup> March.
  - c) **School Crossing Patrol (SCP) Junction High Road and B1077** – Chair reminded the meeting that an appeal had been lodged plus local parents survey evidence submitted to SCC as the application had been rejected. This had been acknowledged by SCC and a response was pending.
  - d) **Update from Finance Committee ref Rec Ground Car Park:** Chair reminded the meeting that this issue had been delegated to the Finance Committee by full Council. Three quotes for tarmac had been requested, only one responded with a quote of £6250 which was way above the budget. Finance Committee agreed that a quote should be sought from a local supplier to infill with grit instead.
  - e) **Playing Field Lease (transferring the land from SCC over to the PC if possible) – Update:** Chair informed gave an overview of the



latest offer from SCC regarding the land. It was a peppercorn rent with the exception of the car park which was proposed to be retained by SCC and not part of the offered lease. Chair had written further to EB to reaffirm the request to transfer the land to the PC and this was being taken up.

**7. Questions or comments on Reports from SCClr Elaine Bryce (EB) & ESC CClr Tony Fryatt (TF)**

TF reminded the meeting of ESC CP Road Safety Forum, ESC planning validation list and Streetlights upgrade to LED in the Parish which were all in hand. When asked by TF, the Clerk reported that the parishes do not have any Public Space Protection Orders.

**8. The current financial situation** – A report was circulated by the Clerk prior to the meeting. An overview of the projected underspend of approx. £2.4k was given by the Clerk. Current holdings as of 9<sup>th</sup> March totalled £24,747.47p.

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

a) Administration January	£327.40
b) Administration February	£327.40
c) Rec. Ground equipment repairs	£364.80
d) Hall Hire January and March	£50.00
e) Re-siting of dog waste bin	£135.24
f) Zoom license February	£14.39
g) Mobile phone top up	£15.00
h) 6 months payroll Sep to Mar	£54.00
i) Tree clearances post storm	£60:00
j) Pot hole repair Rec Ground car park	£60.00
k) Zoom License March	£14.39

**Council agreed to approve all the above payments.**

**10. To consider budget listings for the Queens Platinum Jubilee (QPJ) funding requests received from Finance Committee.** – Chair reminded the meeting of the background to this and Mr Henley had pulled together a list of items deemed appropriate for PC support. The following three items were recommended by the Finance Committee and required consideration of approval by full council.

- A budget of £85 was proposed to reimburse the organiser of the Flower Show for multiple items relating to presentation. Clerk would notify the organiser and seek receipts for re-imbursement.
- The Village Show Committee had experienced financial loss during C19 as expenditure on the proposed 2020 show was not recovered due to cancellation of the show. In order for the financing to be recovered, it was proposed that the PC will budget £100 for the Clerk to order copies of the Jubilee Village Show schedules once the templates were obtained from the Jubilee Village Show Committee.
- Dr Williams had written to the School Head Teacher requesting use of the School toilets for the QPJ event on the fields by those attending, but this had been declined. Hence, for health and safety reasoning, it was agreed to budget an amount of £275 plus VAT for a quote supplied for three portable toilets (including one disabled unit) to meet the deemed shortfall in WCs.

There was some discussion and disappointment expressed about the lack of access to the School which was mainly for security reasons. Chair reminded the meeting that the PC has a health and safety



responsibility. **It was proposed, seconded and agreed that the three items were approved for a total budget of £460.00p.**

**11. To consider a request to bury time capsules on Parish Council Land.**

After discussion it was agreed that in principle, the PC were relaxed about approval for burial of time capsules on PC land. This was agreed with the following provisos: No signage on site indicating presence of capsule, but location to be reported to the village recorder; re-instate the area and dispose of any spoil safely and no damage done to Council assets on the land. Mr Henley agreed to take this away and report back.

**12. To approve revised budget 2022-2023. – The proposed amended budget had been circulated prior to the meeting. It was proposed, seconded and agreed to approve the amended budget for 2022-23 of £27,449.24p income (including draws on reserves) and £27,280.00p expenditure.**

**13. To approve tree planting locations proposal and consider resourcing for planting.** Before discussion, Chair formally thanked Mr Collings for collecting the Jubilee Oak, planting and fitting the plaque in the rec. ground car park. Chair explained that Mr Collings and Mr Templeman were not present and a rough sketch plan sent by Mr Templeman had been circulated just prior to the meeting. It was pointed out that the species received could be used as hedging and the plan also included an area for replacing dead trees in the woods by the entrance perhaps in the Autumn. **It was agreed to approve the rough plan and to seek to set dates and resource. It was agreed to communicate with St Mary's Winesham and the School.** Chair thanked both Mr Templeman and Mr Collings for their efforts.

**14. To decide the future of the fence after damage at the Playing Field.** Images of the damaged fence which runs between the Play Area grass and the sports playing field by the School had been circulated. Chair informed the meeting that the fence did not constitute a boundary in his view, based on the latest lease proposals from SCC for the land. **It was agreed to remove appropriate damaged parts of the fence and recover the timber as wood could be disposed of within the community.** There was also potential scope for tree/hedge planting to replace the fence parts.

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

Mrs Shaw reported that she had submitted a safety inspection report to the Clerk. The report included timber rot and fixing issues and wire fence damage on the east side of the Play Area. Clerk would process.

Mr Henley gave a verbal update on some of the QPJ events he was involved in organising; in particular the Baton Relay where there are an increasing number of participants.

Mrs Ellis agreed to help publicise the Baton Relay within the School.

Mr Barlow had nothing to report regarding the Rec. Ground and would submit any future issues to the Clerk directly.

Mrs Offord expressed her interest in the ASB meetings held with ESC and the Police.

Dr Nicol reported that old PC files held by former Parish Councillor Mr Rush and the Village Recorder files held by the Village Recorder needed to be in a secure central location rather than in someone's home. Dr Nicol had

discussed this with the VHMC and there was potential scope to store filing cabinets within the cupboard area in the Village Hall.

Dr Nicol informed the meeting that he was in dialogue with the local Anglian Water service manager to encourage the parking of AW vehicles off-road to reduce road closures and allow more traffic light controlled single lane traffic. Repairs had started to the bridge by SCC on Witnesham FP 39.

On the issue of the formal complaint about the zip-wire at the rec. ground, the supplier had agreed to change the running head on the cable and further checks would be made once confirmed.

- 16. To approve a back dated NJC National Pay Award from April 2021 for the Clerk and the carry forward of annual leave into 2022-23. –** (This item was dealt with the exclusion of press or public presence). Clerk had circulated the details to all councillors prior to the meeting. **Council agreed to the NJC pay increase for the Clerk back dated to April 2021 which amounts to approx. £76 per annum and is within the budget set by Council. It was also agreed to approve extra unused annual leave (due to COVID 19) to be carried forward for the Clerk to 2022-23 year.**

Meeting closed at 9:00 pm

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