Swilland and Witnesham grouped Parish Council

Clerk: Alison Burrows
Email: clerk@swillandandwitnesham-pc.gov.uk Phone: 07719 176917

Councillors you are summonsed to:

Parish Council Meeting

Wednesday 18th November 2026 at

Witnesham Village Hall, 7:30 p.m.

Agenda

188. Chair to formally open meeting and introduce any members of the public.

189. To receive apologies from Councillors not attending

190. To Receive Councillors Declarations of Interest

191. To approve Minutes from the Parish Council meeting 16th September 2026.

192. Questions or comments on Reports from ESC Cllr Dan Clery and ESC Cllr Colin Hedgley

193. To approve the following payments (including VAT if applicable):

Payment Reference	Payment to	Amount in pounds £ incl VAT
a	Clerk A Burrows Sept	£491.18
b	Employer Contributions Q2	£457.05
c	PKF Littlejohn LLP external auditor	£378.00
d	RBL Trading Ltd 2 x Poppy Wreaths	£46.00
e	Bank Charges September	£7.00
f	Boston Bulbs	£210.00
g	SALC Payroll service annual fee	£122.40
h	AJG Insurance	£911.88
i	Heat Outdoors (Hand dryers for VH)	£598.47
j	Jim Dundas repairs to play area gate and fence	£350.00
k	Clerk A Burrows Oct + back pay	£603.11
l	AWA business – Allotments supply	£23.17
m	Jerry Hindle Wild Flower Seeds	£51.99
n	A Burrows reimbursement Clerks New Printer	£356.90
o	Bank Charges Oct	£7.00

194. The current financial situation – Clerks report circulated prior to the meeting.

195. Finance Committee updates, to approve the draft budget for 2027-2028 and increase of rents for Playing Field and Allotments.

196. Quarterly 'Meet your Parish Councillor'

197. Community Emergency Response update

198. Land Adjoining Witnesham School update and new committee members

199. Play area repair to baby swing

200. Parish Council as sole Trustee of Witnesham Village Hall – resolution approval

201. Councillor Training

202. Councillor issues to be brought to the attention of the Parish Council

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.**