

**MINUTES OF THE SWEFLING PARISH COUNCIL MEETING HELD ON 10<sup>TH</sup> MARCH  
2020 AT 7.30PM IN THE VILLAGE HUT**

**1. Attendance and Apologies**

**Attendees:**

Cllr John Stanley (Chair)  
Cllr Martin Wyard (Vice-Chair)  
Cllr Jude Chin  
Cllr Audrey Lummis  
Cllr Annie Rogers  
Cllr John Tesh

**Apologies for absence:**

Cllr Julia Kinsey  
Cllr Maurice Cook

**Also in attendance:**

Maureen Philpot (Clerk)

**2. To receive declarations of interest and to consider requests for dispensations**

None received

**3. Public Forum**

- a) Public invited to speak – No public in attendance
- b) To receive a report from Cllr Stephen Burroughes (previously circulated) Cllr Stephen Burroughes was delayed and the meeting had finished before he arrived.
- c) To receive a report from Cllr Maurice Cook (previously circulated).
- d) As neither Councillors from East Suffolk were present, Cllr John Tesh will give his talk at a later date.

**4. Minutes of the previous meeting**

- a) The minutes of the previous meeting held on 11<sup>th</sup> February 2020 (previously circulated) were proposed by Cllr Audrey Lummis and seconded by Cllr John Tesh as a true and accurate record and signed by Cllr John Stanley (Chair).
- b) Matters had all been dealt with.

**5. Village Matters**

- a) Update on Village Noticeboard. The noticeboard is in place and looking very good. Mrs Kirsten Stanley has planted Spring flowers in the area and the Council commented on how pleasant the corner was looking.
- b) Update on Village Website – there has been no news on the village website.
- c) Litter pick – The litter pick will take place on Saturday 4<sup>th</sup> April 2020 at 10 am. Everyone should meet at the Village Hut, please bring your own gloves and high viz jackets if you have them.
- d) Litter bins – one more bin to be ordered and other bins to be moved. The clerk had received a quote from NORSE to do this work and to provide a new bin for £366+VAT.
- e) Councillors involvement – this will be discussed at the next meeting.

**Action: The Clerk to approach Cllr Stephen Burroughes to fund the litter bins in the next financial year.**

**6. Finance**

- a) No cheques to be signed.
- b) Approve Financial Regulations (previously circulated)  
These were proposed by Cllr John Stanley and seconded by Cllr Annie Rogers – all agreed
- c) Approve Asset Register (previously circulated)  
This was proposed by Cllr John Stanley and seconded by Cllr Martin Wyard – all agreed
- d) To note the current financial position  
Budget 2019/2020 – Please see page 3  
Swefling Cash Book – Please see page 4

**7. Correspondence**

e-mails circulated to the Parish Council.

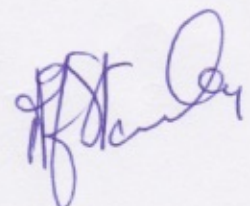
**8. Questions to the Chair**

There were no questions asked.

**9. The next Parish Meeting will take place on Tuesday 14<sup>th</sup> April at 7.30 pm in the Village Hut.**

There being no further business the Chair closed the meeting at 8.15 pm.

Maureen Philpot (Clerk)  
Clerk.swefling@gmail.com





Category	Item	Account	Balance	Receipts	Payments	Balance	Category	Item	Account	Balance	Receipts	Payments	Balance
Sweepings	10.1	10.1	10.1			10.1	Sweepings	10.1	10.1			10.1	
	10.2	10.2				10.2		10.2					10.2
	10.3	10.3				10.3		10.3					10.3
	10.4	10.4				10.4		10.4					10.4
	10.5	10.5				10.5		10.5					10.5
	10.6	10.6				10.6		10.6					10.6
	10.7	10.7				10.7		10.7					10.7
	10.8	10.8				10.8		10.8					10.8
	10.9	10.9				10.9		10.9					10.9
	10.10	10.10				10.10		10.10					10.10
Sweepings	10.11	10.11				10.11	Sweepings	10.11	10.11			10.11	
	10.12	10.12				10.12		10.12					10.12
	10.13	10.13				10.13		10.13					10.13
	10.14	10.14				10.14		10.14					10.14
	10.15	10.15				10.15		10.15					10.15
	10.16	10.16				10.16		10.16					10.16
	10.17	10.17				10.17		10.17					10.17
	10.18	10.18				10.18		10.18					10.18
	10.19	10.19				10.19		10.19					10.19
	10.20	10.20				10.20		10.20					10.20
Sweepings	10.21	10.21				10.21	Sweepings	10.21	10.21			10.21	
	10.22	10.22				10.22		10.22					10.22
	10.23	10.23				10.23		10.23					10.23
	10.24	10.24				10.24		10.24					10.24
	10.25	10.25				10.25		10.25					10.25
	10.26	10.26				10.26		10.26					10.26
	10.27	10.27				10.27		10.27					10.27
	10.28	10.28				10.28		10.28					10.28
	10.29	10.29				10.29		10.29					10.29
	10.30	10.30				10.30		10.30					10.30

**Sweffling Parish Council  
Budget for 2019/20**

			Actual year to date	Anticipated future income/ spend	Variance
Cash brought forward		£4,661	£4,660.57		£0
<b>Receipts</b>					
	Precept	£3,300	£3,300.00	£0	£0
	Sundry receipts	£100	£2,126.07	£2,026	£0
		<u>£3,400</u>			
<b>Payments</b>					
	Clerk's salary	£1,480	£1,558.83	£396	£475
	Clerk's office expenses	£50	£51.58	£2	£0
	Insurance	£460	£325.85	£134	£0
	SALC annual subscription	£150	£135.15	£15	£0
	SALC internal audit fee	£100		£0	£100
	SALC PAYE services	£80	£21.60	£58	£0
	Hut hire	£170		£170	£0
	Village sign repairs	£120	£108.00	£12	£0
	Mower costs	£120	£132.63	£13	£0
	Mower repairs	£150	£120.00	£30	£0
	External audit costs	£50		£50	£0
	Equipment safety inspection fee	£150	£197.89	£48	£0
	ICO registration	£35		£35	£0
	Councillors travel expenses	£100		£100	£0
	Sundry other	£185	£224.39	£39	£0
	Village Noticeboard	£2,515	£2,515.24		
		<u>£5,915</u>	<u>£5,391.16</u>	<u>£899</u>	<u>£376</u>
Cash carried forward		£2,146	£4,690.49		£1,770
Cash balances as of	February 29th 2020				
	Community account		£740.23		
	Business account		£4,000.00		
	Deposits not cleared				
	Cheques not cleared		£49.74		
	Book balance cash		£4,690.49		