

MINUTES OF THE SWEFLING PARISH COUNCIL MEETING HELD ON 11TH FEBRUARY 2020 AT 7.30 PM IN THE VILLAGE HUT

1. Attendance and apologies:

Cllr John Stanley (Chair)
Cllr Jude Chin
Cllr Julia Kinsey
Cllr Audrey Lummis
Cllr John Tesh

Apologies for Absence:

Cllr Annie Rogers
Cllr Martin Wyard (Vice-chair)
Cllr Stephen Burroughes
Cllr Maurice Cook (no apology)

Also in attendance:

Maureen Philpot (Clerk)
2 Members of the public

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

Cllr Julia Kinsey declared an interest in item 5(b) in Village Matters.

3. Public Forum

- a) A member of the public had attended the meeting hoping to speak to Cllr Maurice Cook. She will send a letter to him instead.
- b) To receive a report from Cllr Stephen Burroughes (previously circulated)
The Council understood from Cllr Stephen Burroughes report that the Northern Bypass is unlikely to be built. They also commented on the impact this would have on Ipswich when the Orwell Bridge is closed. The Chair commented on the 3,496 incidents of fly tipping reported and wondered how many incidents occurred on a Thursday as the Leiston Recycling Centre is closed on Wednesdays.
- c) The Parish Council were disappointed not to see Cllr Maurice Cook (see notes (a) and (d)).
- d) It was intended to ask both Cllrs Stephen Burroughes and Maurice Cook about the flooding risk in the village. The Council decided it needed to put pressure on Highways to clean the blocked drains. It was noted that the ditch from the hut to the back of the barn had been trimmed.

Action: The clerk to contact Highways regarding the drains.

4. Minutes of the previous meeting

- a) The minutes of the previous meeting held on 14th January 2020 (previously circulated) were proposed by Cllr John Tesh and seconded by Cllr Jude Chin as a true and accurate record and signed by Cllr John Stanley (Chair).
- b) All matters had been dealt with. The Clerk reported that she had been able to submit the Council's comments on planning application DC/19/4578/FUL. Please see Village Matters (e) below.

5. Village Matters

- a) Update on Village Noticeboard.

The new noticeboard has been placed on the corner of Holdens Lane and it was agreed that it was a very smart addition to the village. A previous one had been delivered badly damaged so there was some delay until the new noticeboard was in use. A big thank you was sent to all those who helped with installing it. The Chairman asked if it was time to put a reconditioned red telephone box next to the noticeboard and said that the quote was £3,100 + £300 for delivery. Cllr Jude Chin reminded the Council that this would be half of The reserves that the council hold. It was suggested that funding be found for this project, maybe approach the Tourist Board, Arts Council or Adnams for help. The Council decided it was time to ask the village what they would like. The Village Hut steps are in urgent need of repair and they have had two quotes, one for £750 and one for £550. It was suggested that Cllr Maurice Cook be approached for funding for this project.

b) Update on Village Website

Monica Petzal has suggested a website called sweffling.life be used for the village website. This is owned by Monica and at the moment it appears in monochrome. Sweffling.com belongs to Adrian Kinsey. It is believed that the original website was Sweffling121 and in 2017 the providers began to charge. Ann Hirst had the domain name and handed it over Adrian Kinsey. It was felt that the Parish Council should have its own website and the clerk should own it. The Council was asked which website they should go for. It was agreed that the website should be modern and updated regularly. There was no need for two websites and Monica said she would train people to put notices on the chosen website. It was agreed that a meeting with Monica Petzal, Adrian Kinsey, Jude Chin, John Stanley and the clerk be arranged to decide the future of the website. It is still agreed that Adrian be paid back the costs he has incurred.

c) Litter pick

The council decided that the date of the village litter pick be on Saturday 4th April 2020 10 am meeting at the village hut.

Action: The Clerk to order 2 rolls of black bags, 1 roll of clear bags plus picks and high viz jackets. These will be delivered to Cllr Audrey Lummis.

e) Planning application DC/19/4578/FUL was again discussed by the Council. The plans still include a new 4 bedroomed detached house but the studio and open garage have been removed. It was agreed that the footprint is still larger than the original building and this is not a modest application. It was asked if the Mill is of historical interest. It was decided by the Council that the application be refused and the previous comments given to the Planning Department should still stand.

Action: The clerk to submit the Council's comment to the Planning Department.

6. Finance

a) Please see page 3 for details of cheques to be signed.

b) The standing orders were proposed by Cllr John Stanley (Chair) and seconded by Cllr Julia Kinsey and approved by all.

c) The code of conduct was proposed by Cllr Julia Kinsey and seconded by Cllr Audrey Lummis and agreed by all.

d) The risk register was proposed by Cllr Audrey Lummis and seconded by Cllr John Tesh.

e) Please see page 4 for the current financial position.

7. Correspondence

A booklet had been sent to the council on current waste bins for sale.

8. Questions to the Chair

No questions to the Chair

9. The next Parish Council Meeting

The next meeting was confirmed as March 10th 2020.

There being no further business the Chairman closed the meeting at 9pm.

| | | Actual year to date | Anticipated future income/ spend | Variance |
|---------------------------------|----------------------|------------------------|-------------------------------------|--------------|
| Cash brought forward | £4,661 | £4,660.57 | | £0 |
| Receipts | | | | |
| Precept | £3,300 | £3,300.00 | £0 | £0 |
| Sundry receipts | £100 | £2,123.68 | -£2,024 | £0 |
| | <u>£3,400</u> | | | |
| Payments | | | | |
| Clerk's salary | £1,480 | £1,558.83 | £396 | -£475 |
| Clerk's office expenses | £50 | | £50 | £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 | £161.91 | -£12 | £0 |
| ICO registration | £35 | | £35 | £0 |
| Councillors travel expenses | £100 | | £100 | £0 |
| Sundry other | £185 | £224.39 | -£39 | £0 |
| Village Noticeboard | | | | |
| | <u>£3,400</u> | <u>£2,788.36</u> | <u>£987</u> | <u>-£376</u> |
| Cash carried forward | £4,661 | £7,375.09 | | £4,286 |
| Cash balances as of | January 31st 2020 | | | |
| | Community account | £3,358.50 | | |
| | Business account | £3,998.60 | | |
| | Deposits not cleared | | | |
| | Cheques not cleared | £79.20 | | |
| | Book balance cash | £7,375.09 | | |