

MINUTES OF AN EMERGENCY MEETING OF THE SWEFLING PARISH COUNCIL
29 January 2021 (Virtual Meeting)
7.30-8.10 pm

PRESENT: Cllr John Stanley in the Chair (**Chair**)

COUNCILLORS: Prof. John Tesh (**JT**), Audrey Lummis, Julia Kinsey (**JK**), Jude Chin and Martin Wyard.

IN ATTENDANCE: Michael Smithson, Clerk to the Council (**Clerk**)

APOLOGIES: An apology for absence was received from Cllr Audrey Lummis.

1. **CHAIRPERSON:** The Chair chaired the meeting throughout.

2. **NOTICES AND QUORUM:**

- a. The Chair confirmed that proper notice of the meeting had been given and declared that there was a quorum.

3. **DECLARATIONS OF INTEREST/DISPENSATION:**

- a. There was to be a discussion in relation to the Village website and as Adrian Kinsey (**AK**) (Cllr Julia Kinsey's husband) had incurred expenditure which would need to be addressed, by the meeting at the request of the Clerk, Cllr Kinsey (**JK**) verbally declared a pecuniary interest in relation to outstanding sums due to AK. JK would therefore be excluded from that part of the meeting (by leaving the virtual room), relating to that item of business.

4. **MINUTES:**

- a. There were no relevant minutes as the purpose of the meeting was limited in scope.

5. **BUSINESS OF THE MEETING:**

- a. **The following documents (copies annexed) had been circulated prior to the meeting and were taken as read.** Namely
 - i. Draft Budget;
 - ii. Barclays Bank Statements for both Community and Deposit Accounts held by the Council;
 - iii. cashbook made up for the year to date (31 Dec 2021); and
 - iv. letter dated 06 January addressed to the Clerk by the Chief Finance Officer East Suffolk Council (**ESC**) and relating to the 2021-22 Precept. Together, (**the Documents**)



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b. Items for discussion

- i. To note the current Council's current financial position.
- ii. To approve the Council's Budget for 2021/2022 (attached) and to agree the Council's Precept proposed at £3329.31.

1. **RESOLUTIONS:** After discussion (Cllr Kinsey being excluded from the room) and after considering the financial position of the Council based upon a consideration of the Documents, **IT WAS RESOLVED** as follows:

- a. That the Draft Budget (as attached) be adopted as subject to the inclusion of an additional provision amounting £150.00 for ongoing website maintenance.
- b. That a Precept of £3331.38 being the same sum set for the financial year 2019-2020 be certified to ESC and that the Clerk be authorised and requested to deliver the appropriate certificate without delay.

6. QUESTIONS TO THE CHAIR:

- a. Cllr Kinsey being excluded from the discussions as above, the Chair revealed that, as of January 2020, the Council owed AK a total of £307.67p accordingly **IT WAS RESOLVED** unanimously agreed that such liability, plus any additional sums properly incurred by AK, should be paid to AK no later than the end of March 2021, subject only to the domain name "Sweffling.com." being transferred to the Council. It was on the same subject, noted that the Chair should approach Monica Petzal owner of the website and domain name "sweffling.life" to determine whether she might be prepared to transfer ownership and control of that domain to the Council and generally to discuss how the Council will in future engage with her and the site. Apparently, no costs have been incurred to date, but this will also need to be confirmed. The relationship and purpose of the two websites to be determined, and rationalised as soon as possible, once further information was available.
- b. JT, as echoed by all other councillors wished to try and persuade Annie Rogers (**AR**), who had recently given an indication to the Councillors of her plans to resign her appointment of councillor at the end of this financial year, not to resign but to remain in post as a



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councillor. The Chair offered to speak to AR to inform her of the Councillors' views and hopes.

- c. The Chair proposed that a preliminary working party comprising himself and the Clerk be established to evaluate a couple of Village projects, namely:

- i. the acquisition and siting of a circular memorial bench, to recognise former and future Village notables – such as Keith Goodman and Les Holden - (possibly to be made by "Genesis") and the acquisition; and
- ii. The establishment (in the form of a red coloured old style telephone box) of a small Village Information Centre at the junction of The Street and Holdens Lane.

Both matters to be more fully discussed at future meetings, following the provision of further information as well as costings. (**Village Projects**)

- d. It was agreed by all that letter of gratitude be sent on behalf of the Councillors, thanking Maureen Philpott, her for her service and wishing her well in her retirement. A collection amongst the Councillors, personally, would be arranged by JK, in order to purchase her a small gift.

7. ACTIONS:

Action	Responsible person(s)	Deadline
<u>5.b.1.b.</u> Submission to ESC of 2021-2022 Precept of £3331.38	Clerk	Immediate
<u>6 a)</u> Ascertain liability due to AK and approach to Monica Petzal owner of the website and domain name "sweffling.life"	Chair	09.02.2021
<u>6. b)</u> Approach to Cllr Annie Rogers	Chair	09.02.2021
<u>6 (c)</u> Establishment of preliminary working party to initiate investigation of cost and feasibility of Village Projects	Chair and Clerk	09.02.2021
<u>6. d)</u> Letter of gratitude to Maureen Philpott.	Chair and Clerk	09.02.2021

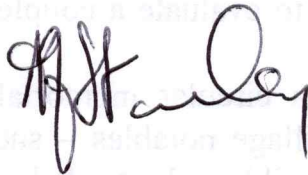
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8. NEXT MEETING:

The date and time for the next meeting is Tuesday 13th February 2021 at 7.30 pm.

The meeting closed by the Chair at 8.10 pm.

(sgd)



Date: 09 February 2021

Responsible person(s)	Date	Action
Chair	09/02/2021	a) Submission to ESC of 2021-2022 Project of £1331.18
Chair	09/02/2021	b) Assistant Highway Use in AR and approach to M1000 Panel
Chair	09/02/2021	c) Approach to Mr. Rogers
Chair	09/02/2021	d) Establishment of permanent working party to resolve investigation of cost and feasibility of Village Projects
Chair	09/02/2021	e) Chair of Statute v. M1000

Swefling Parish Council
Budget for 2021/22

		Actual year to date	Anticipated future income/ spend	Variance
Cash brought forward	£5,000			-£5,000
<u>Receipts</u>				
Precept	£3,329		£3,329	£0
Sundry receipts	£100		£100	£0
	<u>£3,429</u>			
<u>Payments</u>				
Clerk's salary	£1,750		£1,750	£0
Clerk's office expenses	£50		£50	£0
Clerk training	£150		£150	£0
Insurance	£326		£326	£0
SALC annual subscription	£155		£155	£0
SALC PAYE services	£80		£80	£0
Hut hire	£120		£120	£0
Village sign repairs	£50		£50	£0
Mower costs	£120		£120	£0
Mower repairs	£155		£155	£0
External audit costs	£50		£50	£0
Equipment safety inspection fee	£180		£180	£0
ICO registration	£35		£35	£0
Councillors travel expenses	£100		£100	£0
Sundry other	£105		£105	£0
	<u>£3,426</u>	<u>£0.00</u>	<u>£3,426</u>	<u>-£5,000</u>
Cash carried forward	£5,003	£0.00		£3
Cash balances as of				
Community account				
Business account				
Deposits not cleared				
Cheques not cleared				
Book balance cash		£0.00		

