

MINUTES OF A MEETING OF SWEFFLING PARISH COUNCIL

Tuesday 08 June 2021 at 7.30 pm., taking place at the Sweffling Village, Hut,
Low Road, Sweffling.

1. Attendance and apologies:

- 1.1. **PRESENT:** John Stanley in the Chair
- 1.2. **COUNCILLORS:** Jude Chin (JC), Erika Spall (ES), and Prof. John Tesh.
- 1.3. **IN ATTENDANCE:** Michael Smithson, Clerk to the Council.
- 1.4. **Members of the public,** Robert Rusack (RR) and Glenys Smithson (from 8.45 pm), were also in attendance.
- 1.5. There being a quorum the Chair formally opened the meeting and welcomed all attending

2. APOLOGIES:

Apologies were received from Cllrs Julia Kinsey (family commitments) and Martin Wyard (business commitments) both Cllr Stephen Burroughes and Maurice Cook were both unable to attend as they were each attending other meetings. All apologies were accepted.

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

- 3.1. There were no declarations of interest and no requests for dispensation.

4. Minutes of the previous meetings:

- 4.1. Minutes of the meeting held on 13 April 2021 having been circulated prior to the meeting, it was **unanimously resolved** that they represented a true record of that meeting, and the Chair was given **authority to sign** the same as drawn.
- 4.2. Minutes of the meeting of the of the AGM held on 18th May 2021 having also been circulated prior to the meeting were approved except for two errors relating to a typographical error and identity of members of the public in attendance.. The minutes were accordingly **unanimously approved as amended** and authorised for the signature by the Chair as a true record.
- 4.3. There were no matters arising.

5. To receive progress of actions from meeting of 13 April 2021.

Ref. from mins.of April 13	Action	Responsible person(s)
5.a.iii.4.	Availability from Cllr MC of gizmo to allow the Council's meetings to be broadcast online without Wi-Fi.	The Clerk reported that he had been in touch with Cllr Cook, who was yet to see if the gizmo operated within Sweffling. A reminder had been sent by email and an outcome awaited.
5.a.iv.4.	The Clerk it was confirmed would get in touch with Cllr Lummis to find out if she might wish to benefit from the provision of a "Grandpad".	The Clerk reported that he had spoken with Cllr Lummis, but she had politely declined to apply.
5.b.i	Village footpaths/rights of way update	JT confirmed that he had now prepared the map as requested and had this evening handed it to the Clerk. The map which had required some amendment from the Ordnance Survey version identified all persons known to be responsible for farming fields within the parish. Cllr. Tesh pointed out that the regulation of public footpaths was not a parish council responsibility, such responsibility rested with the highways authority, however having the relevant contact information might assist in any informal approach by the council to the responsible person.
5.b.ii	Village Emergency Plan to be progressed	The Chair had been liaising with other parish councils and believed that it should be possible to establish an emergency plan before this winter.

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		Progress might have been a little swifter, but messages had initially been received via his junk email folder.
5.b.iii	Village Signpost opposite Alde House repair and refurbishment.	The Chair reported that progress was being made for the repair and the signpost was now being worked on. It would be white with aluminium lettering painted black to correspond with historic images of the signpost.
5.b.iv	Historic Triangles update.	The Chair reported that a group of volunteer village residents had largely restored the damaged triangle at the junction of Mill Lane and Low Rd. Grass seed had been sown on it some weeks ago incorporating some wildflower seed. Short posts with fluorescent bands at the top had been placed at the three corners the restoration. These replaced earlier larger posts which had been removed by an unknown third party or parties. The Clerk queried the legality of the posts however the Chair reported that the posts were away from the actual highway therefore there should not be an issue.
5.b.v	Mill House development: Assistance in contact with Planners.	The Clerk was unable to report any progress. The chair reported that several persons had expressed concern as to the development. The Chair will provide the Clerk with a contact name and number at the district planning authority to allow him to obtain the necessary assurance, that the works were being undertaken in accordance with the approved plans.
5.b.vi	Clerk's Contact of Employment and Standing Order distribution	The Chair that the Clerk's contract of employment had now been signed and posted on the website and likewise the new Standing Orders.
5.b.vii	Procurement of written reports from 3 rd parties for Annual Village Meeting and Notice of Meeting	The Clerk reported that written reports had been received from all organisations to which he had written requesting contributions and all reports were presented to the meeting verbally. A draft of the meetings minutes and copies of all reports we're already on the village website.
5.b.ix	Village Project. Decision deferred pending future discussions in relation to Jubilee Field	The Clerk reminded the meeting that a Jubilee Field committee was in the process of being formed, to include Cllrs. Tesh and Spall. Debbie Thornton was also going to be approached to see if she wished to be co-opted onto the committee. The new committee when formed would take responsibility for managing the Field. In the meantime, Cllr. Spall reported that she and the Clerk had attempted to obtain quotations from E. Suffolk Norse and Henry Gooch, but neither was in the position to take on a grass cutting contract. An approach had also been made to "MowforYou" which had resulted in a quotation of £410.00 for the first cut and £110.00 for

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		subsequent cuts. Further enquiries had been made and Cllr Spall had managed to obtain quotations from 2 further contractors the cheaper of which was from James Rogers, who had verbally agreed to "top" the Field using his tractor and topper. He needed to know promptly if the Council wished him to proceed with the work, as he had a large contract coming up the week after next and would not have capacity to assist for some time after that. It was therefore Unanimously Resolved that the Clerk should (under powers vested in the Council under LGA 1973 s111) write to James Rogers offering him a contract at the above price with similar conditions to those offered to MowForYou.
5.b.x	Clerk to submit new mandate to Barclays after signatures added	The Clerk was in continuing correspondence with Barclays.

6. Planning:

6.1. The Dernford Hall conservatory application had now been determined.

7. Public participation incl. Police, District and County Councillors' reports.

7.1. The Clerk reported that reports had been received from both District and County councillors and each had been posted on the village website.

8. Finance:

9. To receive a Finance Report:

9.1. Bank Reconciliation: A bank reconciliation (**copy annexed**) for the period ending 02 June 2021 which had been circulated, with additional copies being made available at the meeting, was **unanimously approved** for the signature of both the Clerk and Chair

9.2. Receipts & Payments since last meeting: a copy of the cash book for the Council (**copy annexed**) made up to date to the 1st of May 2021, was produced by the Clerk and noted by the meeting and **unanimously approved**.

9.3. Likewise, a schedule of cheques to be drawn in settlement of outstanding invoices (**copy annexed**) was put before the meeting and **unanimously approved** for payment

10. Annual Approval of Statutory and other Documents:

10.1. Terms of engagement of internal auditor.

10.1.1. The Clerk reported that he had managed to contact David Smith who had conducted the Council's (internal) audit for the last 2 financial years. His remit would be to check the Council's management and controls leading up to the completion of a statutory annual internal audit report 2020/21 as set out in Page 4 of the AGAR. Generously Mr. Smith had confirmed that he would undertake this work without any charge. It was therefore **unanimously resolved** that Mr. David Smith should be appointed to the above role on such terms.

10.2. Bank Reconciliation for year ending 31.03.2021. Copies of this document having been previously circulated with additional copies being made available at the meeting it was **unanimously resolved** that the reconciliation should be accepted as drafted and both the Chair and the Clerk 2 should be authorised to sign off the document as drafted.

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10.3. Annual Return 2020/21.

10.3.1. The Clerk then put before the meeting **Section 1 of the Annual Governance Statement**, previously circulated to the council members and went through the document line by line, thereafter inviting approval by the meeting of the document being page 5 of 6 of the AGAR after consideration it was **unanimously resolved** that the document be approved as drafted and both the Clerk and Chair were authorised and instructed to sign off the same and to thereafter instructed to post it on the Council website

10.3.2. The Clerk then put before the meeting **Section 2 of the Accounting Statements**, also previously circulated prior to the meeting to the council members and went through the document being page 6 of 6 of the AGAR, line by line. After consideration it was **unanimously resolved** that the document was approved as drawn and both the Clerk and Chair were authorised and instructed to sign off the same and to thereafter instructed to post it on the Council website.

10.3.3. The Clerk then put before the meeting the draft **Certificate of Exemption**, also previously circulated prior to the meeting to the council members and went through the document being page 3 of 6 of the AGAR, line by line. After consideration it was **unanimously resolved** that the Certificate was approved and both the Clerk and Chair were authorised and instructed to sign off the same and to thereafter instructed to email send a copy to external auditors PFK Littlejohn and to post it on the Council website.

10.3.4. The Clerk put before the meeting: the statutory "**Explanation of variances**" for the year also previously circulated to the council members and extracted from section 2 of the AGAR and went through the figures line by line. The meeting was then requested by the Clerk after due consideration by the members to resolve to approve the document for signing off, and delivery to the external auditor, which the meeting so **Resolved on a unanimous basis**.

10.3.5. **Review of Assets Register**. The Clerk reported that he had undertaken a physical review of the council's assets and had discovered that a small number of assets were no longer in existence, namely, two goal posts formerly situated at Jubilee Field and the old notice board which had been replaced during early 2020. After inquiry it was noted that the goal posts had been removed some years ago owing to dilapidation and health and safety reasons, whereas the old notice board was removed when the new one was erected. The absence of such assets would result in a reworking of the schedule of assets identifying the same as having a "nil" value. The Clerk confirmed that he would make the appropriate entries and prepare a revised and up to date schedule. It was **unanimously resolved** that the clerk should make such adjustments and the reissue and post the schedule of assets accordingly.

11. Correspondence

11.1.1. To consider any material correspondence sent or received between 13 April 2021 and 07 June 2021.

11.1.1.1. The only correspondence of substance was reported by the Clerk as being a string of emails passing between resident, Bobby Rusack (**BR**) and himself, a copy of which had been circulated to the members in advance of the meeting. A copy of the relevant email string is attached to these minutes. The chair having offered to discussed matters privately, which invitation was

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refused the Chair then addressed each of the points made by BR in his email of 7 June 2021 at 10.51, in summary as follows:

11.1.1.1.1. Before however actually addressing the several points of in issue the chair requested the identity of the persons referred to by BR as "my group". BR refused to identify those whose interests he apparently represented, despite being pressed to do so by the chair. The Chair then went on to say in general he considered BR's correspondence to be rude, ignorant, and disrespectful. The chair also explained to BR that the walk which had taken place last Sunday 7th June expressed by BR to be a "village walk" it was actually the "Sweffling White Horse" pub walk. It had nothing directly to do with the village, or the parish council. The Chair then went into history of the walks and how he had been instrumental in inaugurating the activity. Accordingly and in the context of his lack of knowledge it was wrong and ignorant for BR to refer to it as a "village walk".

ITEM 1 The Kinsey website:

In his email BR had describe the Councils website as being both clunky and slow and therefore suggested it be put in a skip, adding that he found it impossible to read. The Chair responded by saying that the website was Not the "Kinsey" website but the Council's own website and it was by no means impossible to read, a fact endorsed by more than one council member. BR also complained that he had emailed hundreds of times complaining about the website an allegation, which the Chair rejected. Complaints about the watermark making documents impossible to read were also rejected. The chair asked BR what he meant when he began his sentence with "I recumbent you to give the council documents to the sweffling.life website" BR said that he had intended to write "recommend". The Chair suggested that as the Council was being accused of low standards BR should be more careful with the content of his messages.

ITEM 2: Minutes of recently formed committees.

The chair informed BR that both the Planning and Jubilee Field committees (not subcommittees) were not yet formally to be established. He accepted however that once the committees had been formally constituted committee agenda and minutes from such committees would need to be published in the same manner as full committee meetings.

ITEM 3 "The Tesh Report"

The Chair said that in respect of this criticism it was not his recollection that it had ever been agreed that Cllr. Professor Tesh should produce any form of report. At this point BR shouted, loudly at the Chair disputing what the Chair had said. BR was warned that his behaviour was becoming disruptive and if he continued the meeting would be stopped.

At this point Cllr. Tesh addressed the meeting and gave a lot of background to the work he had actually undertaken on behalf of the Council and the meetings which he had attended involving all the big

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players. Cllr Tesh had also watched a film at the Stratford St. Andrew Riverside venue. The outcome of this meeting had been that the County Council representatives had agreed to go back to the developer to have a number of concerns addressed, but he was not convinced that everything complained of had been followed through. The recent pandemic had held up progress and he had been waiting to get a response from county councillor Stephen Burroughs. He will attempt further contact.

The chair added that Sweffling Parish Council was part of a county-wide opposition group. The village itself had little influence over the outcome of the planning decision and invited BR to suggest what his group wanted to achieve and what they intended to do?

In short, the Chair felt that the parish council was doing as much as it could at the present time. The developers were constantly publicising the intentions and provided multiple opportunities for response by those interested. It should not be left to the Parish Council entirely.

ITEM 4: FOOTPATHS.

BR had complained that the Council was being ineffective in keeping footpaths open and further complained that "we" (his group?) were still waiting for "Tesh" to produce the map with details of ownership. BR's approach was considered by the Chair to be misplaced as the complaints made by BR during the pub walk last Sunday, were made in respect of a particular field of oilseed rape which did present some difficulty of passage but no one apart from BR had complained. The Chair said it was quite apparent that the farmer/contractor had applied weed killer to the footpath as the crop had died in such parts. Accordingly, it could not be said that the footpath in question was not open. In any event and most importantly the Parish Council was not responsible for footpath matters. This responsibility rested with the Highways Authority.

The map prepared by Cllr. Tesh was now available to the Parish Council as referred to above. The Council could not say at this stage whether it would publish the map it on its website.

ITEM 5: GREEN LANES

The Chair pointed out that BR had presumably intended to refer to "Quiet Lanes" rather than 'Green Lanes' an entirely different category of passage. This error was conceded by BR. The Chair also mentioned that Quiet Lanes would in any event only be appropriate where narrow single track roads made passage difficult, for example parts of Holdens Lane or possibly Mill Lane. BR complained that the issue had been discussed some time ago, however the Chair disagreed that anything formal have been put to the Council. However, the Council might well look at designation at some stage in the future.

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ITEM 6: SPELLING OF SWEFLING/SWEFFLING.

The chair said that he had explained the position of the Councils name to BR previously. The history is that the original spelling under the provisions of the Local Government Act 1894 has been with "f". In the Local government Act 1894 that spelling was reproduced. Since then however the post office and Ordnance Survey had taken upon themselves to introduce a second "f" into the spelling, but notwithstanding these changes the correct spelling is "Sweffling". BR suggested that the question of these spelling should be added to the Councils agenda. The chair suggested that it be added to the agenda of BR's group.

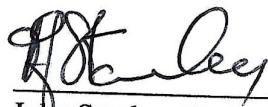
DATE AND TIME OF NEXT MEETING:

The Chair gave confirmation that the next Parish Meeting would take place on Tuesday 13th July 2020, 7.30pm.

That being no other competent business, the chair declared the meeting closed at 9.57 pm.



Michael Smithson,
Clerk to the Council,
Poplar Farm Barn,
Holdens Lane,
Sweffling
IP17 2BW



John Stanley, Chairperson

TEL: 01728 663730
MOB: 07753 825938

Sweffling.clerk@outlook.com

	<u>31/03/2019</u>		<u>31/03/2020</u>	<u>31/03/2020</u>
Clerk's Salary				
	10/07/2018	£546.68	09/04/2019	£296.11
	09/10/2018	£296.11	09/07/2019	£317.04
	08/01/2019	£296.11	08/10/2019	£317.04
			14/01/2020	£317.04
				£211.36
PAYE				
	10/07/2018	£136.60	09/04/2019	£74.00
	09/10/2018	£74.00	09/07/2019	£79.20
	08/01/2019	£74.00	08/10/2019	£79.20
			14/01/2020	£79.20
				£52.80
Box 4		<u>£1,423.50</u>		<u>£1,558.83</u>
operating expenses				
Insurance				
	13/11/2018	£440.72	10/10/2019	£325.85
Safety Inspection fee				
			23/04/2019	£17.99
			20/05/2019	£17.99
			20/06/2019	£17.99
			22/07/2019	£17.99
			20/08/2019	£17.99
			20/09/2019	£17.99
			20/10/2019	£17.99
			20/11/2019	£17.99
			20/12/2019	£17.99
			20/01/2020	£17.99
			20/02/2020	£17.99
			20/03/2020	£17.99
Clerk's expenses - stationery				
	09/10/2018	£20.00	11/02/2020	£51.58
	08/01/2019	£10.98		
Councillors expenses				
	12/06/2018	£28.46		
	10/07/2018	£28.80		



Plot 4

Receipts

Precept

27/04/2018	£1,650.00	18/04/2019	£1,650.00	01/05/2020	£1,665.69
30/09/2018	£1,650.00	18/09/2019	£1,650.00	30/09/2020	£1,665.69
	<u>£3,300.00</u>		<u>£3,300.00</u>		<u>£3,331.38</u>

Box 2

Other receipts

Vat recovery

11/12/2018	£133.03			01/04/2020	£449.98
04/06/2018	£0.92	03/06/2019	£1.99	08/06/2020	£1.16
03/09/2018	£0.93	09/09/2019	£1.99	07/09/2020	£0.62
03/12/2018	£1.08	02/12/2019	£1.99	07/12/2020	£0.11
04/03/2019	£1.98	02/03/2020	£1.40	08/03/2021	£0.11

Contribution from Sweffling fete

Grants:

Litter pick

Village Noticeboard

19/09/2018	£20.00	02/10/2019	£20.00
		12/11/2019	£2,097.71

Box 3

£267.94

£451.98

Balance brought forward

£3,530.19

£4,672.50

Balance carried forward

£4,660.57

£5,315.95

Box 9

£18,472

£20,765

Community account
Business account

£667.94
£3,992.63

£863.97
£4,451.98

£4,672.50

£5,315.95

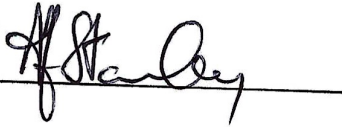
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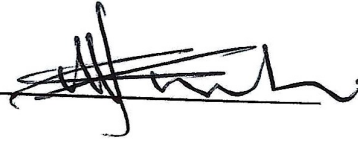
Mower expenses	12/06/2018	£29.00	09/07/2019	£25.00	08/09/2020	£13.05
	10/07/2018	£29.58	09/07/2019	£30.23	15/03/2021	£28.08
	11/09/2018	£32.33	21/11/2019	£27.40		
Mower repairs			09/07/2019	£120.00		
Jubilee Field maintenance			08/10/2019	£50.00		
SALC subscription	12/06/2018	£134.99	09/04/2019	£135.15	06/05/2020	£139.04
SALC PAYE services	13/11/2018	£21.60	08/10/2019	£21.60	06/05/2020	£21.60
	12/03/2019	£21.60			13/10/2020	£22.80
					23/03/2021	£22.80
SALC clerk training costs					23/03/2021	£180.00
Web hosting costs					12/03/2021	£356.73
Moving existing dog bins					13/10/2020	£79.20
Election costs			10/09/2019	£65.28		
Village sign repair			09/07/2019	£108.00		
Road salt purchase			10/10/2019	£159.11		
Fixings for noticeboard			20/01/2020	£49.74		
External audit fee	13/11/2018	£48.00				
Hire of Sweffling hut	12/03/2019	£168.00				
Village noticeboard			11/02/2020	£2,469.50		
New dog bin					13/10/2020	£282.00
Box 6		<u>£1,014.06</u>		<u>£3,854.32</u>		<u>£1,687.03</u>

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p.3-94

Signed Chairperson
John Stanley



Signed Clerk/RFO
Michael Smithson



Dated 08 ^{June}
~~April~~ 2021

I hereby certify the above accounts as
being a true and fair representation of the
financial transactions of Shreffley Parish Council,
this eighth day of June 2020

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Sweffling Parish Council Accounts 2021/22

Barclays Community Account

Date	Payee/Payer	Paid by	Chq No	Detail	Payment type	Payment	VAT	Receipt type	Receipt
20/04/2021	London Zurich	Direct debit		Annual inspection	Other	17.99	2.99		
23/04/2021	MJ Smithson	Cheque	659		Clerks Salary	272.48			
23/04/2021	MJ Smithson	Cheque	659	Refund ICO fee	Subscriptions	40.00			
23/04/2021	MJ Smithson	Cheque	659	Web hosting fee	Other	16.84	2.81		
23/04/2021	MJ Smithson	Cheque	659	Web hosting fee	Other	16.84	2.81		
30/04/2021	SALC	Cheque	660	Clerk training	General admin	143.08			
30/04/2021	East Suffolk	Online		Precept				Precept	3,347.38
01/05/2021	London Zurich	Direct debit		Inspection fee	Other	17.99	3.00		
Totals						525.22	11.61		3,347.38
Balance at 31 Mar 2021		£863.97							
Current balance		£3,686.13							

Barclays Premium Account

Date	Payee/Payer	Paid by	Chq No	Detail	Payment type	Payment	VAT	Receipt type	Receipt
Totals									
Balance at 31 Mar 2021		£4,451.98							
Current balance		£4,451.98							
Current total funds		£8,138.11							

Bank reconciliation – Swefling Parish Council 2020/21

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Swefling Parish Council

County area (local councils and parish meetings only):

Financial Year ending 31 March 2022

Prepared by (Name and Role):

Michael Smithson - Clerk

Date:

02.06.2021

Balance as at 02.06.2021

Barclays Community Account
Barclays Premium Account

£
3,686.13
4,451.98

£
8,138.11

Petty cash float (if applicable)

Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)

chq To J Kinsey -expenses
Chq to Salc Clerk Training
Cheque to Clerk refund web hosting
item 4
item 5
item 6
item 7
item 8

(27.00)
(46.80)
(16.84)

[add more lines if necessary]

Add: any un-banked cash as at 31/3/21

(90.64)

Net balance as at 08.06.2021

8,047.47

Signed J Stanley Chairperson

Dated 08.06.2021

Signed Michael Smithson RFO

Dated 08.06.2021

Sweffling Parish Council

Invoices for approval
Parish Council Meeting 08 June 2021
Agenda item 4b.

Date	Item	Payee	Amount £	Legal power	Invoice approved	Statement checked
10.04.21	Refund training expenses re safeguarding	J. KINSEY	27.00	LGA 1972 s.111	<i>AJS</i>	
01.04.21	SALC Clerk training Audit and GDPR	SALC Inv's 24816/16.50 24823/30.00	£46.80	LGA 1972 s.111	<i>AJS</i>	
10.05.21	Refund Clerk Website hosting	M. SMITHSON	16.84	LGA 1972 s.111	<i>AJS</i>	
TOTAL			£90.64			
NOTE	MJS = £16.84, JK = £27.00 + SALC £46.80					

CHAIR
John Stanley

CLERK
Mike Smithson

Date of approval 8th June 2021