

# **SPC Minutes 10 October 2023**

**DRAFT**

## **DRAFT MINUTES OF SWEFFLING PARISH COUNCIL MEETING**

**Held at Sweffling Village Hut on Tuesday 10 October 2023 at 7.30 p.m.**

### **1. ATTENDANCE AND APOLOGIES**

Present: Councillor John Tesh (PJT) Chairperson, Councillor Amanda Daniel (AD), Councillor Jill Abbott (JA), Councillor Steve Ashurst (SA), Councillor Jenny Tyson (JT), Councillor Lindsey Jennings (LJ), Councillor Audrey Lummis (AL) and Alyson Chilvers (AC) – Clerk.

In Attendance: There were three members of the public present.

Apologies for Absence: Stephen Burroughs – Suffolk County Council, Vince Langdon-Morris - East Suffolk District Councillor.

### **2. TO RECEIVE DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATION**

There were no declarations of interest or requests for dispensation.

### **3. MINUTES OF THE PREVIOUS MEETING**

a) The minutes of the meeting held on 12.09.2023, having been read, were signed by PJT as a true record and were unanimously agreed.

b) Matters arising: COUNTY BROADBAND PLANNING PERMISSION - The Clerk had contacted the planning department to check if planning permission would be needed by County Broadband before they started any work and was told "If this relates to broadband installation and the company is an 'electronic communications code operator' there is quite a lot of scope to install cables where there is agreement from the land owner, under Class A, Part 16 of Schedule 2 of the Town and Country Planning General Permitted Development Order 2015 (as amended)."

### **4. PUBLIC PARTICIPATION INCLUDING POLICE, DISTRICT & COUNTY COUNCILLORS' REPORTS**

Stephen Burroughs – Suffolk County Council, had sent a written report that had been forwarded to all councillors prior to the meeting. Vincent Langdon- Morris had also sent the Leaders' monthly bulletin from ESDC as well as the Framlingham Ward up-date giving details of the new pop-up bank.

### **5. AUDIT REPORT (TO REVIEW THE AUDITOR'S COMMENTS AND PLAN ACCORDINGLY IN OUR ANNUAL CYCLE OF ACTIONS)**

AD had circulated the Internal Audit Report (with internal auditor comments) to all councillors well in advance of the meeting so that everyone had had the opportunity to scrutinise the document in preparation for the review.

The report was discussed in detail and the following were highlighted:

- VAT – The Council will include a breakdown of payment details to include VAT amounts.
- Section 137 Payments – A column will be added to the cashbook for expenditure incurred under section 137 payments legislation
- Regular reporting of expenditure and variances from budget – In accordance with the Standing Orders, the Council will provide quarterly reporting of expenditure and budget variances at meetings held during April, July, October and January.
- Exercise of Public Right as required by the Accounts and Audit Regulations 2015 – This will be applied for before May 2024.
- Publication of a Website Accessibility Statement – This will be published under Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.

The adoption of the Audit report was proposed by JA seconded by AD and agreed by all.

## **6. REVISIT AND UPDATE REMAINING POLICIES NOT COVERED AT AGM**

### **SAFEGUARDING – ADOPTION OF UPDATED POLICY**

JA presented the updated Safeguarding Policy. PJT requested that the following wording be added to the introduction:

"Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities and those involved in any of the activities of the Parish Council."

JA proposed the revised policy, this was seconded by AD and unanimously approved. The policy will be reformatted onto the SPC letterhead in preparation for signing by PJT at the next meeting.

DECLARATION OF INTEREST – A link will be added to the website.

DATA RETENTION POLICY – To be created.

## **7. BUDGET FOR 2023/2024**

This was deferred to the November meeting.

## **8. FINANCES**

PJT has made an official complaint to Barclays Bank with regards to their inadequate service. There has still not been any confirmation of change of signatories and the Clerk has still not received any information at all. In view of this it was suggested that AC contact SALC to ask for recommendations of other banks that offer a suitable service for a Parish Council.

**To receive income since last meeting:** £13.10 Gross Interest Earned from Business Premium Account (5 June – 3 September 2023).

### **To approve invoices presented and cheques to be signed:**

David Kindred – Cutting Jubilee Field - £110.00

Alyson Chilvers – Wages July – October 2023 - £583.44

Stephen Ashurst – Jubilee Noticeboard - £74.99

### **To accept and approve payments since last meeting – none**

#### **Statement of Barclays Bank:**

Business Current Account - £5,938.98

Business Savings Account - £4,902.97

## **9. VILLAGE MATTERS**

### **9.1 JUBILEE FIELD – LONG TERM PLANS AND PLAY AREA**

SPC has received an email from a member of the public complimenting them of the work that has been carried out on the Jubilee Field. They suggested that going forward perhaps a simple maze and live willow structures could be included along with fruit trees and possibly a zip-wire.

There was a discussion about further ideas and members of the public present at the meeting said that they would like to see more wildflowers, monkey bars, slide and other equipment suitable for younger children. It was also reported that the gym equipment already installed on the meadow was very rarely used and dog mess has become a big problem especially along the path near Blyth Villas. In addition one of the picnic benches has become unstable. Following inspection, a decision will be taken as to whether this can be repaired or will need to be replaced.

A number of saplings along the hedgerow had not survived. SA said that he would make enquiries with the Woodland Trust to see if more can be ordered and planted at the appropriate time. It was also suggested that SPC might be able to obtain a grant to help with maintenance and wildflower seed from the Sweffling Fete committee.

The Jubilee Field Noticeboard has now been erected and it is hoped that more feedback will be received and this will be carried forward for discussion at next month's meeting.

**9.2 GRANT FOR 2,500 DAFFODILS AND NARCISSUS AND 20'S PLENTY** – To be carried forward to next month's meeting.

**9.3 NEW GUIDANCE FOR DEVELOPMENT AT THE COAST** -

'The Supplementary Planning Document we were sent gives further guidance on how individual criteria are to be met for the development to be considered acceptable. The effect of a proposal on the significance and setting of Non-designated Heritage Assets should be taken into account as well as the Landscape Character Area. In a village like ours (classed as countryside) with no local services/amenities there should only be up to 3 dwellings within a cluster of 5 or more already in place.

If 4 or 5 new dwellings are being proposed there would need to be community engagement to ascertain whether the village would be in support of the application- not just PC comments to the Planning Department.

**9.4 FUND FOR PLAY EQUIPMENT – OUTDOOR PLAYING SPACE FUND** – To be carried forward to next month's meeting.

## **10. PLANNING MATTERS**

A planning application for a four bay cartlodge at The Field, Glemham Road has been submitted and if councillors have any objections they need to inform (AC) by 20 October 2023.

**11. CORRESPONDENCE** - None

## **12. QUESTIONS TO THE CHAIR**

AL and JT attended a Neighbourhood Watch meeting in Aldeburgh and would like to know the views of the parish as they think that security should be taken seriously and are keen to reinstate the Neighbourhood Watch Scheme. This will be added to the agenda for the November meeting.

**13. DATE OF NEXT MEETING OF SPC – TUESDAY 14 NOVEMBER 2023 AT THE HUT, STARTING AT 7.30 P.M.**

**The meeting closed at 09.50 p.m.**

**SIGNED:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_