

# **SWEFLING PARISH COUNCIL MEETING**

Tuesday 12<sup>th</sup> March 2024 7.30pm

Held at Sweffling Hut, The Street, Sweffling IP17 2BN

## **Draft Minutes**

### **1. Chairman's welcome and to receive councillor's apologies for absence.**

Chairman Cllr John Tesh welcomed all to the meeting: Cllr Amanda Daniel, Cllr Jenny Tyson, Cllr Steve Ashurst & Cllr Jill Abbott. Apologies were received and accepted from District Councillor Vince Langdon Morris and Cllr Audrey Lummis. The chairman asked the council to stand in silence, in support of Cllr. Audrey Lummis and in memory of her daughter Zoe, whose funeral was the previous day.

### **2. To receive members' declarations of interest.** None were received.

### **3. Minutes.**

a) To sign the Minutes of the meeting of 13<sup>th</sup> February 2024 as a true record.

The minutes, having been circulated to all councillors, were unanimously agreed to be a correct record of the meeting. They were duly signed by Chairman Cllr. John Tesh.

b) Matters Arising – JMT would have like to have raised various points in Cllr Owen Grey's Flood Report, had he been present.

### **4. Councillors' and Police Reports**

a) Suffolk County Council, nothing received.

b) East Suffolk District Council – Cllr Vince Langdon Morris & Cllr Owen Grey. The various District Council cuts were noted from the report received.

c) Up-date on Police contact: JT reported that she and AL had been to a Homewatch meeting and that a Neighbourhood Watch Group was possibly going to be reorganised in the Saxmundham area. JA reported that PC Christian Hassler had visited a community coffee morning in the Hut and inspected the church and found the security satisfactory. Based in Framlingham he and PC Stephan Henriksen are now our contacts for local policing. Contact details were exchanged. <[stephan.henriksen@suffolk.police.uk](mailto:stephan.henriksen@suffolk.police.uk)> <[christian.hassler@suffolk.police.uk](mailto:christian.hassler@suffolk.police.uk)>

### **5. Up-Date on flooding and Watercourses**

SA reported that there has been no response from the Environment Agency yet, after his report on flooding in Sweffling. Local landowner A. Holden has been doing a good deal of work clearing ditches and more, since the flood. EA is checking on the progress of this work and they are due to come again at the end of March. The Gull in front of the Hut needs clearing - whose responsibility is this, SPC asks? EA is very busy in the whole area of flooding. Highways are looking at the work and clearing gulleys. AD reported that the culvert under the road at Alde House at the very south end of Glemham Road has not been cleared and needs doing so urgently, to prevent flooding of gardens and woodland. JMT agreed to phone John Larter who manages the land behind the farm on the riverside opposite Alde House. SA to make a new list of all the areas of the village needing attention re. flooding problems.

### **6. Planning for succession in the PC** – SA led a discussion about the future of Sweffling Parish Council with the need to interest younger parishioners in being involved. It was agreed that councillors would think about how to make the PC sustainable and bring various ideas to the next meeting.

## 7. Village Matters

**Up-date on Jubilee Field** SA reported that the oak trees had been planted and that 150 bare-rooted hedging plants have been delivered to fill the gaps in the Jubilee Field hedge. They will replace those that have died in last year's draught. Residents of Jubilee Close to be involved with watering and checking them.

David Kindred has been booked by JMT for cutting the field this year. SA agreed to liaise with DK re. timing of cutting.

## 8. Correspondence

- Letter from the Townlands Trust – AD will be talking to TT on 13/3
- Email from Mike Smithson: –
  - a) Re. Wix - SA will talk to MS. SPC asked MS to arrange the domain when MS was clerk – he held the password and was the contact. AD asked MS to cancel the DD as Laura Mann had cancelled the domain. SPC has an email acknowledging this cancellation but Wix have still been taking DD from MS. MS has not cancelled which only MS can do as it is from his personal account. The domain is now closed.
  - b) Re ICO – AD is now the contact for the ICO (Information Commissioner's Office) and they quoted renewal costs of £40 for the Data Protection Registration.
- Safety Report from Sovereign (installer of Jubilee Field play equipment) has come through recently and emailed to all. Discussion on the various points followed. The report was unanimously adopted.
- Annual CIL report requested from ESDC. AD will enquire as to whether a nil return is necessary.
- Electoral Role now up-dated and available to clerk.
- Picnic table brochure received. A large picnic table made from recyclable materials would cost £520 – a possible replacement for the one on the field (not belonging to SPC) - which has had a repair.

## 9. Finance

a) To authorise cheques for signature.

ICO for Data Protection Registration	£40.00
October Payment for ex-Clerk AC	194.48
HMRC payroll taxes have been paid	

b) To receive and approve payments since last meeting. None

c) To receive the financial report from the RFO including balances at Barclay's Bank.

Balances as at 12/03/24

Current Acc	4,378.72
Business Premium Acc	<u>4,938.44</u>
Total	£ 9,317.16

This agreed to the bank statement of 12<sup>th</sup> March and was received with thanks by the SPC and accepted unanimously.

AD reported that she had had a discussion with Barclays Bank via Barclays App. 2 Cheque books are on order.

It appears Barclays bank have failed to implement the change of mandate for signatories, put in place in June 2023; they still have ex-councillors and Ann Dobson (ex-clerk but one).

The mandate also specifies only one signature is required on cheques even though AD has a copy specifying two signatures. We need to set up a new mandate ringing the mandate team direct on 0333 202 7477. Barclays have indicated that online banking would be possible with a two signature authorisation. Because SPC is a community account, they can set up a free authorisation system for the second signatory. This can only be done if we first change the mandate and if the two online signatories both have online banking on their PC. To confirm there will be no charge by Barclays for providing this system or for using it.

After discussion it was agreed unanimously that online banking should be implemented with JMT and JT as signatories along with AD.  
Ex-councillor JK and another (that Barclays had not named but indicated was on mandate) to be removed.

**10. Planning Matters**

- a) To receive planning decisions. None received.
- b) To consider any planning applications. The only planning matter to be brought to our attention is a mitigation issue which needs no intervention on SPC’s part.

JT requires portal password. AD to liaise with JT.

**11. To confirm the date of next meeting of Sweffling Parish Councillor**

The next meeting is confirmed as Tuesday 9<sup>th</sup> April 2024, 7.30pm  
SPC sends their condolences and good wishes to Cllr Audrey Lummis.  
The meeting closed at 9.30p.m. Minutes by Cllr Jill Abbott

Signed .....Chairman

Date .....