

## Sweffling Parish Council

**You are duly required to attend the next meeting of Sweffling Parish Council to be held at Sweffling Village Hut. The Street, Sweffling IP17 2BN**

**Tuesday 14<sup>th</sup> January 2025 7:30pm**

### AGENDA

- 1. Chairperson's welcome and to receive *Recording:*** *The Council, members of the public and the press may record/ film/ photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk (in advance) who will instruct that they are not included in the filming.*
- 2. To receive councillors' apologies for absence.**
- 3. To receive members' declarations of interest.**
- 4. Minutes.**
  - a) To sign the Minutes of the Parish meeting 12<sup>th</sup> November 2024 as a true record.
  - b) Matters Arising
    - a. 4.3.2 – The Clerk found that there was a definitive footpath map on the Parish website, the link had been circulated.
    - b. 5.1 – The Clerk had emailed Cllr Burroughes on the 13/11 but had received no response to date.
    - c. 6.3 - Who should hold the flood funds donated by the Fete, see later Agenda item.
    - d. 7.2 – The Clerk had circulated the link.14/11
    - e. 7.3 - The Clerk has drafted a paragraph – awaiting comments
    - f. 8.4.2 – The Clerk had emailed the social media links to Mr Broughton, but he preferred to discuss these issues face-to-face.
    - g. 9.2 -The Clerk has drafted a paragraph – awaiting comments
    - h. 10.5 – The Clerk had sent the email to Suffolk CC 18/11 requesting a precept of £6,500
    - i. 10.6 – The clerk had checked with SALC payroll there is no impact on the PC budget due to the increase in employers NI
    - j. 10.7 – The Clerk had processed the payment for Hall hire
    - k. 13.3 – The Clerk received a response from Suffolk CC Highways with the list of grit bins, currently being assessed by Cllr Abbott.

### 5. Councillors' Reports

- a) Suffolk County Council – Cllr Stephen Burroughes – no report to date

- b) East Suffolk District Council – Cllr Vince Langdon-Morris & Cllr Owen Grey – Framlingham Newsletter circulated
- c) Suffolk Constabulary – no report to date

## 6. Flooding update: any news?

- a) Flood Grants a5 Flyer distribution – Cllr Abbott
- b) Mike S – culvert at phone box corner - Clerk
- c) Emergency Planning - article in Bridge and list of Emergency Contacts

## 7. Local Infrastructure projects

- a) Westerfield Quarry – impact on Sweffling?
- b) Gigabyte rollout – article in the Bridge – Cllr Abbott

Any other discussion concerning Infrastructure projects: Sizewell, Sealink, Nautilus.

## 8. Village Matters

- a) Up-date on Jubilee Field – Cllr Ashurst
- b) Update on Suffolk Blooms – Cllr Ashurst
- c) Up-date on Defibrillator (income and expenses) – Cllr Daniel

## 9. Correspondence

- a) To note successful revival of Outlook and 365 account for 2024 - Clerk

## 10. Finance

- a) To authorise cheques for signature – none have been raised
- b) To approve the 3rd quarter Cashbook and Budget monitoring
- c) To discuss working from home allowance for Clerk – Clerk to introduce
- d) To approve the draft budget for 2024/25 proposed by the Clerk
- e) Balances as at end of Dec 2024 **Community Ac £5047.64, Premium £4994.51**

- f) To receive and approve payments since last meeting – O/L means online

	£
a) O/L Clerk Salary November (inc backpay)	269.30
b) O/L Hall Rental	180.00
c) O/L Commemorative Wreath	20.00
d) O/L SALC Payroll Costs 6 months	54.00
e) O/L Clerk Salary December	216.01
f) Employer Tax contributions HMRC 3 <sup>rd</sup> Qtr	173.20

**11. Audit Review 2024**

Report from the Clerk on the Audit and recommendations action planning and Clerk to present a summary of actions taken.

**Approvals required to meet Audit Review requirements**

- 1) Approval of New and updated Risk assessment 2024
- 2) Approval of on-line banking protocol 2024
- 3) Approval of CIL Report 2023-24 (Nil Report)
- 4) Sign off fixed asset register for 2024/25
- 5) Approval of Privacy & Legal notice website 2025
- 6) Approval of Statement of Internal Controls 2024

**12. Planning Matters**

- a) To receive planning decisions: - None received to date
- b) To consider any planning applications –
  - a. DC/24/3442/OUT – Alde House 3 dwellings  
Site visit 10am on Thursday 19th Dec
- c) Holdan's Lane – any further developments?

**13. Any Other Business****14. Date of next meeting, time and venue.**

Peter Grogan Clerk to Sweffling Parish Council