

**Sweffling Parish Council meeting
9th July 2024 7:30pm
Sweffling Hut, The Street, Sweffling**

MINUTES

1 Attendance and Apologies

1.1 Present: SPC Cllr Amanda Daniel (Deputy Chair), SPC Cllr Jillian Abbott, SPC Cllr Jenny Tyson, SPC Cllr Steve Ashurst

1.2 Apologies: Cllr John Tesh (Chair) – **Approved** – Holiday, Cllr Audrey Lummis – **Approved** – Unwell.

1.3 Apologies Cllr Stephen Burroughes (County), Cllr Vince Langdon-Morris (District)

2 Declaration of Interests

2.1 Cllr Daniel declared an interest in her expenses claim

2.2 Cllr Ashurst declared an interest in the Planning Application under consideration

3 Minutes

3.1 The minutes of the last Parish Council meeting of the 11th June 2024 were agreed and signed as a true record. The minutes had been circulated to Cllrs and no errors or omissions were raised.

3.2 The minutes were proposed by Cllr Jill Abbott, seconded by Cllr Steve Ashurst and passed unanimously. They were duly signed by the Deputy Chairperson.

3.3 Matters Arising:

3.3.1 Cllr Ashurst has made changes to the Notice Board to enhance the area available for Council business.

3.3.2 The Clerk will be making contact with Matt in the web-site support team after a meeting with Cllr Daniel to look at posting items

4 County and District Councillor Reports

4.1 A report was received from Stephen Burroughes Suffolk County Councillors, there were no items of concern.

4.2 There were no reports from the District Councillors.

5 Parish Council Responsibilities:

- 5.1 Finances:** Cllr Daniel: Prop Cllr Abbott: Sec Cllr Ashurst
- 5.2 Safeguarding:** Cllr Abbott: Prop Cllr Daniel: Sec Cllr Tyson
- 5.3 St Mary's Church:** Cllr Tesh: Prop Cllr Daniel: Sec Cllr Tyson
- 5.4 Sweffling Hut:** Cllr Tyson: Prop Cllr Abbott: Sec Cllr Daniel
- 5.5 ACC:** Cllr Tyson: Prop Cllr Daniel: Sec Cllr Abbott
- 5.6 Townland Trust:** Cllr Abbott: Prop Cllr Daniel: Sec Cllr Ashurst
- 5.7 Jubilee Field:** Cllr Ashurst: Prop Cllr Daniel: Sec Cllr Tyson
- 5.8 Tennis Club:** Cllr Ashurst: Prop Cllr Daniel: Sec Cllr Abbott
- 5.9 Bowls Club:** Cllr Daniel: Prop Cllr Abbott: Sec Cllr Tyson
- 5.10 Employment:** Cllr Daniel: Prop Cllr Ashurst: Sec Cllr Tyson
- 5.11 Footpaths:** Cllr Ashurst: Prop Cllr Tyson: Sec Cllr Daniel
- 5.12 Tree Warden:** Cllr Tyson: Prop Cllr Daniel: Sec Cllr Ashurst. To be assisted in the role by Mr G Abbott.

All appointments were approved unanimously.

6 Flooding in the Parish:

- 6.1** Cllr Ashurst gave an update on the flooding. A report had been received from the Environment Agency detailing each of the areas highlighted by Cllr Ashurst after consultation in the village. The report had a caveat that as Sweffling was number 41 on the list of villages being dealt with no major works could be expected until late in 2025.
- 6.2** Options for local small scale work are limited by restrictions placed on the volunteers by a range of planning and environmental legislation etc. However Cllr Ashurst will look into the possibility of obtaining sandbags for use in a future event.
- 6.3** The meeting in Bruisyard Village Hall on Monday 17th June was well attended and a lot of information shared. Another meeting is scheduled for 16th July to discuss further progress with Sweffling land-owners.
- 6.4** It was agreed to keep Flooding update on the Agenda for the next meeting.

7 Village Matters:

7.1 Update to Jubilee Field

Cllr Ashurst updated the meeting that the grass was being cut to keep the space open whilst preserving the areas for biodiversity. The hedges are thriving.

Cllr Tyson reported that the visit from the Coffee Caravan to the Field had generated a lot of enthusiasm.

ACTION: The Clerk to follow up on email sent to Cllr Burroughes at the County Council to about funds could for the picnic table..

7.2 East Suffolk Blooms

The Clerk had received an acknowledgement of the bid from Sweffling PC for bulbs

7.3 Sweffling Hut – possible grant funding

The Clerk reported that Laura and the Hut funding team were up to date on opportunities and thanked the Parish Council for their interest.

7.4 Defibrillator – follow up

1) Cllr Daniel had applied for grant funding from DHSC AED fund, the British Heart Foundation funding is not currently available.

2) Cllr Daniel attended the Hut maintenance and fabric sub-committee. There were no concerns about asbestos if the defibrillator could be placed by the steps of the Hut.

ACTION- Cllr Daniel to continue to pursue funding opportunities.

7.5 Traffic Calming

ACTION – Clerk to write follow up email to Cllr Burroughes asking about traffic calming measures.

8 Correspondence

8.1 Sizewell Funding opportunity – defer to AOB

8.2 Sea link consultation – defer to AOB

9 Finance

9.1 Authorisation of Cheques for payment

Cllr Daniel (RFO) expenses – McAfee Licence	£109.99
Clerk Salary -	£208.26
SALC Internal Audit Fee -	£212.40

The cheques and stubs were authorised and the cheques were duly signed

9.2 On-Line Banking: The Clerk confirmed that he now had access to on-line banking to set up on-line payments and obtain statements etc. He expected any payments from August to be made and authorised on-line.

9.3 Microsoft Office 365 & Gov.UK domain: The Clerk presented a costed paper to the Council showing that whilst there was a higher cost in 2024/25 the dropping of the McAfee AV licence meant that from 2025/26 there was only a small yearly increase of £13 as MS 365 includes AV software (Defender). It was proposed the Clerk proceed to purchase MS 365 for the Parish Council and make arrangements for the Gov. UK domain

Proposed Cllr Daniel: **Seconded** Cllr Ashurst : **Approved** Unanimously

ACTION: Clerk to purchase MS 365 and arrange for the Gov.uk domain

9.4 Quarterly Budget report: The Clerk presented his first quarterly report for 2024/24. He apologised that he stated he had yet to refine some of the details. Cllr Daniel was able to provide information on the first 3 transactions of the year from the cash book but the invoices and cheque book have been misplaced.

ACTION: Clerk to ensure note is left for Audit next year concerning misplaced cheque book and invoices

10 Audit Review 2023 / 2024: The Clerk presented a simplified plan for all the Audit recommendations and explained that he would work through the actions and amend the report for each Parish Council meeting to show progress.

10.1 Actions from Audit Review: The Clerk presented a **Draft Records Management Policy and Retention Schedule**. It was received positively but the Council asked to defer approval until after a review of the documents held.

ACTION: Councillors and Clerk to review document holdings to ensure compliance with the new policy. To be discussed again at the Sept meeting.

11 Planning

11.1 Planning decisions: There were no planning decisions to be noted

11.2 Planning Applications: DC/24/1096/FUL – There were positive comments concerning this application

ACTION – Clerk to support the application on the portal

11.3 Holdans Lane activity: - The Council noted that the County Planning Enforcement had taken up the case and that no further action would be taken other than to keep a watching brief.

12 Any other Business

12.1 What do we want to be remembered for as a Parish Council?: Cllr

Ashurst asked how the Council might approach getting projects started and engaging with the a wider range of residents especially the younger families. It was suggested that a good place to start would be the Summer Fete to encourage greater participation in the Parish Council and attract new Councillors.

12.2 Sea link Correspondence and Consultation: The letter from Sea Link was discussed and it was agreed that Cllrs should take part in the consultation briefing on 23rd July between 13:00 and 14:30. Cllr Ashurst offered to host it at his house which was agreed by the others present.

ACTION: Clerk to investigate if there is a co-ordinated response to Sea link

12.3 Sizewell C Community Fund: the Council noted that the funds were available and it was suggested to raise awareness and look for ideas at the Parish Summer Fete.

ACTION: Clerk to look at website for application forms and criteria

13 Confirmation of next Parish Council Meeting

The next Parish Meeting will be on Tuesday at 7:30pm 10th September in the Sweffling Hut.

ACTION: Clerk to inform Laura there are no meetings in October of February

Peter Grogan
Parish Clerk
17/08/24