

**Sweffling Parish Council meeting
13th November 2024 7:30pm
Sweffling Hut, The Street, Sweffling**

MINUTES

- 1. Attendance and Apologies.** Present: SPC Cllr John Tesh (Chair) SPC Cllr Amanda Daniel, SPC Cllr Jillian Abbott, SPC Cllr Jenny Tyson, SPC Cllr Audrey Lummis.
- 2. Apologies:** Cllr Steve Ashurst – **Approved** – Conflicting appointment
- 3. Declaration of Interests:** Cllr John Tesh declared an interest in an item to be raised under A.O.B **13.1** Loan of Strimmer.
- 4. Minutes**
 - 4.1. The minutes of the last Parish Council meeting of the 10th September 2024 were agreed and signed as a true record. The minutes had been circulated to Cllrs and no errors or omissions were raised.
 - 4.2. The minutes were proposed by Cllr Amanda Daniel, seconded by Cllr Jill Abbott and passed unanimously. They were duly signed by the Chairperson.
 - 4.3. **Matters Arising:**
 - 4.3.1. Footpath map: **ACTION** The Clerk agreed to find a definitive colour footpaths map for publication.
- 5. County and District Councillor Reports**
 - 5.1. No reports were received from County Councillors, District Councillors or the Suffolk constabulary.

ACTION: Clerk to email Cllr Burroughes again to establish if anything can be done about traffic calming and funding for the picnic bench
- 6. Flooding Update:** Cllr Ashurst was not able to attend the meeting but sent in a email report sent in a report in which he informed the Council of the following.
 - 6.1. A 'leaky dam' would be built upstream of the Gull west of the footbridge, resources permitting.
 - 6.2. The funding committee at the Fete was asked to allocate £300 as a reserve for sandbags and fuel to facilitate minor works moving forward.
 - 6.3. Could the Parish Council consider if Alde Community Council, as a charity, might be better placed to hold the funds?

After discussion it was resolved the Parish Council should hold the funds as the money from the Fete was specifically for Sweffling.

Proposal that SPC hold the £300 for sandbags and fuel in an Ear Marked Reserve for future use.

Proposed Cllr Daniel: **Seconded** Cllr Tyson: **Approved** Unanimous

7. Local Infrastructure Projects:

- 7.1. **Sizewell** - Cllr Tesh reported that he had attended a Sizewell Forum in Darsham in October. He would send a link to the slides from the presentation. In essence there was no co-ordination between Sizewell and the other large projects over infrastructure and traffic etc. Parking was to be increased 1,250 to accommodate 9,500 workers and a training college was to be constructed. UK Govt is now the principal investor not EDF. The timescale is likely to be extended based on other similar reactor projects in the UK and Europe.

ACTION: Cllr Tesh to send the link to the Clerk and the Clerk to circulate to all Councillors.

- 7.2. **Nautilus & Sea-link:** – SEAS have reported that the Nautilus and Sea-link projects have been granted planning permission.

Note: news received shortly after the meeting suggests that the Nautilus project will no longer make landfall on the Suffolk Coast, but on to the Isle of Grain instead.

- 7.3. **Gigabit Rollout of Fibre Broadband** – This project is due to circulate Fibre to all villages in Suffolk over the next 4 years. The project had responded to the Clerk concerning further information and this had been sent to Councillors. City-Fibre will contact all residents re: cabling into homes. Road closures are being posted on-line.

It was proposed that the Clerk compose a paragraph to go into the next edition of the Bridge, however Cllr Tyson informed the meeting that the final draft was in preparation for the printers so this might have to wait.

ACTION – Clerk to write paragraph for the next edition of the Bridge

8. Village Matters

- 8.1. **Jubilee Field:** Cllr Ashurst in his email that he would be collecting the bulbs for planting on the Jubilee Field and other locations around the village. Following a request from Cllr Ashurst it was proposed to increase the grass cutting budget to 8 cuts in the year from £600 to £800. Clerk to amend budget accordingly.

Proposed Cllr Abbott – **Seconded** Cllr Lummis – **Approval** – Unanimous

8.2. **Fete Funding:** the Fete funding committee had been asked for two allocations, one for £300 for the Jubilee Field the other for £300 for sandbags and fuel for minor flooding projects. These funds to be kept as Ear Marked Reserves (EMR).

8.3. **Defibrillator:** Cllr Daniel reported that the bid to the BHF for a defibrillator had been successful.

8.3.1. The PC wished to express its gratitude to Cllr Daniel for her work in obtaining the defibrillator.

8.3.2. The PC would also like to express its thanks to Laura for raising the £500 to be used to fund the installation costs.

8.3.3. The defibrillator, cabinet, training resources and registration instructions will arrive within the next 4 weeks. It must be installed within 4 weeks of receipt. Local trades people will be engaged to install the defibrillator in addition to the cabinet and suitable lighting.

8.3.4. Cllr Daniel has volunteered to be the defibrillator guardian; Cllr Tyson has volunteered to be a sub-guardian. A second sub-guardian will be sought from within the parish.

8.3.5. The PC agreed it will generate extensive publicity in the village and surrounding area to ensure that all local residents are aware of the defibrillator and look to find volunteers to train in its use using [RevivR](#).

8.4. **Item presented by Member of the public - Tim Broughton – Holdan's Lane**

8.4.1. Mr Broughton gave a short presentation explaining that since he had purchased and started to use the land at Holdan's Lane, He had experienced a series of serious episodes of criminal vandalism and anti-social behaviour.

8.4.2. Mr Broughton also gave a full explanation of his current, and future plans for use of the site and how he had ensured that the activities all abided by planning regulations.

Note: shortly after the meeting Mr Broughton provided a full account in a document that will be available on the Sweffling web-site.

ACTION: Clerk to contact Laura to ask that a post be put on the Sweffling web-site to include Mr Broughton's documentation.

9. **Correspondence:**

9.1. East Sussex Planning Alliance: The Clerk confirmed that Sweffling PC was now affiliated to the ESPA.

- 9.2. Emergency Contacts List: Cllr Ashurst included in his apology for absence a call for the establishment of a key contacts list.

ACTION: Clerk to draw up a paragraph for the Bridge asking for volunteers to act as key contacts around the village to ensure no vulnerable people go without assistance in an emergency.

10. Finance

- 10.1. **On-Line Payments** - The following payments had been raised by the Clerk on-line and approved by Cllr Daniel.

a) Clerks Salary September	£208.06
b) Clerk Salary May (missed payment)	£172.32
c) Clerk Salary October	£208.26
d) Web-site hosting	£60.00
e) HMRC P30 tax liability 1 st qtr	£138.20
f) HMRC P30 tax liability 2 nd qtr	£156.20
g) Grass cutting Jubilee field	£80.00

- 10.2. **2nd Quarter Monitoring:** The cash-book and budget monitoring reports, which had been circulated by the Clerk prior to the meeting, were approved.

Balances as at 30 September 2024: Current Account **£7,037.16**, Premium Account: **£4,975.87**

- 10.3. **Clerks pay award 2024:** The National Pay award and associated back-pay for the Clerk was proposed.

Proposed- Cllr Tyson, **Seconded** – Cllr Daniel, **Approval** - Unanimous

- 10.4. **Draft Budget for 2025/26:** The draft budget had been circulated by the Clerk prior to the meeting. Councillors were asked to review the budget and tell the Clerk of any omissions or changes required before Christmas.

- 10.5. **Precept for 2025/26:** The Clerk had received a letter asking for the precept to be set for the Parish Council. Having considered the implications of the additional funds from 2nd homes it was proposed to raise the precept to **£6,500**.

Proposed - Cllr Daniel, **Seconded-** Cllr Abbott, **Approval** – Unanimous

ACTION – Clerk to send request for a Precept of **£6,500**

- 10.6. **NI Changes for employers:** The recent budget included changes to the ceiling and rates for employer National Insurance.

ACTION – Clerk to check for any implications for the Parish Council budget with SALC payroll.

- 10.7. Hall Hire:** Cllr Tyson submitted an invoice for £180 for the hire of the Hall in 2024/25. It was agreed the clerk would process the payment for approval at the next meeting.

ACTION: Clerk to process the payment.

- 10.8. Gov.uk domain and Outlook email address:** The Clerk reported that he may have found a solution to the issues with the Outlook Account. He would seek to terminate the use of the Gov.uk domain as soon as is practicable.

- 11. Audit Review:** The Clerk presented several documents for approval to meet the requirements of the 2023/24 Audit report.

- 11.1. Approval of revised Standing Orders – Proposed Cllr Abbott, Seconded Cllr Daniel, Approval - Unanimous**
11.2. Approval of Safeguarding Policy – Proposed Cllr Abbott, Seconded Cllr Daniel, Approval - Unanimous
11.3. Approval of Fixed Asset Register for 2024 – Proposed Cllr Daniel, Seconded Cllr Abbott, Approval – Unanimous

12. Planning

- 12.1. Planning decisions:** Planning decisions to be noted - **DC/22/3124/OUT:** Houses at Glemham Road – Permitted – Clarifications were noted

13. Any other Business

- 13.1. Loan of Strimmer:** Cllr Tesh asked if the wheeled strimmer held by the PC could be lent to the Church to facilitate the mowing of the Church Yard.

Proposed - Cllr Daniel, Seconded - Cllr Abbott, Approval – Unanimous

- 13.2. Neighbourhood Watch:** Cllr Tyson expressed her disappointment on the lack of response to her email for views on restarting the Neighbourhood Watch. She told the meeting Council that no new meetings were scheduled at present.
- 13.3. Grit Bins:** The Councillors agreed to send a list of the known bin locations to the clerk for inclusion in the Asset Register. **ACTION** – Clerk to write to Highways for a definitive list.
- 13.4. Clerk secondary employment** – as a courtesy the Clerk informed the Council, he was seeking an additional role as Parish Clerk for Saxtead.

- 14. Confirmation of next Parish Council Meeting:** The next Parish Meeting will be on Tuesday at 7:30pm 14th January 2025 in the Sweffling Hut.

Peter Grogan
Parish Clerk
10/12/24