

**Sweffling Parish Council meeting  
10th September 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 Steve Ashurst

**2 Apologies:** Cllr Audrey Lummis – **Approved** – Unwell. Apologies Cllr Stephen Burroughes (County)

**3 Declaration of Interests:** No Interests were declared

### **4 Minutes**

**4.1** The minutes of the last Parish Council meeting of the 9<sup>th</sup> July 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 John Tesh, seconded by Cllr Jill Abbott and passed unanimously. They were duly signed by the Chairperson.

**4.3 Matters Arising:** No matter arising

### **5 County and District Councillor Reports**

**5.1** Stephen Burroughes Suffolk County Councillors was due to attend to discuss traffic calming and funding of the picnic bench but sent his apologies. He asked that a virtual meeting be set up to discuss these matters.

**ACTION:** Clerk to facilitate a TEAMS meeting between Cllr Tesh and Cllr Burroughes.

**5.2** Cllr Vince Langdon-Morris (**LM**) (East Suffolk District Council) attended the meeting. He addressed the following matters.

**5.2.1 Large Infrastructure Projects:** the DC is pushing back in an attempt to get the cables laid offshore and avoid the pylons and associated building along the Suffolk coast. Key note the co-ordination funding between the projects had been cut by Central Govt.

**5.2.2 Jubilee Field:** Cllr LM raised awareness of the County guidelines for re-wilding which had been successfully implemented in Framlingham.

**5.2.3 Houses on the Glemham Road:** Cllr LM confirmed he too had sent in concerns about flooding risks of this development. However, recent Central

Govt push for new housing means developments are more likely to be approved.

**5.2.4 Traffic Calming:** Great success had been achieved in Easton but required significant construction of bollards etc, the effect of signage can be limited.

**5.2.5 Picnic Bench:** Cllr LM said he may have funds to support this project.  
**ACTION:** Clerk to write to Cllr LM to request this funding

**5.2.6 Newsletter,** Cllr LM mentioned that he had circulated the ESDC newsletter, Cllrs had not received it.  
**ACTION:** Clerk to track down and circulate the newsletter

Cllr LM said a co-ordinator post had been established at District Level to look at emergency planning. Cllr Ashurst asked that any lessons learned from other Councils could be passed along to other Parishes.

**5.3 Police Report:** The yearly Suffolk Constabulary report had been circulated and was available on the web-site.

**6 Flooding Update:** Cllr Ashurst reported that there were no new developments. However, work continued on planning for constructing the dams and digging out “the Gull”. Alternatives for funding sandbags were discussed, the purchase of sandbags costing £100 was seen as a good start.

**Proposal** that SPC apply for funding for the sandbags from ESDC

**Proposed** Cllr Ashurst: **Seconded** Cllr Abbott: **Approved** Unanimous  
**Action:** Clerk to write to Cllr Langdon-Morris to ask for funding

**7 Local Infrastructure Projects:** the Clerk informed the meeting that the consultation responses on Sealink and Nautilus had both been sent and that acknowledgements had been received. Cllr Abbott reported she had attended a SEAS rally where similarly focused organisations were linking up to form “Offshore4Sure” to help convince Central Govt to re-route the power lines under the sea. [Offshore4Sure](#)

## **8 Village Matters**

**8.1 Jubilee Field:** Cllr Ashurst reported that the field and the facilities were well used. The Clerk enquired if more grass cutting would be carried out this year as the budget only allowed for 6 cuts @ £100. Following the successful application for bulbs under the Suffolk in bloom scheme Cllr Ashurst will be co-ordinating the collection and planting.

**8.2 Defibrillator:** Cllr Daniel had nothing further to report as she was waiting on responses to her grant applications to the British Heart Foundation and DHSE (ACD Fund). It was noted that Laura Parsons-Mann was also raising funds.

## 9 Correspondence:

**9.1 East Sussex Planning Alliance:** Following an email from the ESPA the Clerk asked if the PC would like to become affiliated in order to keep abreast of developments.

**Proposal:** That SPC become affiliated to the ESPA

**Proposed** Cllr Ashurst, **Seconded** Cllr Daniel, **Approved** unanimous

**9.2 Emergency Planning:** Following an email from East Suffolk Council the Clerk asked if SPC would like to engage fully with the process. Following discussion the SPC agreed to have a light-touch approach and asked the clerk to collate information on other Parish Council plans and to contact ESDC for more information. [East Suffolk emergency planning pages](#)

**ACTION:** Clerk to collate information on Parish Emergency Planning and Contact ESDC about links to resources etc.

**9.3 Anti-Social Behaviour:** Members of the Council are aware of several incidents of babies' nappies being dumped in plastic sacks around the village. This has been an intermittent problem for some 7 years, but recently has become more prevalent. The local constabulary has been informed and advised that the Council should monitor the situation closely.

**10 Finance:** The successful implementation of on-line banking and payment authorisation has meant that no cheques were required for authorisation and signing.

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

a) Clerks Salary	£208.26
b) Annual Web-site Hosting	£7.50
c) Go.uk domain purchase 2yrs	£18.00
d) Mowing of Jubilee Field (Aug)	£100.00
e) SPC Insurance Premium	£383.73

**10.2 Backdated VAT Claim:** The Clerk reported that he had successfully reclaimed VAT going back a couple of years to the sum of **£228.04**

**10.3 Gov.uk domain and MS 365.** The Clerk reported that he had arranged for the SPC to be moved to the Gov.uk domain. This has caused some issues to the community using the web-site as re-direction had flagged up messages to users. The Clerk apologised for any inconvenience caused and was talking to both the technical team at One Suffolk and the co-ordinator of the web-site to resolve the issue.

**10.4 Outlook.com email address:** A further complication that arose during the process was that the outlook mail address admin was not accessible. The Clerk was continuing to pursue a move to take the SPC address to a gov.uk email domain in the near future. All correspondents would be advised of the move and all mail would be re-directed.

**10.5 Balances:** Current Account **£7,544.60**, Premium Account: **£5,203.91**

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

**11.1** Approval of revised **Standing Orders – Deferred** to allow review of new HR procedures.

**11.2** Approval of revised **Financial Regulations – Approved**

**11.3** Approval of **New Records Management Policy – Approved**

**11.4** Approval of unchanged **Data Protection Policy – Approved.**

## 12 Planning

**12.1 Planning decisions:** Planning decisions to be noted

**12.1.1 DC/22/3124/OUT** Houses at Glemham Road – Permitted

**12.1.2 DC/24/1740/FUL** Church Cottage – Permitted

**12.1.3 DC/24/1096/FUL** Cartlodge Rectory Road - Permitted

**12.2 Planning Applications:** There were no new planning applications to be considered.

**12.3 Holdans Lane activity:** - The Council noted no further action would be taken other than to keep a watching brief.

## 13 Any other Business

**13.1 Footpaths:** It was noted that some footpath works were required at Dernford Hall, Stairs to Church. Cllr Ashurst said these had been reported and were in hand. It was suggested Footpath Map be produced for circulation.

**14 Confirmation of next Parish Council Meeting:** The next Parish Meeting will be on Tuesday at 7:30pm 12<sup>th</sup> November in the Sweffling Hut.

Peter Grogan  
Parish Clerk  
18/09/24