

SWEFLING PARISH COUNCIL MEETING

Tuesday 9th April 2024 7.30pm

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

Minutes

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

Present: Chairman Cllr John Tesh, Cllr Amanda Daniel, Cllr Jillian Abbott, Cllr Jenny Tyson, Cllr Audrey Lummis and District Councillor Owen Grey, Peter Grogan (Clerk).

No members of the public were present.

Apologies were received and accepted from County Cllr Stephen Burroughes, District Cllr Vince Langdon-Morris and Cllr Steve Ashurst.

2. JMT welcomed the new clerk, Peter Grogan, to SPC. Prior to this meeting details of Peter's job application and references had been circulated to all Council members; with unanimous agreement, that he should be appointed without delay, subject to the budget being updated (see finances).

3. To receive members' declarations of interest. None.

4. Minutes.

a) To sign the Minutes of the meeting of 12th March 2024 as a true record.

The minutes, having been circulated to all councillors, were, after correcting a typo' on page 11, unanimously agreed and signed by the Chair.

b) Matters Arising – it was agreed to discuss all finance matters under agenda item 10.

5. Councillors' and Police Reports

a) County Cllr Stephen Burroughes had sent his report, circulated prior to the meeting, The report was discussed including addressing the limited bus services available in the County and the provision of car charging points. It was noted that the CC have now found Lionlink's coastal proposals unacceptable and unfair. Sealink and Lionlink were criticised for not co-ordinating their UK network projects.

b) District Cllr Vince Langdon-Morris had sent his report highlighting grants available for "Grow Your Own"

District Cllr Owen Grey relayed his report in person:-

i) he reported on progress with management of the recent flooding. He described a lack of accountability and co-ordination between the major organisations responsible. There was clearly a lack of resources at all levels. There was an acknowledgement that floods will recur more frequently and action is needed.

There is a need to clear current drainage channels but also to restore and create additional ponds to better manage the flow of the water. He has suggested to the major organisations that a contingency plan is needed in the short term to give access personnel and machinery when floods occur. He asked Cllr SA to contact him if he needed help with co-ordinating meetings with Env' Agency, Highways, etc.

ii) with regard to planning and development there is a Public Consultation to take place on planning in Framlingham in the Community Rooms on Friday 12th of Apr

Cllr Grey added that housing developers continue to put in requests for additional housing. Belway Homes are looking to put a further 100 homes in Framlingham. Cllr Owen will not support further development unless they fully address the flooding implications, include affordable housing, and reference the Neighbourhood plans.

The interdependence of nature conservation and maintaining waterways was discussed and how Sweffling was making progress engaging with local landowners and farmers to try and improve the flood management around the village.

c) There was no report from the local Police.

6. Councillors new roles and responsibilities

a) Working with the new Clerk – As Peter Grogan, the new clerk lives in Dennington and it would be more effective if a Cllr posted papers to the notice board. Cllr Tyson agreed to take this on. The website needs attention as the PC audit will need documents uploaded, Cllr Ashurst will be asked to follow this up with Cllr Daniel and the Clerk .

b) Planning for succession in the PC – Following the decision at last meeting to maintain the Parish Council in it's current form younger residents would need to be encouraged to participate. Ideas included: promoting the idea at the Village meeting in May, placing an article in "The Bridge" and approaching younger members of the community directly. It was decided it would be best to advertise widely in public meetings and ask for people to co-opt onto working groups to introduce them to the workings of the PC.

7. Review and update of policies

The first tranche of policies had been circulated by Cllr Amanda Daniel, more were to follow as all needed to be included in the upcoming audit.

a) Legal and Privacy Statement: this was amended by the addition of the SPC web-site
Proposed JA, Seconded JT - AGREED unanimously.

b) Data Protection Policy: AD explained what data is collected, how it is stored and where it is kept, no amendments were made.

Proposed AD, Seconded JT - AGREED unanimously.

c) Equality and Diversity Policy: reviewed and adopted without alteration

Proposed AL, Seconded JA – AGREED unanimously

- d) Unreasonable Persistent or Vexatious Complaints Policy: reviewed and adopted without alteration. Proposed JT seconded AL – AGREED unanimously.
- e) Standing Orders: reviewed and tailored to reflect the workings of a small parish council. Proposed JA, seconded JT - AGREED unanimously.

It was also agreed that all Councillors and officers would be asked to email and confirm that they have read and understood the policies.

- 8. Village Matters - Up-date on Jubilee Field** – the grass has been cut by the contractor David Kindred, with the aim to encourage wildlife. The central play areas will be regularly cut short. A replacement picnic table needs to be purchased. SA has now replanted the hedge on the south boundary of the field.

ACTION – With regard to the picnic table, the Parish Clerk is to write to Cllr Burroughes asking about the possibility of funding for the table. .

9. Correspondence

- a) Notice received of election for Police and Crime Commissioner. It was noted that in order to post this and other PC notices a second lockable section was needed on the Notice Board.

ACTION – Parish Clerk to write to SA about changing the layout of the board to provide two lockable sections for the PC

- b) SA had written suggesting a reasonable probation period for the new Clerk to allow for the adoption of the RFO role as the Audit was imminent. It was agreed that the probation period would include the month of June 2024.

- c) The PC had been informed of the change to the booking system for the Hut. It was noted that a meeting had been booked for August.

ACTION – JT to write to Laura to remove the August booking.

- d) JMT has contacted landowners with regard to the blocked culvert under the roadway near Alde House. A digger is being hired to clear ditches. Brambles and debris blocking the waterway are also being removed.

10. Finance

- a) To authorise cheques for signature.

	£
SALC registration / membership	137.05
David Kindred – Grass cutting	140.00
Printerlink – printer ink	31.35

AD explained that the SALC membership provided good value for money as the provided payroll administration for the clerks salary.

All payments were authorised unanimously.

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.

The RFO (AD) presented and circulated to all Councillors, for scrutiny, the whole year's statement of the SPC Community Account and the SPC Business Account with added gross interest; for the adoption of the end of year accounts.

Balances at 31/04/2024 were as follows:

	£
SPC Community Current Acc	4,360.73
Business Premium Acc	<u>4,938.44</u>
Combined Balance as at 31/04/2024	9,299.17

This agreed to the bank statement of 31th March 2024 and was received with thanks by the SPC

These accounts and balances to be accepted subject to audit : Proposed JA, seconded AL, unanimously accepted and agreed

The asset register was updated with the addition of the New Notice Board and water tank on Jubilee Field and the removal of the Mower which has been sold.

The budget for 2024-25 had been amended to include the new Clerk's salary agreement.

The budget for 2024-2025, Asset Register and Financial Reports were unanimously agreed and signed by JMT

d) Bank Mandate and on-line banking - Barclays mandate has not progressed, AD will continue to pursue with the aim of having the following signatories with on-line access. JMT, AD, JT and PG (as new RFO).

e) There is an outstanding bill from SALC payroll services for six months despite the fact that no clerk was employed. AD explained that the monthly declaration to HMRC has to continue to the end of the PAYE year on 6th April. Discussions are taking place with SALC to see whether the charges could be reduced.

11. Planning Matters

a) To receive planning decisions. None received.

b) To consider any planning applications. None received.

c) JT needs to arrange for the Clerk to have access to the planning file

ACTION – JT to give access to the planning portal to PG.

12. Any Other Business

The issue of pot holes in roads was discussed and the conclusion drawn that action will only be taken when either a significant number of complaints are made or there is a danger to life.

The Chair thanked the Councillors for their recent work especially Cllr Daniel and Cllr Abbott for their work on the Audit and related matters in the absence of a Clerk.

13. To confirm the date of next meeting of Sweffling Parish Council

The next meeting is confirmed as Tuesday 14th of May 2024, 7.30pm

This will preceded by the Annual Parish Meeting at 7:00pm

The meeting closed at 9.50p.m. Minutes by Peter Grogan

SignedChairman

Date