

**Sweffling Parish Council meeting
14th January 2024 7:30pm
Sweffling Hut, The Street, Sweffling**

MINUTES

1. **Attendance** 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
3. **Declaration of Interests:** Cllr Daniel declared an interest in Planning Application DC24/3442/OUT
4. **Minutes**
 - 4.1. The minutes of the last Parish Council meeting of the 12th November 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. **Proposed** by Cllr Abbott, **seconded** by Cllr Daniel and **passed** unanimously. They were duly signed by the Chairperson.
 - 4.3. **Matters Arising:**
 - 4.3.1. 4.(b) b) No response from Cllr Burroughes:

ACTION The Clerk agreed to chase the County Council to find out if Cllr Burroughes was able to respond to our requests and follow up.
 - 4.3.2. 4.(b) c) Following discussion it was agreed the money from the fete allocated to flooding in Sweffling be sent to Linda Newsome, Treasurer at the Alde Community Trust, to be earmarked for that purpose and not to the Parish Council.

ACTION: The Clerk to write to Ms Newsome to agree this proposal.

Proposed Cllr Ashurst, **Seconded** Cllr Daniel, **passed** unanimously
 - 4.3.3. 4.(b) (k) Grit Bins

Following discussion, it was agreed that Cllr Ashurst would liaise with the Clerk to inform County Highways of the current locations of grit bins, their current condition and also locations where there is no grit, but grit was needed, such as inclines and bends in the village.

5. County and District Councillor Reports

5.1. No reports were received from County Councillors or the Constabulary. The report from District Cllr Langford-Morris had been circulated.

6. Flooding Update:

6.1. **Flooding Grant Leaflets:** These had been supplied by the County Council and circulated by Cllr Abbott to affected properties.

6.2. **Email from concerned resident (MS):** Following discussion about the **Culvert at junction of Holdens Lane and The Street Sweffling** it was agreed that the County had done works to improve the area highlighted by the resident and nothing much more could be achieved.

6.3. **Emergency Planning:** After discussion it was agreed that this should be a separate agenda item for March, it needed a well-considered plan. This could include the list of emergency trades, area champions around the village, liaison with other neighbouring villages, a register of vulnerable individuals.

6.4. **A Vote of thanks:** The Parish Council wanted to thank Cllr Ashurst and the volunteers who had done so much over the past months on remedial works around the village to repair damage done by the floods and to prepare the village for any such future event.

7. Local Infrastructure Projects:

7.1. **SizeWell C:** Nothing further to add since last meeting

7.2. **Nautilus & Sea-link:** Nothing further to add since last meeting

7.3. **Gigabit Rollout of Fibre Broadband:** Nothing further to add since last meeting

7.4. **Westerfield Quarry:** Whilst the Parish Council can see it will have an effect on traffic on the A12 and in the surrounding area there was nothing it could do as all decisions on this scheme had already been taken.

8. Village Matters

8.1. **Jubilee Field:** Nothing to add since previous meeting

8.2. **Fete Funding:** As noted in Agenda item 4.3.2 funds for the flooding will be sent to the Ms Newson at the Alde Community Trust as an EMR.

8.3. **Defibrillator:** Cllr Daniel reported that defibrillator had been successful installed by Mr Rowe by the Hut along with much improved Dusk till Dawn lighting.

8.3.1. **Finances:** Thank you once again to Laura for the £550 to pay for the maintenance and installation of the device. This had been paid into the Council bank account. The invoice for the installation from JP Rowe had been submitted for £285, the invoice for the electrical work from Mr McGovern was still pending. The BHF will supply new pads as required.

8.3.2. **Training:** Cllr Tesh informed the meeting that the St John's Ambulance would offer free sessions for in-person training, these Dates to be arranged, one for those with children and one for those working office hours. On-line training was also available from [RevivR](#), posters were being circulated in the village and Cllr Daniel agreed to compile an article for the Bridge.

8.3.3. **Guardians:** Cllr Daniel has volunteered to be the defibrillator guardian; Cllr Tyson has volunteered to be a sub-guardian. Further sub-guardians will be sought from within the parish.

8.3.4. **A Vote of thanks:** The Parish Council wanted to thank Cllr Daniel and the who had done so much over the past months to get the Defibrillator installed.

9. Correspondence: No further correspondence had been received

10. Finance:

10.1. **To authorise cheques** – none processed

10.2. **To approve Cashbook and Quarterly Monitoring to Bank Statements -**
The Clerk had previously circulated the documents and presented the papers to the Chair for signature.

10.3. **Budget for 2025-26** – The budget £6,600 had been circulated and discussed at previous meetings alongside the Precept request and was agreed.

Proposed Cllr Daniel, **Seconded** Cllr Tyson, **approved** unanimously

10.4. The Chair signed off previously authorised payments made on-line

a) Clerks Salary November (backpay)	£269.30
b) Hall rental	£180.00
c) Commemorative wreath	£20.00
d) SALC payroll costs 6 months	£54.00
e) Clerk Salary December	£216.01
f) HMRC P30 tax liability 3 rd qtr	£173.20

Balances as at 30 December 2024: Current Account **£5047.64**, Premium Account: **£4,994.51**. The Clerk made the meeting aware that the invoices for Microsoft 365 Licence £59.99 and defibrillator installation works £285 were. being processed

10.5. Clerks Homeworking Allowance 2024: It was proposed the Council agree a payment of £3 per week to cover office expenses etc as per Green book provisions

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

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

- 11.1. Approval of updated risk assessment – Proposed** Cllr Abbott, **Seconded** Cllr Daniel, **Approval** - Unanimous
- 11.2. Approval of On-line banking protocol – Proposed** Cllr Abbott, **Seconded** Cllr Daniel, **Approval** - Unanimous
- 11.3. Approval of Statement of Internal Control – Proposed** Cllr Daniel, **Seconded** Cllr Abbott, **Approval** – Unanimous
- 11.4. Approval of CIL Report 24/25 – Proposed** Cllr Daniel, **Seconded** Cllr Abbott, **Approval** – Unanimous
- 11.5. Approval of Privacy and Legal Statement – Proposed** Cllr Daniel, **Seconded** Cllr Abbott, **Approval** – Unanimous
- 11.6. Approval of Fixed asset Register – Proposed** Cllr Daniel, **Seconded** Cllr Abbott, **Approval** – Unanimous

ACTION – The Clerk to post all documents to the website for the Audit

12. Planning

- 12.1. Planning decisions:** Planning decisions to be noted - **DC/22/3124/OUT: and AMR (3 Houses at Glemham Road)**– Permitted – Clarifications were noted and it was agreed to review carefully and further AMR notices posted on the planning portal.
- 12.2. Planning Applications: DC/24/3442/OUT (Alde House)** – The Parish Council had made a site-visit and the Clerk had sent it's observations to the Planning Portal in late December.
- 12.3. Holdan's Lane** – It seems the issue has resolved and can come off the agenda

13. Any other Business

- 13.1. Potential Councillor Vacancies:** Councillor Ashurst and Councillor Abbott both announced they were considering leaving the Council. Cllr Abbott expects her last meeting will be March. However, she said she will remain on the Council a little longer if a replacement cannot be found in the short term. The Council will need to consider how to fill these vacancies in the coming months as and when the vacancies appear.

14. Confirmation of next Parish Council Meeting: The next Parish Meeting will be on Tuesday at 7:30pm 11th March 2025 in the Sweffling Hut.

Peter Grogan
Parish Clerk
22/01/25