

## Sweffling Parish Council

You are duly required to attend the next meeting of Sweffling Parish Council to be held at Sweffling Village Hut. The Street, Sweffling IP17 2BN

Tuesday 11<sup>th</sup> November 2025 7:30pm

### AGENDA – Parish Council Meeting

**SPC/11/2025/46 Chairperson's welcome and to receive *Recording*:** *The Council, members of the public and the press may record/ film/ photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk (in advance) who will instruct that they are not included in the filming.*

**SPC/11/2025/47 To receive councillors' apologies for absence.**

**SPC/11/2025/48 To receive members' declarations of interest.**

**SPC/11/2025/49 Minutes.**

- a) To sign the Minutes of Parish meeting 9<sup>th</sup> September 2025 as a true record.
- b) Matters Arising:
  - a. 34 - Confirmation that Cllr Eleanore Fitzgerald had completed the Declaration of Acceptance of Office.
  - b. 37(3) - The Clerk had written to Highways but received no response
  - c. 37(3) - The Clerk had contacted Laura PM to distribute info on social media
  - d. 38 - The Clerk has circulated the Sealink Representations to Cllrs
  - e. 39 (1) -The Clerk had written to Highways but received no response
  - f. 39 (2) b - Have Cllrs erected signs on Jubilee Field?
  - g. 39 (4) – Has Cllr Daniel investigated a speaker?
  - h. 42 (2) – The Clerk has updated the Asset Register see item 57(a)
  - i. 44 (1) – The Clerk has purchased the PC
  - j. 44 (3) – The Insurance policy has been paid

**SPC/11/2025/50 County and District Councillor Reports**

- a) Suffolk County Council – Cllr Stephen Burroughes –
- b) East Suffolk DC – Cllrs Langdon-Morris & Grey – **Circulated**

**SPC/11/2025/51 Local Infrastructure projects**

- a) Call for Sites
- b) Suffolk water recycling, transfer and storage project
- c) Other - Sizewell, Sealink, Nautilus.

**Note:** Sealink Notices for the Notice Board have been received

### **SPC/11/2025/52 Application for Co-option of Parish Councillor**

### **SPC/11/2025/53 Audit papers for 2025/26**

- a) Approve Asset Register 2025/26
- b) To approve Sweffling PC IT Policy 2025/26

### **SPC/11/2025/54 Finance**

- a) To authorise cheques for signature – none have been raised
- b) To note balances as **22/10/2025 Community £6,925.06 – Premium £5,045.52**
- c) To approve 2<sup>nd</sup> Qtr Financial Monitoring – Clerk
- d) To discuss the proposed budget for 2026/2027
- e) To discuss a proposed Precept for 2026/27 based on the proposed budget.
- f) To receive and approve payments since last meeting

	£
a) Clerk Payslip for September	273.39
b) Clerk Payslip for October	236.27
c) P30 HMRC 2 <sup>nd</sup> Qtr 2025/26	173.00
d) Transfer of deposit error to Saxtead PC	2,217.90
e) SALC Payroll services Apr- Sept 2025	54.00
f) CAS Website hosting	66.00
g) Clerk Laptop 121 Computers	633.98
h) CAS Gov.UK mailbox for clerk	24.00

### **SPC/11/2025/55 Village Matters**

- a) Defibrillator – Registration and Administration – Clerk
- b) Assets of Community Value - Clerk
- c) Up-date on Defibrillator – training – Cllr Tesh
- d) Grit Bins – Clerk / Cllr Abbott
- e) Jubilee Field / dog signs – Cllr Tyson
- f) Jubilee Field / Fencing (options) - Clerk
- g) Fibre Broadband rollout – Cllr Abbott
- h) Picnic Bench - ESDC Grant update - Clerk

### **SPC/11/2025/56 Flooding update:**

- a) Flood report – Mike Smithson is hoping to attend in person

### **SPC/11/2025/57 Correspondence**

- a) Email from Laura Parsons Mann – Defibrillator registration – see above
- b) Email from Laura Parsons Mann – Assets of Community Value – see above

**SPC/11/2025/58 Planning Matters**

- a) To receive planning decisions: None received to date
- b) To consider any planning applications: None received to date

**SPC/11/2025/59 To Allocate Councillor Responsibilities to the following roles**

- a) Finances, currently held by Cllr Daniel
- b) Safeguarding Officer, currently held by Cllr Abbott
- c) St Mary's Church, currently held by Cllr Tesh
- d) Sweffling Hut, currently held by Cllr Tyson
- e) ACC, currently held by Cllr Tyson
- f) Townland Trust, currently held by Cllr Abbott
- g) Jubilee Field, last held by Cllr Ashurst
- h) Tennis Club, last held by Cllr Ashurst
- i) Bowls Club, currently held by Cllr Daniel
- j) Tree Warden, last held by Cllr Tyson
- k) Employee monitoring, currently held by Cllr Daniel
- l) Footpaths, last held by Cllr Ashurst
- m) Defibrillator Guardian, role to be filled – see item later in agenda

**SPC/11/2025/60 Any Other Business**

- a) To note the Clerk has approached Brusiyard PC to assist them in the New Year on a flexible basis as they have no clerk - Clerk to explain background in full.
- b) To note Clerk will be making a VAT claim before the next meeting in January 2026

**SPC/11/2025/61 Date of next meeting, time and venue.**