

**Sweffling Parish Council meeting and AGM
13th May 2025 7:30pm
Sweffling Hut, The Street, Sweffling**

MINUTES

Annual General Meeting

SPC/2025/05/01: Attendance

1. Present: SPC Cllr John Tesh (Chair) SPC Cllr Amanda Daniel, SPC Cllr Jillian Abbott, SPC Cllr Jenny Tyson, SPC Cllr Steve Ashurst.

District Councillor Vince Langdon-Morris, the Clerk Peter Grogan

2. **Apologies:** SPC Cllr Audrey Lummis– **Approved** – Unwell

SPC/2025/05/02 Election of Chair and Deputy Chair

1. Cllr John Tesh stood down as Chair, the Clerk invited the meeting to propose a new Chair for Sweffling PC in 2025-26

Cllr John Tesh was **Proposed** as Chair by Cllr Daniel, **Seconded** by Cllr Abbott, **Approved** unanimously

2. Cllr Tesh now chaired the meeting and invited proposals for a new Deputy chair for Sweffling PC in 2025-26

Cllr Daniel was **Proposed** as Deputy Chair by Cllr Abbott, **Seconded** by Cllr Ashurst and **Approved** unanimously.

SPC/2025/05/03 Signing of Declaration of Acceptances

1. The Clerk had omitted to bring the correct forms to the meeting

ACTION: Clerk to ensure Declaration of Acceptance forms are signed as soon as is practicable.

Parish Council Meeting

SPC/2025/05/04 Chair's welcome: The Chair welcomed everyone to the meeting and read out the recording statement.

SPC/05/2025/05 Declaration of Interests: No interests were declared

SPC/2025/05/06 Minutes of Last meeting:

1. **Approval of minutes:** The minutes of the last Parish Council meeting of the 11th March 2025 were agreed and signed as a true record. The minutes had been circulated to Cllrs and no errors or omissions were raised.

Proposed by Cllr Daniel, **seconded** by Cllr Ashurst, **Approved** unanimously. They were duly signed by the Chairperson.

2. **Matters Arising:**

- a) **Traffic Calming teams meeting:** The Clerk had circulated the minutes
- b) **Quorum for the Parish Council:** The Clerk had checked, and the Quorum is 3
- c) **Free Transport Information:** Cllr Daniel had circulated the information
- d) **Clearance of drainage channels:** The Clerk and Cllr Daniel have not yet written to Mr Gibbons to arrange clearance of the ditch.

ACTION: The Clerk and Cllr Daniel to co-ordinate a letter to Mr Gibbons asking him to clear the ditch

- e) **Section 19 flooding report for Sweffling:** the Clerk could not find the relevant report. Discussion and correspondence between Cllr Langdon-Morris and the flood co-ordination officer at the DC indicated that the report has not yet been published.
- f) **Litter Pick:** This was successfully booked by the Clerk and facilitated by Cllrs collecting and returning the equipment to the District Council.
- g) **Request from Mr Smithson to coordinate a flood survey:** the Clerk wrote to Mr Smithson agreeing to his completing the survey.
- h) **The Teams meeting concerning to discuss the site at Holden's Lane:** this was successfully arranged and minutes circulated.

SPC/2025/05/07: Reports from County Council, District Council and Suffolk Constabulary

1. **County Councillor Stephen Burroughes** had sent his apologies and sent a copy of his County wide report which will be made available in the PC website.
2. **District Councillor Langdon-Morris** attended the meeting but had already given his verbal report in the Annual Parish Meeting earlier in the evening, his report will also be available on the PC website.

3. **Suffolk Constabulary** had sent their apologies and had directed enquiries to their website. [Suffolk Police website](#). It was noted that PC Christian Hassler comes to the Coffee Caravan if you need to talk directly to the Police.

SPC/2025/05/08: Flooding Update:

1. Cllr Ashurst reported that he had met with the new Flood coordination officer who was principally concerned with work to recover from storm Babet rather than work to prepare for any future events.
2. He also stated the Mike Smithson would be taking over as liaison with the Authorities when he leaves in June.
3. The Chair thanked Cllr Ashurst for all the work he and his volunteers had done to mitigate the flood damage and prepare for future events.

SPC/2025/05/09: Local Infrastructure Projects:

1. **SEALINK:** National grid had sent out their S56 Notice to inform residents and local bodies of the intention to install the power lines and infrastructure in Suffolk. They are inviting all those contacted to register their interest in making representations concerning the impact of these works.
2. It was proposed that Sweffling PC register to make representations to be agreed in detail later.

Proposed Cllr Abbott, **Seconded** Cllr Daniel, **Approved** Unanimously

ACTION – Clerk to register to make representations

ACTION: Cllr Abbott to lead compiling detailed representations

SPC/2025/05/010: Village Matters:

1. **Grit Bins:** No action taken to date
2. **Jubilee Field:** The field has been cut but no bulbs have been planted, where they have been planted few have flowered successfully.
3. **Defibrillator:** Cllr Tesh reported that he was waiting for Sarah at the St John's Ambulance Brigade to come back to him with prospective dates for the Defibrillator and CPD training.
4. **Fibre broadband:** This continues to confuse residents with some information saying you have to move over to the new service but other news saying this does not have to be done until 2030.

5. **Litter Pick:** Cllr Tesh reported that this was a great success with many residents and non-residents coming out with to collect rubbish, including some children.

SPC/2025/05/011: Correspondence

1. There has been an email enquiring about potential vacancies on the Parish Council. Please see item 3 under Any Other Business.

SPC/2025/05/012: Finance

1. **To authorise cheques** – none processed
2. **To confirm on-line payments already authorised on-line:** The Chair agreed previously authorised payments made on-line, clerk to bring in paperwork for signature as soon as is practicable.

a) Clerk Salary March 2025	£228.81
b) Clerk salary April 2025	£229.01
c) HMRC P30 4 th Qtr 2024-25	£162.00
d) SALC Payroll Service 6 mths 2024-25	£54.00
e) SALC Membership 2025-26	£136.77
f) Mowing Jubilee Field Apr	£130.00

Balances as at 10/05/2025: Current Account **£9,940.98**, Premium Account: **£5012.18**.

Proposed Cllr Daniel, Seconded Cllr Abbott, Approved Unanimous

3. **Approval of Final accounts and statement of variances for 2024-25:** The Clerk presented the final accounts that have gone to SALC Internal Audit, this included the Cashbook, Final Balances, the previously agreed Budget for 2025-26 and the Significant variances report showing deviations in spend from last year's budget.

Proposed Cllr Daniel, Seconded Cllr Abbott, Approved Unanimously

SPC/2025/05/013 Audit 2024-25:

1. **Approval of the AGAR for 2024-25 and Exemption from external Audit:** As Sweffling Parish Council falls below the threshold for External Audit it is exempt but has to agree to apply for the exemption:

Proposed Cllr Tesh, Seconded Cllr Abbott, Approved Unanimously

2. **Adoption of Code of Councillors Code of Conduct for 2025-26.** The Council agrees to re-adopt the code of conduct.

Proposed Cllr Daniel, Seconded Cllr Ashurst, Approved Unanimously

3. **Pensions reregistration:** The Clerk informed the meeting that he had successfully reapplied registration to the Pensions regulator for 2025-26, this would be valid for 3 years.

SPC/2025/05/014 Planning Matters:

1. **To receive planning decisions:** There have not been any
2. **To consider any planning applications:**
 - a) **DC/25/0541/P4BC Holdens Lane** – matters now resolved but keep on agenda
 - b) **DC/25/1685/DRC 3 Houses Glemham Road** – consideration given to the manner in which the works will be carried out, no immediate cause for concern.

SPC/2025/05/015 Any Other Business:

1. **Extraordinary meeting:** no longer required as SALC have said in an email we can approve the AGAR prior to Internal Audit
2. **Playground Inspection:** The clerk informed the meeting that the Playground Inspection would take place soon, the company responsible seems to have overlooked Sweffling in last year's schedule.
3. **Councillor casual vacancies:** The Chair informed the meeting that he had been contacted by someone interested in becoming a Parish Councillor. Given consideration that the Parish Council currently has sufficient Councillors and the disruption and uncertainty over Devolution across Suffolk it was proposed that no casual vacancies be filled until another vacancy arose on the Council.

The Clerk advise that as soon as a Councillor handed in a resignation, he would remove them from the Register of Interests and the process of Election / Co-option could commence after a letter from Electoral Services at the District Council.

Proposed Cllr Tesh, **Seconded** Cllr Abbott, **Approved** Unanimously

4. **Clerk Appraisal:** Cllr's Daniel and Abbott asked that the Clerk have an appraisal prior to the next meeting in July.

SPC/2025/05/016: Date of Next Meeting:

1. The next meeting is scheduled for 7:30pm July 8th, 2025, in the Sweffling Hut

Peter Grogan
Sweffling Parish Clerk and RFO
15/05/2025