

**Sweffling Parish Council meeting
9thth September 2025 7:30pm
Sweffling Hut, The Street, Sweffling**

DRAFT MINUTES

SPC/2025/09/31 Chair's welcome: The Chair welcomed everyone to the meeting and read out the recording statement.

SPC/2025/09/32: Attendance and Apologies

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

ESDC Cllr Langdon-Morris Resident: Mike Smithson (advisor on flooding matters), two members of the public and the Clerk Peter Grogan

2. **Apologies:** SSC Cllr S Burroughes (who has requested a Teams invite in November).

SPC/2025/09/33 Declaration of Interests: Cllr Tesh declared an interest in item 34 (Co-option of a Councillor and would stand aside as Chair for that item), all Cllrs declared their Council Tax payments were up to date.

SPC/2025/09/34 Co-option of a Councillor. Following advertisement on the Notice Board and on the website for new Councillors an application was received from Eleanore Fitzgerald. Her CV had been circulated to all Councillors who had considered her application. Unfortunately, Eleanore was unable to attend the meeting as she was abroad on holiday. It was decided that Eleanore would be proposed as a Councillor in her absence.

Proposed – Cllr Daniel, **Seconded** Cllr Lummis, **Approved** Unanimously (Note Cllr Tesh did not vote as he is related to Ms Fitzgerald)

Eleanore Fitzgerald was co-opted to Sweffling Parish Council pending references. Cllr Daniel was tasked with asking Ms Fitzgerald to sign the relevant paperwork at the earliest opportunity and inform the Clerk when it had been completed and witnessed.

SPC/2025/09/35 Minutes of Last meeting:

1. **Approval of minutes:** The minutes of the last Parish Council meeting of the 8th July 2025 were agreed and signed as a true record. The minutes had been circulated to Cllrs and no errors or omissions were raised. Cllr Lummis did not receive the minutes due to problems with her internet connection.
2. **8th July minutes: Proposed** by Cllr Daniel, **seconded** by Cllr Abbott, **Approved** unanimously. They were duly signed by the Chairperson.

3. Matters Arising:

- a. **Clearance of drainage channels:** The Clerk had written to Mr Gibbons but had received no response regarding the blocked ditch beside Alde House. (See Flooding Report)
- b. **Clerk Appraisal:** Has been completed by Cllrs Daniel and Abbott on the 9th September prior to this meeting. No issues were raised other than the need for some training on Planning. The Clerk's performance was rated outstanding.

SPC/2025/09/36: 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; it had been circulated to all Parish Councillors. Amongst other things it included an update on Devolution from the County perspective
2. **District Councillor Langdon-Morris** attended the meeting; he had previously sent a copy of his District report which had been circulated to all Parish Councillors. Cllr Langdon-Morris went through his report highlighting the Devolution decision by the Govt Minister on 26th September, the elections in 2026. He reminded the PC of the availability of funds for village hall refurbishment and the Be Well bus.

Cllr confirmed he had approved funding for the public bench and that this had been sent to County for their approval. A recommendation to Realise Futures was mentioned as they might provide a discount for Parish Councils. [Realise Futures](#)

Cllr also confirmed that Charlie Smith was the key contact for flooding issues.

Mike Smithson asked if the ECB budget could be asked to fund a new Projector, Cllr Langdon Morris agreed to consider this when an application is made.

3. **Suffolk Constabulary** have directed enquiries to their website. [Suffolk Police website](#). It was noted that PC Christian Hassler will be available in Framlingham.

ACTION: Clerk to forward details of the Building Grants fund to Councillors

ACTION: Clerk to forward ECB funding details to Mike Smithson for the projector

SPC/2025/09/37: Flooding Update / Emergency Plan

1. Mike Smithson attended the meeting he was able to report that he had done a village walk through with an engineer from the County Highways and that he had been given information on the current issues and photographs of the impact of the flooding

2. It was also suggested that the Clerk contact all the residents of Sweffling reminding them of their Riparian rights and obligations to ensure they were all aware of the potential legal implications of not managing the water ways effectively on their land.
3. The need for some form of zone-based emergency plan was raised again but without support across the village it was difficult to progress.

ACTION: Clerk to write to Highways (Mr Godfrey) to see if there had been any developments on work for Sweffling

ACTION: Clerk to use Suffolk CC information sheet, to be put on the website and distributed via Social Media channels, the Clerk to contact Laura

SPC/2025/09/38: Local Infrastructure Projects:

1. **SEALINK:** In response to the National grid S56 Notice to inform residents and local bodies of the intention to install the power lines and infrastructure in Suffolk. Sweffling PC register had made representations to the website.

ACTION: Clerk to circulate a link to the representations

SPC/2025/09/39: Village Matters:

1. **Grit Bins:** Suffolk CC Highways had asked for an update on filling the grit bins

ACTION: Cllr Abbott agreed to send the information she had to the Clerk to be sent to Highways

2. Jubilee Field:

- a. Cllr Tyson reported that the field had been mowed and that it was excellent work from Mr Kindred. The Clerk confirmed he had been paid.
- b. The Clerk had investigated restrictions regarding dogs in public spaces. Following discussion, the Councillors would erect their own signs around the field

ACTION: Councillors to erect signs around the Jubilee Field asking dog owners to clear up any mess.

- c. District Councillor Langdon-Morris had approved funding for the picnic table and forwarded it to the County for approval. Councillors would install a new bench in the current position.

3. **Defibrillator:** Cllr Tesh reported that he the St John's Ambulance Brigade had offered prospective dates for the Defibrillator and CPD training. Councillors felt a Saturday would suit most residents. Councillors would consider a good date and time and publish on the website and in the Bridge newsletter.

NOTE: The Defibrillator still needs to be registered on the National network

4. **Fibre broadband:** There is still a great deal of confusion over the installation of Fibre across the village.

ACTION: Cllr Daniel agreed to do a little investigation of a possible speaker to address a village meeting and report back

5. **Village Fete:** The Sweffling Village Fete was a great success, and the day was enjoyed by all.

SPC/2025/09/40: Correspondence

1. There has been an email concerning Security Cameras for the Hut, following discussion it was decided this was a matter for the Hut Committee.

SPC/2025/09/41: Finance

1. **To authorise cheques** – none processed
2. **To authorise the Clerk's pay award**– It was proposed that the Clerk's pay would be raised in accordance with the National Pay award

Proposed: Cllr Daniel. **Seconded** Cllr Tyson. **Approved** Unanimously

3. **Balances as at 31/08/2025:** Current Account **£8,556.20**, Premium Account: **£5,028.83**.

4. **Approve on-line payments already authorised on-line:**

a) Clerk Salary July 2025	£228.81
b) Clerk salary August 2025	£228.81
c) Clerk Expense MS 365 Licence	£84.99
d) Mowing Jubilee Field Inv 3/25	£270.00

Proposed Cllr Daniel, **Seconded** Cllr Tesh, **Approved** Unanimous

SPC/2025/09/42 Audit Preparation 2025-26:

1. **Approval of Risk assessment:** The Clerk had circulated an updated Risk assessment which was discussed and proposed for approval.

Proposed Cllr Abbott, **Seconded** Cllr Tyson, **Approved** Unanimous

2. **Asset Register:** The Clerk had circulated an updated asset Register which was discussed and proposed for approval. However, there were several items identified with an incorrect location. Proposal deferred until next meeting

ACTION: Clerk to update Asset Register for the November meeting

3. **The Councillor Code of Conduct:** The Clerk had circulated an updated Councillors Code of Conduct, as provided by Suffolk County Council, this was discussed and proposed for approval.

Proposed Cllr Tyson, **Seconded** Cllr Daniel, **Approved** Unanimous

SPC/2025/09/43 Planning Matters:

1. **To receive planning decisions:** There have not been any
2. **To consider any planning applications:**

Change in use of part of barn to form sub post office - White Horse Inn Sweffling

Ref. No: C6278 | Received date: Fri 31 Jul 1981 | Status: Application Permitted | Case Type: Planning Application. This notification will be investigated by Cllrs to find out what has happened

SPC/2025/09/44 Any Other Business:

1. **Laptop Computer for the Clerk:** Following approval of the budget of £600, the Clerk had circulated the specification of a laptop from 121 Computers Diss costing £499. It was agreed the Clerk should purchase the PC, a bag and a mouse for the sum of around £600.

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

ACTION: Clerk is to purchase the PC

2. **Tasks for Councillors:** Defer to November agenda
3. **Insurance Quote:** The Clerk had received a quote for the Council insurance from ANSVAR for £434.98 this is just over the £400 budgeted for. The Clerk informed the meeting that this was due to the uprating of the Precept and the payroll values which are now up to date.

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

ACTION: Clerk to write to ANSVAR, accept the quote and pay the premium

SPC/2025/09/45: Date of Next Meeting:

1. Next meeting is scheduled for 7:30pm November 11th, 2025, in the Sweffling Hut

Peter Grogan
Sweffling Parish Clerk and RFO
14/09/2025