

**Sweffling Parish Council meeting  
11th<sup>th</sup> November 2025 7:30pm  
Sweffling Hut, The Street, Sweffling**

**MINUTES**

**SPC/2025/11/46 Chair's welcome:** The Chair welcomed everyone to the meeting and read out the recording statement.

**SPC/2025/11/47: Attendance and Apologies**

1. Present: SPC Cllr John Tesh (Chair) SPC Cllr Amanda Daniel, SPC Cllr Jillian Abbott, SPC Cllr Audrey Lummis, SPC Cllr Eleanor Fitzgerald.
2. ESDC Cllr Langdon-Morris, Resident: Mike Smithson (advisor on flooding matters), two members of the public and the Clerk Peter Grogan, SCC Cllr S Burroughes attended by MS Teams web meeting at 8:00pm
3. **Apologies:** There were no apologies for absence,

**SPC/2025/11/48 Declaration of Interests:** All Cllrs declared they had no interests and their Council Tax payments were up to date.

**SPC/2025/11/49 Minutes of Last meeting:**

1. **Approval of minutes:** The minutes of the last Parish Council meeting of the 9<sup>th</sup> September 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 Abbott, **Approved** unanimously. They were duly signed by the Chairperson.

2. **Matters Arising:**

- a. **Grit bins** – Clerk to follow up with Highways
- b. **Broadband Speaker** – Cllr Daniel and Cllr Abbott to try and arrange a speaker

**SPC/2025/11/50: Reports from County Council, District Council and Suffolk Constabulary**

1. **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 has still to be made and that the Mayoral elections will be held in May.

- a. **A12 traffic from Infrastructure Projects:** Cllr Langdon-Morris confirmed ESDC shared concerns over traffic and was doing all it can to monitor and influence effective traffic management
- b. **Bellway Housing in Framlingham:** The synopsis had been circulated and despite concerns over flooding and infrastructure it seems the housing development will go ahead.
- c. **Flood report:** See later item on agenda
- d. **Call for Sites:** it was noted that the Government expects East Suffolk to build 1,650 homes over 3 and a half years. ESDC has asked for Parish Councils recommend potential sites for development in their area by January 2026, to influence planning decisions in favour of the local community.
- e. **Development of New Reservoir and water transport system:** it was noted that this new project, to provide domestic water supplies to Suffolk, (ESWAG) would add to the significant infrastructure projects already underway creating more traffic congestion and further destruction of the countryside. Cllr Tesh had attended the consultation meeting in Saxmundham.
- f. **Picnic Bench Grant:** Cllr confirmed he had approved funding for the picnic bench and that this had been approved and should be in the PC account shortly.

**ACTION:** Clerk to follow up with Realise Futures to get a price for the bench.  
[Realise Futures](#)

2. **County Councillor Burroughes:** had sent the meeting an MS Teams meeting invitation. With assistance from Cllr Fitzgerald and the Clerks PC the link was established.

- a. **Matters discussed above with ESDC:** Cllr Burroughes was on the call for much of the discussion above and echoed Cllr Langdon-Morris's concerns and added that the County Council was doing all it could to; try and ensure the infrastructure projects were co-ordinated, to mitigate the damage caused to the environment and that traffic congestion was minimised.
- b. **Traffic Speeding in the village:** Cllr Burroughes explained that the Traffic Directorate had been re-organised and he had a new engineer, Charles Harrison. He and his team would be available to visit the village to help plan speed restrictions and traffic management options. The Police also need to be involved in the discussions.
- c. **County Council Budget:** this is to be voted on shortly, there is great pressure on Social Care (Children and Adults) and highways.
- d. **Fly tipping and associate rural crime:** The County Council is working with the police and District Council to enforce legislation wherever possible.

**Question from Cllr Tesh** on why the A12 roadworks are so prolific, resulting in major traffic delays for drivers? Cllr Burroughes said this was often to ensure health and safety for both drivers and contractors. It was hoped a majority of these roadworks would be cleared by the end of 2025.

**Question from Cllr Tesh:** Why are police personnel and vehicles being used as escorts for large loads travelling to Sizewell C, why are private contractors not being employed? Cllr Burroughes agreed and was also concerned this would be taking Police officers from other duties.

**Question from Cllr Daniels** on why so many large lorries are coming through the village. Cllr Burroughes said this was due to the other infrastructure projects in the area that were not monitored and tracked like Sizewell.

**Question from Cllr Abbott** on the number of large trees being cut down and hedgerows uprooted. Cllr Burroughes said this was included in the original consent order granted at the beginning of the project.

It was agreed that it would be helpful if the major projects could regularly publish a joint synopsis of road closures and present a more co-ordinated plan to the population of the County.

### **SPC/2025/11/51: Local Infrastructure Projects:**

1. **Call for Sites ESDC:** See item **SPC/2025/11/50 (d)**
2. **Water Storage and Reservoir:** See item **SPC/2025/11/50 (e)**
3. **Sealink:** Cllr Abbott had viewed one of the virtual meetings held in Snape which had to be expanded to accommodate the number of attendees. There was great anger that the infrastructure projects were not co-ordinated and that it appeared, no alternative quotation had been sought for the undersea cables and offshore transformers as opposed to onshore infrastructure..

**SPC/2025/11/52 Co-option of a Councillor.** Following advertisement on the Notice Board and on the website for new Councillors a further application was received from Ms Tracey Spall. Her CV had been circulated to all Councillors who had considered her application.

In the discussions that followed between Ms Spall and the Parish Councillors it was felt that although Ms Spall's application and enthusiasm were welcomed it was felt she needed to familiarise herself with Council process and procedure by attending a few meetings, reading the policies on the internet and involving herself in additional village events. Cllr Burroughes advised that there was training available for all new Councillors from SALC.

It was also decided that a robust policy / procedure should be put in place for the Co-option process as none existed. The Clerk had circulated a copy of another local Parish Council policy, and it was decided that this would be ideal and adoption was proposed at the meeting. This policy would be used in all co-option's going forward.

**Proposed** by Cllr Daniel, **seconded** by Cllr Abbott, **Approved** unanimously.

**ACTION:** Clerk to send Ms Spall relevant links and documentation

**ACTION:** Ms Spall to attend future Parish Council Meetings, read the documentation and involve herself in the Parish Council events.

**ACTION:** Clerk to place Co-option on the website

**SPC/2025/11/53 Audit Preparation 2025-26:**

1. **Asset Register:** The Clerk had circulated an updated asset Register which was discussed and proposed for approval.  
**Proposed** Cllr Abbott, **Seconded** Cllr Daniel, **Approved** Unanimous
2. **IT Policy:** The Clerk had circulated an IT policy to meet the Council's obligations under GDPR and **Assertion 10 – Digital and Data Compliance** provided by SALC, this was discussed and proposed for approval.  
**Proposed** Cllr Fitzgerald, **Seconded** Cllr Daniel, **Approved** Unanimously

**SPC/2025/11/54: Finance**

1. **To authorise cheques** – none processed
2. **Balances as at 22/10/2025:** Current Account **£6,925.06**, Premium Account: **£5,045.52**
3. **To note 2<sup>nd</sup> Qtr Financial Monitoring** – The Clerk had circulated the report and noted an overspend on Salary due to the approval of the Homeworking Allowance – Noted.
4. **To approve the proposed budget for 2026-27** – The Clerk had circulated a proposed budget prior to the meeting. There were no exceptional items and the proposed precept was only £250 more than last year some 3.85% increase.  
**Proposed** Cllr Daniel, **Seconded** Cllr Fitzgerald, **Approved** Unanimous
5. **To approve the proposed Precept for 2026-27** – The Clerk had circulated a proposed budget prior to the meeting. The proposed precept was **£6,750** a 3.85% increase.  
**Proposed** Cllr Tesh, **Seconded** Cllr Abbott, **Approved** Unanimous
6. **Approve on-line payments already authorised on-line:**

a) Clerk Salary September 2025	<b>£273.39</b>
b) Clerk salary October 2025	<b>£236.27</b>
c) HMRC P30 2 <sup>nd</sup> Qtr	<b>£173.00</b>
d) Transfer of deposit error to Saxtead PC	<b>£2,217.90</b>
e) SALC Payroll Service	<b>£54.00</b>
f) CAS Website Hosting	<b>£66.00</b>
g) Clerk New Laptop	<b>£633.98</b>
h) CAS Gov.UK Mailbox for Clerk	<b>£24.00</b>

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

**NOTE:** The payment error and refund to Saxtead PC were understood by the Council.

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

1. **Defibrillator Registration:** The Council thanked Laura Parsons-Mann for her email and for registration of the defibrillator which had caused so many problems. The Council also agreed the following:
  - a. The Parish Clerk to be the principal email
  - b. For Laura to be the principal guardian
  - c. For Cllr Daniel to be a secondary Guardian
  - d. To advertise in the Bridge for other back up guardians

**ACTION:** Clerk to write to Laura Parsons Mann to amend the registration system

2. **Assets of Community Value:** The Council thanked Laura Parsons Mann for her email and agreed the need to make efforts to protect ACVs from development. The PC agreed the following:
  - a. Clerk to contact the group supporting the White Horse public House to see if they wanted it to be registered.
  - b. Clerk to contact the Bowls Club concerning the pavilion
  - c. Clerk to contact the Townland Trust concerning the Meadow
  - d. Clerk to contact the ESDC about registration of Jubilee Field
3. **Defibrillator Training:** Cllr Tesh advised that potential training dates had been offered by the St John's Ambulance. The Council proposed to ask for the 17<sup>th</sup> January and 7<sup>th</sup> February at 11:00am and to place an advertisement for volunteers in the Bridge.  
**Proposed** Cllr Daniel, **Seconded** Cllr Fitzgerald, **Approved** Unanimous
4. **Grit Bins:** Suffolk CC Highways had still not replied to the Clerk

**ACTION:** Clerk to follow up with Highways and copy in Cllr Burroughes

5. **Jubilee Field:**

- a. The Clerk had investigated restrictions regarding dogs in public spaces. Following discussion, it was decided to erect signs around the field

**ACTION:** Clerk to investigate purchase of signs and email Cllrs for approval. Councillors to erect signs around the Jubilee Field asking dog owners to clear up any mess.

- b. District Councillor Langdon-Morris had approved funding for the picnic table and payment is imminent (At time of publication the grant of £500 has been received). Councillors would install a new bench in the current position.

6. **Fence / Hedge on Jubilee Field:** a complaint had been received from a Sweffling resident, describing how a child had run through a gap in the hedge / fence into the road by the side of the Jubilee Field. In discussion it was noted that the fence / hedge belonged to Orwell Housing Association. The Clerk had written asking if it could be repaired but received no response to date.

**ACTION:** Clerk to write to Orwell Housing again and copy in Cllrs Burroughes and Langdon-Morris.

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

**ACTION:** Cllr Daniel and Cllr Abbott to look into finding a speaker

8. **Picnic Bench:** The £500 Grant from ESDC has been paid into the PC account.

**ACTION:** Clerk to investigate quotes for the new bench

### **SPC/2025/11/56: Flooding Update / Emergency Plan**

1. Mike Smithson attended the meeting he was able to report that two significant pieces of work had been done by Highways to clear gullies in the village on 23<sup>rd</sup> of October. He wished to thank County Cllr Burroughes and District Cllr Langdon-Morris for their interventions to get the work done.

2. There were still issues with other sites which he will follow up.

3. He and his group of volunteers have accrued £600 for use in facilitating flood prevention work, sandbags etc. He is open to suggestions on where the money might be spent. He also suggested the money be transferred to the PC so that it could purchase the materials and claim back the VAT.

4. There was a discussion about setting up an Emergency Plan but this was to be deferred to the next meeting.

**ACTION:** Clerk to circulate map provided by Cllr Abbott of the old Emergency Plan Zones.

### **SPC/2025/011/57: Correspondence**

1. **Defibrillator Registration** - See SPC/2025/11/55 (1)

2. **Assets of Community Value** – See SPC/2025/11/55 (2)

3. **Letter Margaret Smith** – Deferred to next meeting

### **SPC/2025/011/58: Planning:**

1. **To receive planning Decisions** – None Received

2. **To consider planning applications** – None Received

### **SPC/2025/011/59: To Allocate Councillor Responsibilities:-** Deferred

### **SPC/2025/011/60: Any other Business:**

1. Clerk may accept work at Bruisyard Parish Council to assist them – Noted

2. Clerk to make VAT claim before next meeting - Noted

**SPC/2025/11/61: Date of Next Meeting:** Next meeting is scheduled for 7:30pm January 13<sup>th</sup> 2025, in the Sweffling Hut

**Peter Grogan: Sweffling Parish Clerk and RFO: 15/11/2025**