

**Sweffling Parish Council meeting  
13th<sup>th</sup> January 2026 7:30pm  
Sweffling Hut, The Street, Sweffling**

**MINUTES**

**SPC/2026/01/62 Chair's welcome:** The Chair welcomed everyone to the meeting and read out the recording statement.

**SPC/2026/01/63: Attendance and Apologies**

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

Resident: Mike Smithson (advisor on flooding matters), Resident John Stanley (to advise on Grit Bins) a member of the public and the Clerk Peter Grogan

2. **Apologies:** There were apologies from SCC Cllr Stephen Burroughes and SDC Cllr Vince Langdon-Morris.

**SPC/2026/01/64 Declaration of Interests:** All Cllrs declared they had no interests and their Council Tax payments were up to date.

**SPC/2026/01/65 Minutes of Last meeting:**

1. **Approval of minutes:** The minutes of the last Parish Council meeting of the 11<sup>th</sup> November 2025 were agreed and signed as a true record.

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

2. **Matters Arising:**

Grit Bins, the Picnic Bench, Dog fouling signs and Jubilee Field Hedge are all discussed later in the agenda. The Defibrillator has been registered, and the Emergency Plans map had been circulated.

**SPC/2026/01/66: Reports from County Council, District Council**

1. **District Council** – the report had been circulated, no matters were raised
2. **County Council** - the report had been circulated, no matters were raised

**SPC/2026/01/67: Local Infrastructure Projects:**

1. **Water Storage and Reservoir:** The meeting discussed the impact of the project on the local area and the location of the reservoir and the path that the pipelines would take including the feed to Sizewell. Cllr Tesh had attended a meeting and was able to direct Cllrs to a report showing the extent of the project. - [REPORT](#)

It was agreed that this additional major project would add to the overall issues due to lack of co-ordination, infrastructure and traffic congestion already present due to Sizewell, multiple Energy projects and extensive housebuilding in the area.

**ACTION** – Cllrs to send their comments to the Clerk by 15<sup>th</sup> of February and the Clerk will compose a response to be sent to the consultation exercise.

**ACTION** – Clerk to place Sealink Consultation Notice on the Website

**SPC/2026/01/68 Co-option** the Co-option policy is now on the website

**SPC/2026/01/69 Audit Preparation 25-26** – no additional actions at this meeting

**SPC/2026/01/70: Finance**

- a) **To authorise cheques** – none processed
- b) **Balances as at 31/12/2025:** Current Account **£6,272.87**, Premium Account: **£5,060.24**
- c) **To approve 3<sup>rd</sup> Qtr Financial Monitoring** – The Clerk had circulated the report

**Proposed** by Cllr Daniel, **seconded** by Cllr Fitzgerald, **Approved** unanimously

- d) **Approve on-line payments already authorised on-line:**

a) Clerk Salary November 2025	<b>£236.27</b>
b) Clerk salary December 2025	<b>£236.27</b>
c) HMRC P30 3 <sup>r</sup> Qtr	<b>£167.40</b>
d) David Kindred mowing of Jubilee Field	<b>£100.00</b>
e) British Legion Wreath	<b>£20.00</b>
f) Sweffling Annual Hall Rental	<b>£120.00</b>

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

**SPC/2026/01/71: Village Matters:**

1. **Grit Bins:** the Council welcomed John Stanley, a resident and former Chair of the Parish Council who was able to relate the history of the Grit bins over recent years. We explained how 4 Council approved bins had been added to by a further 4 some years ago to replace old grit heaps, however the Council had not formerly adopted these and was not refilling them.

**ACTION** – Short Term for 2026, the Clerk is to investigate quotes for a dump bag of 1 tonne of salt / grit and also a pallet of equivalent weight in sacks.

**ACTION** – Medium Term for 2026/27, the Clerk to contact Highways and Cllr Burroughes to arrange a Teams meeting to discuss the adoption and filling of bins in the future. John Stanley has agreed to join the meeting to assist with the discussion.

2. **Neighbourhood Watch:** Cllr Tyson introduced the meeting to the revitalised Neighbourhood Watch programme sponsored by the Suffolk Constabulary. After discussion the Council agreed to approach resident Laura Parsons-Mann to include information for residents on her social media platforms and place a link on the web-site

**ACTION:** Cllr Tyson to ask Laura to put information on social media

**ACTION:** Clerk to put link on the website [Our Watch](#)

3. **Assets of Community Value:** The Council has been in contact with all the asset owners with the following conclusion that the White Horse public House the Bowls Club, the Townland Trust Meadow, and the Jubilee Field are all awaiting further information and will be deferring any decisions until a future date.

4. **Defibrillator Training:** Cllr Tesh advised that training will be on the 7<sup>th</sup> February at 10:30am, no limit on attendees. Cllr Tesh asked that Cllrs encourage as many residents to attend as possible.

5. **Jubilee Field:**

a. Dog fouling signs – the Council agreed to that the Clerk should purchase 4 signs  
**Proposed** Cllr Abbott, **Seconded** Cllr Tyson, **Approved** Unanimously

**ACTION:** Clerk to buy signs and pass on to Councillors to erect signs around the Jubilee Field.

6. **Fence / Hedge on Jubilee Field:** - the Council asked the Clerk to follow up with Orwell Housing association.

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

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

**ACTION:** Clerk to get a quote from Realise Futures for a hexagonal, brown picnic table with soft ground fixings.

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

## **SPC/2026/01/72: Flooding Update / Emergency Plan**

1. Mike Smithson attended the meeting he was able to give an update from the recent [Section 19 report](#) from the County Council. It included the following recommendations:

- Residents to install Property Flood Resilience (PFR).

- Riparian landowners to carry out appropriate maintenance to watercourse along Holdens Lane, The Street and Glemham Road to reduce flood risk as necessary as per their riparian responsibilities.
- Explore potential NFM projects to ‘slow the flow’ and attenuate water on overland flow paths on agricultural land to the north and south of Holdens Lane, to the west of the village e.g. storage ponds, wetland areas, field bund.
- Suffolk Highways to ensure the completion of highway drainage asset cyclic maintenance on Holdens Lane, The Street, Glemham Road and Rectory Road.
- Suffolk Highways to investigate the capacity of the drainage along Holdens Lane, including at the junction of The Street and Holden’s Lane.
- Suffolk Highways to investigate operational performance of assets on the junction of The Street, Church Lane and Glemham Road.
- Sweffling parish council to investigate utilising the Community Self Help scheme to help manage localised flooding

The Parish Council wanted to thank Mike for his hard work in making this report possible.

It was noted that there was an issue with drainage behind the Orwell Housing properties of 1,2,3 Jubilee Close backing onto 3 and 4 Holdens Meadow

**ACTION:** Clerk to write to Orwell and ask them to clear the ditch

### **SPC/2026/01/73: Correspondence**

1. **Letter Margaret Smith** – the meeting thanked Ms Smith for their concern but the Parish Council was unable to take any action in these circumstances.

**ACTION:** Clerk to email Ms Smith explaining the Council’s decision.

### **SPC/2026/01/74: Planning:**

1. **To receive planning Decisions** – None Received
2. **To consider planning applications** – None Received

### **SPC/2026/01/75: To Allocate Councillor Responsibilities:**

The Council agreed the following responsibilities for the coming year:

- a) Finances, Cllr Daniel
- b) Safeguarding Officer, Cllr Fitzgerald (to renew her DBS)
- c) St Mary’s Church, Cllr Tesh
- d) Sweffling Hut, Cllr Tyson
- e) ACC, Cllr Tyson
- f) Townland Trust, Cllr Fitzgerald
- g) Jubilee Field, Cllr Tyson
- h) Tennis Club, Cllr Tesh
- i) Bowls Club, Cllr Daniel

- j) Tree Warden, Cllr Tyson
- k) Employee monitoring, Cllr Daniel
- l) Footpaths, Cllr Tyson

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

**SPC/2026/01/76: Any other Business:**

1. Cllr Lummis raised the issue of variable telephone service since going digital. She had had no success with her supplier BT/EE and asked that the Clerk write to the Suffolk MP. The Council asked for more information before sending a letter.
2. Cllr Daniel asked that the Council approve the installation of Bird and Bat boxes on the Jubilee Field.

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

3. The Clerk reported that he had raised a VAT refund request with HMRC for **£261.88** (Apr 2024 – Dec 2025) and was awaiting payment.
4. Cllr Abbott gave notice that she would be leaving the Parish Council at the March meeting, at which she would tender her resignation.

**SPC/2026/01/77: Date of Next Meeting:** Next meeting is scheduled for 7:30pm March 10<sup>th</sup> 2026, in the Sweffling Hut

**Peter Grogan Sweffling Parish Clerk and RFO - 14 January 2026**