

## Swilland and Witnesham grouped Parish Council

Clerk: Mr. Steven Barron

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### Annual General Meeting

Weds 16<sup>th</sup> May 2018 at 7.30pm at Witnesham Village Hall

#### MINUTES

1. To Elect a Chairman –  
Clerk asked Council for nominations for Chairman. Dr. Nicol proposed that Mr. Rush to continue as Chairman, seconded Mr. Wilks. Mr. Rush was elected unanimously.

2. The Code of Conduct - No declarations of interest received.

Chairman welcomed all to the meeting.

Mr. Everett, Mrs. Shaw, Mr. Rush, Mr. Templeman, Mr Hindle, Mr. Wilks, Mrs. Bailey, Mr. Stanley, Mr. Lightfoot, Dr. Nicol and Mr. Johnson were in attendance.

3. Apologies received from DCllr Robert Whiting and CCllr Robin Vickery.

4. To Elect a Vice-Chairman –  
Mr. Stanley proposed that Mr. Wilks be nominated as Vice-Chairman, seconded by Mr. Lightfoot. Mr. Wilks was elected unanimously.

5. To appoint Committee Members –  
Chair informed the meeting that Mrs Pace had resigned from Swilland and Witnesham Grouped Parish Council and he was grateful for, and acknowledged, her contribution given in the past as a member of council. Chair verbally went through the draft allocation proposal seeking agreement from councillors:

**Finance:** Dr. Nicol (Ch), Mr. Lightfoot, Mr. Stanley, Mr. Rush.

**Planning:** Mr. Wilks (Ch), Mr. Everett, Mr. Lightfoot, Mr. Rush, Mrs. Shaw, Mr. Hindle.

**Communication:** Mr. Lightfoot and Mr. Rush.

**Footpath Representative:** Mr. Hindle

**Safer Neighbourhood Police Representative (SNT/ASB):** Dr Nicol

**Tree Officer:** Mr. Templeman

**Allotments:** Mrs. Bailey

**Highways:** Mr. Everett and Mr Johnson

**SAVID:** Mr. Johnson

**Village Hall Management Committee Representative:** Mrs. Shaw

**SALC:** Mr. Rush

**Play Area Inspection (School):** Mrs. Bailey

**Play Area Inspection (Rec):** Mr. Stanley

**Playing Field Liaison:** Mrs Bailey, Mr Lightfoot.

The above representative list was agreed to be adopted by council.

6. To adopt Chairman's Report for 2017/2018 – Proposed Mr. Wilks, seconded Dr Nicol: Adopted.
  - a) Feedback on APM: Feedback was positive and it had been well attended.
7. Annual Policy Reviews
  - a. Review the Council's Standing Orders:  
Standing orders had been reviewed by councillors and Clerk with no proposed changes.
  - b. Review Financial Regulations:  
Financial Regulations had been reviewed by councillors and Clerk with no proposed changes.
  - c. Ask Councillors to review their register of interests:  
A verbal reminder was given by the Clerk adding that the online ROI system at SCDC was defunct and as an interim measure, councillors whose interests had changed, needed to update using the paper form previously circulated by the Clerk.
8. To approve Minutes from the meeting held on 21st March 2018 - Proposed Dr Nicol, seconded Mr Templeman: Agreed as a true record.
9. Suffolk County Councillor report – Mr Vickery not present
10. SCDC Councillor report – Mr Whiting not present
11. Footpaths – Nothing to report
12. Planning – Mr. Wilks reported that there had been two meetings since March. Supported applications included Old Rectory Church Lane, Newton Hall and the Old Vicarage in Swilland and others.  
  
Homelands House: There would be a Committee meeting at SCDC but date is as yet unknown, but June at the earliest.  
  
There had been a consultancy with the Parish Council on the planned works at Withesham School involving demolition of the EMU and the addition of new structures on the site. Mrs Shaw stated that she was in dialogue with SCC over concerns about trees adjacent to the site and the Poor's Land.
13. Police report – Dr Nicol reported that he had attended an ASB meeting on 3rd May which had been the least productive in his view of the meetings attended so far. Dr Nicol hoped to attend the next scheduled meeting on 5th July.
14. Highways –
  - a) Speed initiatives working group update

Clerk reported that there had still been no formal response to SCC case No 185895 and latest online chat response was that SCC highways were still not in a position to respond yet.

- b) Other matters raised: Chair reported that speed sensors would be deployed at the Gibraltar Crossroads in the next few weeks. **Mr Johnson raised the issue of a sunken drain cover in Upper Street: Clerk to action.**

15.SAVID (Safer Village Driving) –

Mr Johnson reported that there had been no meeting since November 2017 and none had been scheduled for 2018 to date.

16.Playing Field management Committee – Mr. Rush advised that there had been a PFMC meeting on 10th May. The building/demolition works had been discussed. Clerk reported that as a result of the WASPs changing room building, parish council no longer had to pay any rates on the site as of this year.

The condition of the grass edges in the car park still needed to be addressed now the drier weather had returned.

Mrs Hubbard-Whitehead was retiring and the end of the academic year.

Mrs Hubbard-Whitehead had asked about possibly relocating the Paper Bank from inside the school to any suitable site adjacent to the car park.

**Clerk would investigate and take up with the paper bank provider.**

17.Play Area Inspections – Mr. Stanley reported that the Recreation Ground was in good order. Play Area inspection: no update available.

18.Recreation Ground – Mr Rush advised that quotes for the proposed Recreation Ground improvements were on their way.

19.VHMC – Mrs Shaw reported on a VHMC meeting held on 27th April. The chair and vice-chair had resigned from the VHMC. The four remaining members had met as a committee on 14th May and that meeting had gone well, resulting in the four remaining members of the VHMC being able to continue to run the village hall meantime, until more help can be recruited. It was suggested by Dr Nicol that the trustees be verified via the Charity Commission web site. **Clerk was asked to retrieve the information on the village hall previously obtained after a SALC briefing a year or so back. Clerk to action and forward on as appropriate.**

Chair commented on the poor sound quality in the village hall. Mr Lightfoot agreed to investigate possible improvement suggestions.

20. Request for sponsorship of printing costs for second historical book about Witnesham -

A request to the PC asking for consideration of sponsorship for a second historical book about Witnesham and an estimate for printing costs of £1075.00p had been received from a local resident. With the aim of every resident receiving a free published copy of the book once it was completed. Council discussed and the Clerk reported that there may be possible funding available from District Cllr Robert Whiting, which could be pursued, but this was not guaranteed.

Mr Hindle proposed "That the Parish Council will support some funding in principle up to £1,000.00p. A final draft is to be requested for PC comment. Clerk to attempt to seek possible contributory funding support from SCDC"  
Seconded Dr Nicol: Carried

21. Tree Officer

Mr Templeman had visited the site between the school and the Poor's Land to inspect the trees at the request of Mrs Shaw and confirmed that the findings in the planning proposal seemed accurate.

22. Allotments

All taken and all monies received. The plot allocated for a local charity did not appear to have been used as yet. Mrs Bailey would check.

23. Correspondence – None.

24. EU Directive "The General Data Protection Regulation" (GDPR) due 25th May 2018 - Update

Clerk reported that he had attended a free of charge briefing at SCDC on 14th May which was very helpful. A "to do list" for Parish Councils had been provided along with other useful guidance. The "opt in" emails had been sent out for the PC email contact list and results were being processed by the Clerk.

25. Village Phone Boxes –

The makeover of both boxes had been completed. There had been a question about door access difficulty from a resident who updates the book share, to the America Hill box, but this was deemed likely to be a design feature.

26. SCDC CIL 2018-19 Project Proposal Bids

There is an opportunity to bid for additional CIL funding for categories of project expenditure on the SCDC 123 list of which the deadline is 25th May. Mr Wilks proposed that council should make a potential bid of CIL money for match funding, to go towards a 20K refurbishment of Witnesham School toilets. This was seconded by Mrs Shaw: carried. **Clerk to proceed to enable application form completion.**

27. Consideration of providing a defibrillator in Witnesham

Mrs Shaw reported that Witnesham Nursing Home does not have a defibrillator. Mr Hindle confirmed that there is one at Fynn Valley Golf Club. Chair asked council if they wanted to consider a defibrillator for Witnesham or not based on costs provided previously and the location question. Council agreed that there was insufficient need to provide one in the village.

28. Finance Update – Clerk as RFO (balances as of 15<sup>th</sup> May 2018)

- a) Current Account £28,414.64p
- b) Ipswich Building Society £8279.01p
- c) Declaration of exemption Annual Return 2017-18

The form and overview had been circulated prior to the meeting. Mr Lightfoot proposed that council declare themselves exempt, seconded Mr Wilks: carried

- d) Annual Governance Statement 2017-18

The statement was checked by council. Mr Lightfoot proposed that council approve and accept the Annual Governance Statement 2017-18, seconded Mr Stanley: carried

e) Annual Accounts Statement 2017-18

The Annual accounts had been circulated prior to the meeting. Mrs Bailey proposed acceptance and approval of the Annual Accounts Statement 2017-18, seconded Mr Templeman: carried

Dr Nicol thanked the Clerk for the good work on the Annual Return and the finances in general which was welcomed by council.

Current financial situation

Clerk reported that online banking access to view statements had been set up and was working well. The council member signatories had also applied for online access. The increase in Barclays balance since March meeting was mainly due to precept half year £6658.29 and another CIL credit of £ 2136.94. **Clerk would arrange a Finance Committee meeting after the internal audit had been received.**

To approve the following payments

a) 6 Months Payroll Sep-Mar	£54.00
b) Administration March	£185.33
c) HMRC PAYE Tax Q4	£150.40
d) SALC annual subscription	£369.15
e) Rec Ground repairs	£100.56
f) APM snacks	£34.50
g) Dog fouling signs	£43.20
h) APM wine	£30.25
i) Administration April	£231.61
j) Phone box door repair	£50.00
k) Phone boxes makeover and repaint	£400.00

Recent payments agreed. Proposed by Dr. Nicol and seconded Mr Hindle.

27. Matters to be brought to the attention of the Parish Council –

Mr Everett asked about the new SCDC garden waste policy which seemed to be behind schedule. **Clerk to contact Cllr Robert Whiting and ask for timelines and any known difficulties.**

Mr Hindle thanked the Clerk for the excellent way he carried out his duties for the council which was echoed by the councillors present.

Meeting closed at 9:05 pm