

## **Swiland and Winesham grouped Parish Council**

Clerk: Mrs Sarah-Jayne Bailey, 38 Weyland Road, Winesham, IP6 9ET

### **Parish Council Meeting**

Wednesday 16<sup>th</sup> July 2014 at 7.30pm held at Winesham Village hall

#### **MINUTES**

1. Chairman welcomed everyone to the meeting
2. Apologies from Mr Laughlin, Mr Darell-Brown, Mr Hindle and Miss Reeve
3. Minutes were approved from 21<sup>st</sup> May 2014 as true record and signed off.
4. Chairman reported that Clerk had been handed new financial regulations by SALC that need to be adopted. The finance committee will need to review these in detail at a later date.
5. Clerk has been offered copy of new rules for Governance and Accountability which has to be purchased from SALC. Dr Nicol requested that we check what is mandatory. Clerk will go through and summarise for next meeting.
6. Councillor Bellfield has emailed the Clerk to say that he is working from home after recent illness but that any issues as a result of meeting can be emailed to him.
7. Mr Hudson not in attendance and no report received by Clerk. Chair to look into district council representation as there are some issues that need raising with SCDC.
8. Clerk reports Current Account balance is £8,835.28 and the Ipswich Building Society balance is £7980.62 (as at November 2013)

Clerk handed out an example Excel template for book keeping purposes. Generally agreed that Clerk migrate book keeping to Excel format with gridlines on any print outs.

9. To approve the following payments
  - a. Clerk Salary May £182.77
  - b. SBS Computers photocopying £3.50
  - c. Internal Audit £50.00
  - d. Fynn Valley APCM refreshments £30.60
  - e. Hire of village Hall x2 £40.00
  - f. Clerk Salary June £120.14
  - g. Elmy Landscapes grass cutting £954.00
  - h. HMRC tax April, May, June £56.40
  - i. SALC Audit and Book keeping training £30
  - j. SALC Website Training September x2 £80 + VAT
  - k. Amazon Printer £56.94
  - l. Suffolk Coastal Services Ltd Fido Bin £132 + VAT approx

#### 10. Grass cutting, Weyland Rd and Burwash

Chair read out email from Mr Hindle regarding common areas of Weyland road being poorly cut and also outside Burwash.

#### Overhanging hedges

The Chairman has suggested a note be given to landowners reminding them of their responsibility regarding the upkeep of overhanging hedges on pathways throughout the village. Something will also go into in touch magazine to remind people about taking care to ensure their hedges are kept trimmed and maintained.

#### Sign posts

Mr Hindle has flagged up sign post that is broken on Rose Hill and is laying in hedge with SCC and they have responded to say they will deal with it in due course.

#### 11. Planning

Mr. Lightfoot confirmed there had been planning meetings on 23<sup>rd</sup> June and 14<sup>th</sup> July. At the meeting this week architect Peter Wells attended to outline a future proposed development on existing agricultural land with access off Tuddenham Lane. Mr Wells keen to offer a public consultation around September time prior to making a formal application.

The LDF (Local Development Framework): Parish Council has been advised that SCDC want to look at site specific specification which means reviewing sites and to revisit the physical limits boundary.

It is likely that all SCDC planning applications will be available online only very soon. Planning committee will need to work out how to hold a public meeting when plans are viewable in this way.

#### 12. Police Report

Chairman read out report. 2 minor crimes since May 2014,

#### 13. Highways

Nothing to report regarding Ashbocking Road issue. This will be queried in letter to highways along with several other issues.

It appears repairs to pot holes in Weyland road and Hall lane have taken place but tarmac on path adjacent to phone box near Swilland end of village yet to be repaired.

A response has been received from Highways concerning potential installation of more chevron signs near to war memorial confirming that this is not considered a suitable location.

A request has been received from a concerned Parishioner concerning the quiet lanes scheme asking for Tuddenham lane to be registered as a quiet lane so it can't be used for bypass uses as it has been in past. General feeling of agreement Clerk to check criteria and conditions.

#### 14. Recreation Ground

Mr Rush reported work ongoing to get play equipment installed in the coming weeks.

#### 15. VHMC

Mrs Shaw reports that the Bowls club have asked whether the pillars half way down the village hall can be removed but are advised to seek structural advice with costings.

Quotes to tarmac the car park and for a French drain have been obtained. Parish Council is being asked to assist with funding. Chairman asked that Village Hall Management Committee provide more detail of their requirements to the Parish Council and to confirm the status of previous bids to improve hall lighting and heating.

16. Playing Field Management Committee

Mr Wilks had nothing to report although the pot holes on the school drive were discussed and a suggestion that Councillor Bellfield be asked to assist in a resolution with the County Council.

17. Allotments

Mrs Camp reported that one allotment taken up but applicant wants to keep bees on it which has been agreed. Three plot holders need reminder letters of their obligations to tidy up their allotments.

18. Tree Officer

Mr Henley reported that a dead tree was found in Weyland Road and this was removed. Some discussion over whether this should be replaced and agreed to review in the planting season.

19. Communications Group

Mr Rush confirmed a meeting had been held to review the village website. Looking at using the Onesuffolk web address. Clerk and Miss Reeve will be attending training in September to update the website by the Winter.

20. Community Group

Mrs Camp reported a good Village Show was had with lots of entries and all had a good time. Garage Sale was good even though it was wet weather. Upcoming events include a 1940s dance on October 4<sup>th</sup>; Glutfest October 25<sup>th</sup> and Music Weekend 22<sup>nd</sup> November 2014.

Mr Henley reported that the commonwealth run went really well. Westerfield Swan were very supportive as were Westerfield Bowls Club and the Tuddenham Community. Photographs have been taken to raise money for Suffolk Carers Association and £400 was raised. Part of the relay took place at Witnessham Primary School and those children who took part were awarded a medal.

There will be a Village Pantomime (Barley Players) and auditions are on 18<sup>th</sup> and 21<sup>st</sup> and 25<sup>th</sup> August and a World War 1 memorial event on 2<sup>nd</sup> August.

21. Correspondence

William Barraclough sent in a lovely letter and photograph showcasing the success of his poppy seeds. He also wrote to the Clerk to highlight that some large items of litter had been found - a fly tipping issue which the clerk will report.

22. AOB

Chairman reported that he had attended a seminar at SCDC about electoral registration process. The intention being to get PC assistance to get everyone in a household to register.

**Meeting closed at 21.10**

