

## Swilland and Witnessham grouped Parish Council

Clerk: Mr Steven Barron

Email: [swill-witpc@outlook.com](mailto:swill-witpc@outlook.com) Phone: 07719 176917

### Parish Council Meeting

Wednesday 21st March 2018 7:30 pm at Witnessham Village Hall

#### MINUTES

1. Chairman welcomed everyone to the meeting.
2. **The Code of Conduct. To receive Councillors Declarations of Interest:** None
3. **To receive apologies from Councillors not attending:**  
Mr Everett, Mrs Pace, Mrs Bailey and Mr Johnson.  
  
**Present:**  
Mr Wilks, Mr Stanley, Mr Rush (Chair), Mrs Shaw, Mr Templeman, Dr Nicol, Mr Lightfoot and Mr Hindle.
4. **Election of Co-option Candidate:**  
Apologies received from prospective candidate who was not in attendance.
5. **To approve Minutes from the meeting held on 17th January 2018:**  
These were approved as a true record and signed by the Chair.
6. **County Councillor Report:**  
Cllr Robin Vickery not present. Chair advised the meeting that areas in the parishes of highways concern, had been visited by Mr Vickery, but no updates received.
7. **District Councillor Report:**  
Cllr Whiting not present.
8. **Footpaths**  
Mr Hindle reported that the flooding on Swilland FP 13 by Newton Hall was still there and that the landowner would need to wait for water levels to recede before proper investigation could take place.  
Issues reported with Swilland FP 15 south of the Moon and Mushroom, seem to have been resolved now.
9. **Planning**  
There had been one planning meeting since January. The highlight of concern was another planning application on the Homeland House site which prior to the submission, was pending enforcement action from SCDC. Chair gave overview of the history of the site in planning terms for council's information. Chair thanked Mr Wilks for his responses made to SCDC on council's behalf.
10. **Police Report**

Dr Nicol had attended the ASB meeting in March and reported the concerns raised at the meeting about the alleged "grooming" of young people in Kesgrave.

Police had visited the Witnesham School car park after issues had been raised about joy riders after dark, but had found nothing. The Police stated that they would support an extension of the 40 mph speed limit to cover Gibraltar Crossroads. The new Police Sergeant for the Parishes is Sgt Chris Chaplin (Ipswich East).

The next ASB meeting will be on Thursday 3rd May 10:30 am.

## 11. Highways

a) The speed initiatives working group reported back - Latest feedback from SCC Highways on case No 185895 logged 21st November 2017 was that this had been referred to SCC Safety and Speed Team on 15th March. They have been chased for a response, but none received to date.

Dr Nicol gave an update on the pot hole saga in Hall Lane. Robin Vickery would be contacted and asked to assist progression.

Gibraltar Crossroads: It was felt by the chair that it would be of benefit to seek support of SC Cllr Matthew Hicks as he was very influential in the past, regarding the 40 mph speed limit implementation within his ward at the Ashbocking end of the B1078.

Chair stated that he was seeking a representative of Scottish Power to attend the APM in April to give a presentation on the cabling site by the B1077 at Westerfield.

## 12. SAVID (Safer Village Driving)

There had been no meetings since November 2017 and the next meeting date had yet to be decided.

## 13. Playing Field Management Committee

Chair reported that a PFMC meeting had been held on Thursday 22<sup>nd</sup> Feb. Witnesham WASPs changing room building was due for demolition in July. The building was due to be emptied and SCDC rates removal was pending, Clerk dealing. It was suggested that WASPs be reminded of this loss of facility: **Clerk to action.** Next meeting is 10th May 2018.

## 14. Play Area Inspections

A quote had been received for some repairs post RoSPA inspection of the recreation ground at a cost of £83.80p plus VAT. Mr Stanley had visited the site. Mr Hindle proposed to proceed to order, seconded Mr Stanley: carried. Mrs Pace (not present) had advised the Clerk, prior to the meeting, that she had not had time to check the play area this week.

There had been an occurrence of the bottle bank being full and overflowing by the play area very recently. Chair asked that residents be urged to use the contact phone number to report any instances of the bottle banks being full in future and to avoid fly tipping by leaving bottles outside the banks: **Clerk to action.**

## 15. Recreation Ground

Mr Hindle reported that he had asked the building contractor close by, to make good a potential pot hole in the entrance of the car park. The repair would be under observation.

**16. VHMC**

Mrs Shaw had nothing to report. Next meeting is 27th April.

**17. Tree Officer**

Nothing to report

**18. Allotments –**

Clerk reported that all the fees for 2018 had been received and that all plots were taken. One plot in Coopers Close would be used by a local charity this year with the year's fee waived.

**19. Correspondence –**

Talitha Koum: Correspondence had been received by Mr Lightfoot which indicated that the current "Away Treatment" strategy was no longer feasible at the Hope Centre. Mr Rush asked that a representative of TK be invited to report at the APM in April. **Clerk to action.**

**20. EU Directive "The General Data Protection Regulation" (GDPR) due 25<sup>th</sup> May 2018 – update**

**a) To approve and adopt SWgPC GDPR Policy**

A draft GDPR policy had been circulated prior to the meeting. Clerk gave overview of the main points. Mr Lightfoot proposed approval and adoption, seconded Mr Hindle: Carried.

**b) To appoint a Data Protection Officer (DPO)**

Clerk gave an overview of the current position and the requirement.

**Council agreed to appoint the Clerk as the DPO.**

**21. Village Phone Boxes -**

Chair reported that makeover work had begun on the box by Church Lane and Clerk reported that the repair to the door in the Upper Street box was progressing.

**22. Meeting Dates 2018 –Meeting date for AGM May 2018**

It was agreed that the Annual Parish meeting (APM) would be Weds 18th April and the AGM of the Parish Council would be Weds 16th May.

**23. Consideration of providing a defibrillator in Witnesham**

Mrs Shaw gave an overview of potential defibrillator type and use. Approximate costs example given was £2000 to purchase and £126.00p per annum maintenance cost. Council raised the following points:

- Do council wish to purchase?
- If so, where would it be located?

Council decided to make contact with Witnesham Nursing Home to see if they have a defibrillator. **Mrs Shaw to action.**

**24. Finance Update -**

	<b>Clerk as RFO</b>
<b>a) a. Current Account:</b>	<b>£22,014.51p</b>

**b) b. Ipswich Building Society                      £8,279.01p**

(Above balances as of 27th Feb 2018)

**c) Clerk request to seek online banking access with Barclays-**  
Online access for the Clerk would give up to date statements and pave the way for future BACS payments being possible, pending members (signatories) following on to also gain online access.  
**Proposed online access request for the Clerk by Dr Nicol, seconded Mr Stanley: carried**

Current financial situation – Clerk  
Clerk reported that there will now be a definite under spend due to the delay in the speed initiatives project and SID purchase. **Dr Nicol proposed that Clerk should arrange a Finance Committee meeting once year end was complete post 31st March 2018 and all figures were known. This was agreed.**

**25. To approve the following payments:**

a) Mole clearance at Playing Field	£80.00
b) Administration February	£185.13
c) Play Area repairs (i)	£851.88
d) Play Area repairs (ii)	£163.68
e) Stationery, ink and mob phone top up	£35.27
f) Annual Community Speed Watch Funding	£50.00
g) Hall Hire Jan and Mar	£44.00
h) RoSPA inspection Rec Ground	£48.00

Approval proposed Mr Hindle, seconded Mr Lightfoot: Carried.

**26. Matters to be brought to the attention of the Parish Council –**

Mr Hindle asked about annual SALC meeting date: **Clerk to investigate.**  
Chair asked Mr Hindle to check on any possible rabbit infestation by the Recreation Ground. Mr Stanley asked about whether the local MP, Dr Dan Poulter, was actually representing the constituency. Chair agreed to follow this up.

Meeting closed at 8:55 pm