

Swilland and Witnesham Grouped Parish Council

Clerk: Mr. Steven Barron

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Parish Council Meeting

Weds 19th September 2018, 7.30pm at Witnesham Village Hall

MINUTES

1. Chairman welcomed all to the meeting.
Present: Mr Lightfoot, Mr Rush (Chair), Mr Stanley, Mr Templeman, Mr Everett, Mrs Shaw, Mr Johnson, Dr Nicol, Mr Hindle and Mr Wilks.
In attendance: SCDCllr Robert Whiting (arrived later in the meeting)
2. The Code of Conduct Declarations of Interest – None
3. Apologies received from Mrs Bailey and SCllr Robin Vickery
4. To approve Minutes from the meeting held on 18th July 2018 - Proposed Mr Lightfoot, seconded Dr Nicol: Agreed as a true record.
5. Suffolk County Councillor report – SC Cllr Robin Vickery not in attendance.
6. SCDC Councillor report –
Mr Whiting reported on items which included:
 - There could be grants available from SCDC for Village hall improvements.
 - The dog fouling issues in Coopers Close.Mr Hindle asked for support on the planning enforcement at Homeland House.
SCD Cllr Whiting's August full report can be viewed on the Parish Council web site.
7. Footpaths –
Mr Hindle informed the meeting that there may be an encroachment onto Witnesham FP 22 (north side of Saw Mills site, Mow Hill) by some gate pillars and an accompanying fence. This had been reported to SCC Public Rights of Way to check the footpath line and for any confirmed encroachment. Also the building of the pillars and fence could have planning implications. **Formal enquiry would be sent to SCDC Planning Team.**
Mr Rush reported that dog fouling in Coopers Close had resulted in two unpaid fines to date and court action was now pending with SCDC.
8. Planning –
The Local Plan had been updated with 20 dwellings at Mow Hill plus existing Street Farm. The Homelands House application had been withdrawn and enforcement was pending, which Mr Hindle said should be chased by the Parish Council. There was a drop in event at Ashbocking about the proposed development at Green Farm and access being opened from the B1078, which by implication, opens a very large area which might be liable to development.

Mr. Wilks reported that there had been two meetings since July.

At the last meeting an application to build a three bedroom cottage at 1 Mill Lane, which had a history of two previous refusals and two appeal dismissals, had been unanimously objected to. Also there was an application to build 20 dwellings on Street Farm. Due to important information not yet being available, the committee sought to have a deferral with SCDC which was subsequently agreed with the Planning Officer. The applicant was considerate and wanted to engage and was willing to supply further information. There had been a site visit on 15th September attended by residents, Mr Rush, Mr Hindle and Mrs Shaw at which the developer went through all the issues. A planted hedge on the boundary would be part of the application and maintenance thereof, with specific plant types not yet submitted. Committee had concerns over a 10m rise from the lowest point to the dwellings on the high part of the site.

At the last meeting Mr Wilks announced that he was standing down from the planning committee. The committee had then resolved that Mr Hindle would take over as chairman of the committee until the AGM in May. Mr Rush thanked Mr Wilks for his contribution to planning and his expertise over the years, which was also echoed by councillors present.

9. Police report –

Mrs Shaw reported that she had attended an ASB meeting on 6th September. There were no priority issues for our parishes. Next meeting is on 1st November.

10. Highways –

Mr Rush reported that a meeting was due with Mary Evans, (SCC Cabinet Member for Highways, Transport and Rural Affairs) and Robin Vickery about the Gibraltar crossroads on 27th September. It was open to Parish Councillors and residents.

The B1077 will be closed between the War Memorial and past Rose Hill in Witnesham for four weeks from 1st October for drain work. Mr Rush agreed to respond to Highways road closure notice expressing concern at the length of the closure, the lengthy diversion route via Woodbridge which could easily utilise the Henley Road and to request suitable and adequate signage for the Golf Club, Business users as well as residents and to include signs at both ends of Tuddenham Lane to prevent a repeat of previous grid lock situations. A demand from SCC Highways that the vegetation on the boundary of the Playing Field and the B1077 be cut back by 25th September had been received. A quote of £624.00p plus VAT had been received plus two days traffic management (price as yet unknown).

Council agreed for Clerk to proceed.

11. SAVID (Safer Village Driving) –

Mr Johnson reported that there was funding for a SID for SAVID but the funds could not be released by Robin Vickery until a specific Parish Council had agreed to be the host purchaser and an AGM had been held by SAVID. Mr Johnson had agreed to take over as SAVID chairman provided there was a working party steering group set up to produce a list of recommendations. This was needed prior to the AGM.

12. Playing Field management Committee –

Mrs Bailey would chair the next meeting on Monday 15th October. There was a possibility of a CIL bid to help fund the school toilets revamp and an application could be made for 2019-20. **It was agreed that the Finance Committee should consider a CIL plan and it would be discussed at the next finance meeting.**

13. Play Area Inspections –

Mrs Bailey was not present. Mr Stanley reported that the recreation ground was in good order. Clerk reported that the annual RoSPA inspection of the Play Area was due on 20th September.

14. Recreation Ground –

Mr Rush advised that quotes for the proposed Recreation Ground improvements had been obtained and deferred further comment as this would be covered under item 20.f

15. VHMC – Mr Johnson reported on a VHMC meeting held on 7th September.

- Two new members have joined VHMC.
- A request for more tables had been discussed originally raised by a resident. Council debated known existing options for extra tables and **agreed the following. Council requests VHMC to obtain a quote for between six and ten tables. Also to consider storage and any costs associated.**
- A new charging policy of an hourly rate for short sessions had been adopted.
- A trial of “free use for free to attend community events” had been agreed.
- To encourage wider use of the hall, there were plans to use online surveys and “In Touch”. Council agreed that the PC email list could be freely advertised and residents added, to assist with any implementation.
- On the sound quality issue, Mr Lightfoot had circulated a report which included sound absorbent surfaces which he deemed quite expensive. Mr Lightfoot endorsed the VHMC’s efforts on trying out cheaper options such as fire resistant curtains.

16. Tree Officer- Mr Templeman had nothing to report.

17. Allotments

Two plots had been given up recently in Coopers Close bringing the number of vacant plots to three. Clerk would advertise after the rate review had taken place at the next finance meeting. Mr Rush had yet to follow up on the question of bee keeping on one of the plots and would update at the November meeting.

18. Correspondence –

A local farmer had asked for the Parish Councils assistance in dealing with the increase of local residents are tipping garden waste over their fences into adjacent fields causing the spread of unwanted weeds, especially grass weeds which are difficult to control. This was happening from properties in Witnesham at Burwash and behind Hill Farm and in Swilland, from properties either side of High Road, including Half Moon Cottages. The Parish Council was disappointed to learn of this activity and agreed through the minutes to ask residents to stop this and to advise the

landowner to take up with individual residents if the issue persisted. The District Council was the authority to pursue cases of illegal fly-tipping.

19. The General Data Protection Regulation (GDPR) - Update

Clerk reported that a draft Information Asset Register (IAR) had been circulated and as no dissent had been received, Clerk asked that this would be issued now, which was agreed. Clerk advised council that one of the tasks was to advise councillors of their responsibilities under Data Protection legislation and would circulate this accordingly before the next meeting.

20. Finance Update – Clerk as RFO (balances as of 18th Sep 2018)

- a) Current Account £28,699.27p
- b) Ipswich Building Society £8279.01p
- c) To approve and accept Internal Auditor's Report 2017-18

Proposed Dr Nicol, sec. Mr Lightfoot: carried

- d) To approve Clerk's Corrective Actions from the report
Proposed Mr Templeman, sec. Mr Lightfoot: carried

- e) To appoint an Internal Auditor for 2018-19
After discussion it was proposed by Mr Johnson to appoint Heelis and Lodge as Internal Auditor for 2018-19, sec. Mrs Shaw: carried

- f) To approve 2018-19 budget adjustments by Finance Committee
The amendments to 2018-19 budget by the finance committee which had been circulated prior to the meeting were explained by the Clerk to council. **These were proposed by Dr Nicol to be approved and adopted by council, sec. Mr Stanley: carried**

Current financial situation

Clerk reported that received income consisting of a VAT reclaim of £876.80p plus £750.00p grant for the Village Book from Robert Whiting had been paid into the account. There would be a finance committee meeting late October or early November to plan draft budget etc for 2019-20.

21. To approve the following payments

- a) Administration July £231.61
- b) Administration Aug £185.13
- c) Annual Insurance Renewal £880.31
- d) Hall Hire July & Sep £44.00
- e) Two 16GB USB pen drives £10.99

Payments approval agreed. Proposed by Mr Hindle and seconded Mr Templeman.

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

Mr Johnson asked if Pre-school could be considered as a regular agenda item. Chair pointed out that this could be covered under PFMC item, which was agreed. Mr Hindle asked about bulb purchasing for this year and was reminded that there were adequate approved funds in the budget.

Mr Wilks announced that he was resigning from the parish council. Mr Rush stated that he was very grateful for Mr Wilks's efforts over the years which was endorsed by all other councillors present.

Meeting closed at 9:00 pm