

**MINUTES OF THE SWEFLING PARISH COUNCIL MEETING 14TH JANUARY 2020
AT 7.30 PM IN THE VILLAGE HUT**

1. Attendance and Apologies

Cllr John Stanley (Chair)
Cllr Jude Chin
Cllr Audrey Lummis
Cllr John Tesh

Apologies for absence

Cllr Julia Kinsey
Cllr Martin Wyard (Vice Chair)
Cllr Annie Roger
Cllr Stephen Burroughes
Cllr Maurice Cook
Monica Pretzel

Also in attendance

Maureen Philpot (Clerk)
David Robertson
Bobby Rusack

2. To receive declarations of interest and to consider requests for dispensations

None received

3. Public Forum

a) David Robertson wanted to comment on his previous planning application no: DC/19/4578/FUL and the Council's response to the planning committee. In the comments the council sent to the planning committee the plans were rejected on the size of the new house (5 times larger) and the fact that the building would be on new ground. At the moment the site is within the countryside in a 'Special Landscape' land designation area. He said that his plans were to build a house just over 3 times the size of the existing bungalow not 5 as the Council had stated. The Chair responded to this comment, explaining that the Council had received the plans not long before the closure date and just before Christmas, so very little time was available for in depth scrutiny of the plans. Bobby Rusack commented on the Council's response to the planning application saying that a recent planning application to build a new house in the field adjacent to this location was rejected but this was not the case as the plans were withdrawn. Bobby Rusack demanded that the Chair withdraw the word 'rejected'.
Cllr Jude Chin said that it really was up to the Planning Department to pass or reject the plans.

The Chair said that it was very useful to have David Robertson at the meeting and to hear what he had to say.

b) To receive a report from Cllr Stephen Burroughes (previously circulated)

c) To receive a report from Cllr Maurice Cook (previously circulated)

Cllr John Tesh would have liked to ask Cllr Stephen Burroughes and Cllr Maurice Cook about a recent report in the media regarding erosion in the area. Also there are major concerns about the Sizewell traffic.

Cllr John Tesh said that the 30 mph signs were in need of repair. He also asked that Cllr Stephen Burroughes is asked about the £3 million pot that he mentioned and what it is to be used for.

Action: The Clerk will attempt to change the wording on the Planning Application site, not hopeful as the due date for comments has long passed.

The Clerk will also e-mail Cllrs Stephen Burroughes and Maurice Cook regarding the concerns about erosion and Sizewell traffic.

4. Minutes of the Previous meeting

a) The minutes of the previous meeting held on 13th November 2019 were proposed by Cllr Audrey Lummis and seconded by Cllr John Tesh as a true and accurate record and signed by Cllr John Stanley (Chair).

b) All actions had been undertaken.

5. Village Matters

a) Update on Village Noticeboard. Cllr Julia Kinsey sent an e-mail to the Clerk asking for an update on the noticeboard as she is ashamed of the old one. The Clerk reported that the new noticeboard is on order and will be delivered to the Chair.

b) Update on Village Website. The Chair reported that he had a meeting with Monica Pretzel and the new website is looking promising. It was agreed that Adrian Kinsey should be reimbursed the money he has paid for the domain so far. It was also agreed that the Domain must belong to Sweffling Parish Council. The Council need to check whose name the Domain is currently in and it would be useful to get a letter from Ann Hirst confirming that she gave the Domain – Sweffling Parish Council – to the Village and that Adrian Kinsey administered it. The Council also agreed that the Clerk pay the monthly fees for the Domain and she will be reimbursed by the Council. All agreed the above.

c) Communications. Along with the new website, the Parish Council agreed that when the noticeboard is installed there will be another form of communication for the Village. The Clerk said that she had set up a Facebook page for Sweffling called 'Beautiful Sweffling'. So far very few people had joined but it would be a useful place for local news to be posted.

d) Planning Application no: DC/19/4929/LBC. The Parish Council had no objections to this planning application.

e) Flooding. Cllr Julia Kinsey is concerned about the flooding opposite Dogs Off Lane (Kings Road). It was reported that the Gull was flowing freely until the bridge at the Village Hut. The ditch had been cleared but cuttings had blocked the culvert. Highways have attempted to clear the drain but most of the problems are caused by sand, vegetation etc. The Chair said it would be helpful to have a notice in The Bridge to point out that it is the responsibility of landowners to keep their ditches clear. It was suggested that before next year a notice is posted throughout the Village for a working party to help clear the ditches. Cllr John Tesh suggested that the Council pay someone to flail along the ditches.

Action: The Clerk to e-mail Cllrs Stephen Burroughes and Maurice Cook regarding the Flooding in the Village.

6. Finance

a) Cheques to be signed.

b) Review Quarterly budget versus actual expenditure

c) To approve quarterly bank reconciliation. Proposed by Cllr Jude Chin and seconded by Cllr John Tesh. The report was signed by the Chair.

Please see Financial Report at end of Minutes pages 4, 5 & 6 Appendix 1.

7. Correspondence

The following correspondence was received between 14th November 2019 and 14th January 2020:

The Clerk has received a letter from Norse regarding the 2020 Litterpick in the Village. This will be discussed at the next meeting.

A flyer was sent to the council regarding firework displays for the celebration of the 75th VE Day.

8. Questions to the Chair

It was reported that a birdscarer has been placed next to Mill Road (footpath 15) and the Chair said that he had reported it (Report No. 265778). A villager was running along this area and the birdscarer went off and she said that she was very shaken. It was also reported that a baffle of straw should be built around it. Highways have said that they will visit the site. The land is owned by Mr John Larter.

9. Date and time of next meeting

The date and time of the next meeting was confirmed as Tuesday 11th February 2020.

There being no further business the Chair closed the meeting at 9.35 pm.

DRAFT

Appendix 1

Cheques to be signed:

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	<u>Classification</u>	<u>Amount</u>
14.1.2020	100636	Maureen Philpot	Clerk's Pay	£317.04
14.1.2020	100637	HMRC	PAYE	£79.20

DRAFT

**Swefling Parish Council
Budget for 2019/20**

		Actual year to date	Anticipated future income/ spend	Variance
Cash brought forward		£4,661	£4,660.57	£0
Receipts				
Precept	£3,300	£3,300.00	£0	£0
Sundry receipts	£100	£2,123.68	-£2,024	£0
	<u>£3,400</u>			
Payments				
Clerk's salary	£1,480	£1,162.59	£317	£0
Clerk's office expenses	£50		£50	£0
Insurance	£460	£325.85	£134	£0
SALC annual subscription	£150	£135.15	£15	£0
SALC internal audit fee	£100		£0	£100
SALC PAYE services	£80	£21.60	£58	£0
Hut hire	£170		£170	£0
Village sign repairs	£120	£108.00	£12	£0
Mower costs	£120	£132.63	-£13	£0
Mower repairs	£150	£120.00	£30	£0
External audit costs	£50		£50	£0
Equipment safety inspection fee	£150	£161.91	-£12	£0
ICO registration	£35		£35	£0
Councillors travel expenses	£100		£100	£0
Sundry other	£185	£224.39	-£39	£0
	<u>£3,400</u>	<u>£2,392.12</u>	<u>£908</u>	<u>£100</u>
Cash carried forward		£4,661	£7,692.13	£4,761
Cash balances as of	Thursday 31st October 2019			
	Community account		£3,693.53	
	Business account		£3,998.60	
	Deposits not cleared			
	Cheques not cleared			
	Book balance cash		£7,692.13	

SWEFLING PARISH COUNCIL**BANK RECONCILIATION AS AT 31ST DECEMBER 2019****Bank statements****Barclays Community Account**

Cash at bank as per statement dated 2 nd January 2020	£3,693.53
Plus cheques received and not yet banked	£0
Less unpresented cheques	£0
Sub-total	£3,693.53

Barclays Business Account

Cash at bank as per statement dated 23 rd December 2019	£3,998.60
Total	<u>£7,692.13</u>

Cashbook**Barclays Community Account**

Opening balance as at 1 st October 2019	£2,609.99
Plus receipts	£2,117.71
Less Payments	<u>£1,034.17</u>
Sub-total	£3,693.53

Barclays Business Account

Opening Balance as at 1 st October 2019	£3,996.61
Plus receipts	<u>£1.99</u>
Sub-total	£3,998.60
Total as per cashbook	<u>£7,692.13</u>
Difference	<u>£0</u>

Clerk/RFO Maureen Philpot – Signed

M.A. Philpot.

Date 14.1.2020

Chair – Cllr John Stanley – Signed

Date 14.1.2020

J. Stanley