

SWEFLING PARISH COUNCIL



MINUTES

Location: Sweffling Village Hut, The Street, Sweffling

Date: Tuesday 11th April 2023. Commencing at 7.30pm

1. Attendance and apologies:

Apologies were received from Jill Abbott(JA).

Present John Stanley (JS), John Tesh (JT), Audrey Lummis (AL)
Amanda Daniel (AD) Julia Kinsey (JK) and Jude Chin (JC)

No members of the public were present.

2. To receive declarations of interest and to consider requests for dispensations: nothing was declared

3. **Minutes of the previous meeting:** (a) **The Minutes of the previous meeting**, having been read were signed by JS as a true record, proposed AL and unanimously agreed. (b) **Matters Arising :** (i) re the mower: The mower is owned equally by the Parish Council and the Townlands Trust of which Andy Franklin is a trustee. JS had tried to contact Andy who was away on holiday at the time and so the mower has not been moved. Subsequently Andy has emailed concerning the mower. **AD to speak to the Townlands Trust to ask whether they would like to scrap the mower or take other action as the Parish Council can not make a decision without their agreement.** (ii) Nomination forms had been delivered to the District Council and receipts for these were handed to AD and JT the other being for JA who was not at the meeting. (iii) JC had found what might be a CIL payment received in the previous financial year but marked only as a grant in the cashbook. The CIL payment should be spent on infrastructure for the village and it was unanimously agreed that the internet wifi system in Sweffling Hut and the water tank and irrigation system for the new hedge planting in Jubilee Field would be included. **JS to let the District Council have this information.**

4. **Public participation incl. Police, District and County Councilors' reports.** At this election time we do not have access to councilors with all contact suspended and so there are no reports.

5. Village Matters :

1. Jubilee Field Update : JS said the wood chippings will be used but not until the water system is in place **JK will let Geoffrey Boulton know this and JT will let Geoffrey know when we are ready to take the chippings.** The trees provided by The Woodland trust are all planted and there are 30 to 40 trees remaining which will be given to the Townlands Trust for planting at the top of the Townlands Meadow. The most suitable irrigation system is up to 100 metres length of hose with push in drip feed water holes **JT agreed to order these** and once the pipe is laid and the brambles have been removed the wood chipping can be put down. JT reported that the ground is still too wet for bramble removal. Chris Denison has supplied a water tank and needs to be paid for this **The existing bank signatories will organise this payment**

2. The forthcoming election : there are currently 3 parish councilors whose nomination papers have been accepted and they will therefore be elected unopposed. JS has information from the District Council as follows : Three councilors are a quorum for a meeting under the rules of one third or more of the full quota of 7 parish councilors. New councilors can be co-opted immediately following the elections on Thursday 4th May 2023. As these vacancies are not Casual Vacancies there is no need for the District Council to supply the Parish Council with a notice as these vacancies do not need to be advertised for 14 days. The Parish Council may wish to publicise the vacancies in the Parish for expressions of interest but they are not required to do this. The first meeting of the new Parish Council must be held within 3 weeks of the election, i.e. before 25th May 2023. If wishing to continue to meet on a Tuesday then Tuesday 9th May, Tuesday 16th May and Tuesday 23rd of May 2023 would be possible dates for the first meeting.

3. The position of Clerk : JS has spoken to Ann Dobson and the Parish Councilors who have nominated for a further term have all received copies of her application and decided to take her application further. JS had therefore let Ann know that we are very interested in her application. JS has spoken to Chris Salmon of Rendham Parish Council who are also seeking a Clerk as Ann has expressed an interest in working for more than one Parish Council. **JS will let Ann know about the Rendham vacancy** as there is a possibility that Sweffling could share the cost of any required training.

4. Coronation Celebration : JA has organised hire of a marquee for a small donation and Richard Pilgrim will help erect this. Combined with use of the cricket pavilion and gazebos this will allow Sweffling to hold a bring a picnic celebration on the Townlands Trust meadow on Sunday 7th May 2023. It was unanimously agreed that the Parish Council will support the purchase of

30 ceramic coronation mugs (£180) for children under 18 who are village residents, the licence fee (£21) and the donation for the marquee (£30)

6. **Planning** – An application has been submitted for work at The Spinney reference DC-23-1014-FUL. JS has looked at the application on the planning portal and this is for the porch being made more substantial and solar panels to be installed on the south facing roof area. All other works are internal. Currently JS and AL monitor and report on plans for the Parish Council. **It was agreed that the Parish Council has no objection to these plans.**
7. **Finances** - JC reported that the cash balance at the year end is circa £7,300 and gave a synopsis of recent transactions. **JT to message Chris Denison's telephone number to JS who will draw up the cheque for £51 for the water tank.** The last VAT Return to be submitted was dealt with by Erica Spall, just before last year's audit so there are several outstanding VAT returns and this situation needs to be resolved. In the absence of a Clerk and Financial Officer some detailed information on past items, such as the CIL receipt are sketchy. JC has several files on financial matters and **AD agreed to receive and store these until a Clerk is appointed.** JS also holds various archived and current files and **AD agreed to receive and store these until a Clerk is appointed.** The bank mandate will need to be changed and **the current signatories will arrange for the necessary forms to be signed and discussed with JA and AD.** Current signatories are JS, JT, JC and JK and others not currently councilors.
8. **Correspondence** – the email received from Andy Franklin was discussed under item 3.b.(i) James Rogers has been in contact with JS to ask whether the Parish Council wants him to cut the grass this year. **Either JT, JA or AD need to contact James Rogers concerning this matter.** Apart from this there were multiple communications regarding the upcoming election but nothing which requires any further action.
9. **Questions to the Chair** – there were no questions to the Chair.
10. **Date of next meeting** : this has been left open as JA was not present to discuss with JT and AD

The meeting concluded at 8.40 p.m.