

SWEFLING PARISH COUNCIL AGENDA
Item 4- Clerk's Report - September 2021.

1. My retiral

- a. Written notice of your Clerk's retiral was given to the Council in early June 2021 and expires 15 September 2021. The current month's meeting fixed for 14th will be covered and my last day in post will be one day later to include preparation of draft minutes.
- b. Your Clerk's notified Democratic Services of his resignation as at 10.09.2021. A substitute email address has been requested by District but for what seems to be good reason our chairperson, is as yet, unwilling to allow his email address to be used for communication purposes. This situation will need to be discussed at the Council meeting.
- c. Your Clerk's shall notify SALC of his worked hours and provide a spreadsheet showing the make-up of the relevant time engaged in Council business which will be available for inspection prior to the approval of my final salary for the quarter ending September 2021, for approval at the October meeting.
- d. Your Clerk's has already been in touch with SALC requesting advice as to how best to handle my departure, so as to minimise disruption.
- e. Steps to appoint my successor need to be progressed urgently to the extent not already done. Most documents of relevance have not been printed out but instead have been saved by your Clerk to an online facility known as OneDrive and emails have been saved to Microsoft Outlook. Steps will be taken to download all relevant documents, including emails onto a hard drive and these will be handed over together with any other relevant documents, paper or otherwise to the Chairperson, or as otherwise directed, for safekeeping. I shall assist with a formal handover in the future to the best of my ability.

2. Casual Vacancy of Councillor

- a. There is an obligation on the Council to appoint on a co-option basis an additional councillor to replace former Cllr Wyard who resigned in July this year. The obligation requires the Council to act as soon as practical. Your Clerk is aware that some steps have been taken to progress matters, but this will need to be monitored and advanced. Notice of the vacancy is apparent from the website but a stocktaking exercise as to what additional measures may be desirable would be ideal.
- b. The statutory notice advertising the vacancy of a seat on the Council was posted immediately after the resignation. Shortly before expiry of the time limited for a request by 10 or more residents for the holding of an election, resident Robert Rusack published and distributed to numerous residents a document highly critical of the Council recommending the holding of an election, so as to prevent the Council filling the vacancy by co-option. This document contained many inaccuracies and so a response document was published by your Clerk and posted both on the notice board and Council website, from which residents would be able to draw their own conclusions. Enquiries made of the District Council revealed that just four individuals applied for an election to be held. The two letters in support of an election were inspected in person by your Clerk at the District Council's offices.

3. Website

- a. With the substantial help of David Smith of Bruisyard the Council's new website is now well and truly functional and I hope a credit to the village. It will however

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need to be regularly maintained and the Council will need to decide who is to take responsibility for doing that. Your Clerk is prepared to provide a modest continuing input on a very short-term basis in order pass on the benefit of knowledge and experience to the relevant nominee.

- b. I have personally paid a total of £93.60 to register the new website with provider wix.com. This covers costs up to July 15th, 2022. I have also transferred the domain name sweffling.com to wix.com. which now hosts the site. On the plus side a small credit of £6.52 has been reimbursed to your Clerk by Ionos the former provider and so the final figure due to your Clerk for expenses is as appears in the cheques schedule is a net figure of £103.92 after taking the Ionos August hosting fee. It should be noted that no fees have been incurred in developing the website. This work was largely done free of charge by David Smith and followed up by your Clerk.
- c. I recommend that there be some dialogue between Sweffling.life and the Council in order to agree what information can be shared by and with the Council and vice versa. Having the two websites is likely to be largely mutually beneficial as each website covers different matters with the Council generally limiting itself to Council related matters whereas the .life website deals with local events and social occurrences.

4. Insurance renewal.

- a. Renewal documents have been received from the broker. The proposal appears to meet the needs of the Council and it is recommended that the policy is renewed at a premium, including insurance tax of £325.85. As the policy expires at the end of this month action by the Council at September's authority to renew is sought to avoid a lapse of cover. Last year's premium for more or less the same cover, pandemic exclusion aside, for this policy, amounted to £326.00.

5. Finance

- a. Please see **bank reconciliation** and **cashbook** attached.
- b. Please also see **schedule of cheques** for signature also attached. N.B. The current account statement has not yet been received but this has been requested by telephone and may arrive before the meeting in which case it will be delivered by email.

6. Correspondence.

a. **"Godscake" Damage (Kevin McAvoy):**

- i. Damage to the historic triangle at the junction of Mill Lane and Low Road, reported to your Clerk, has been drawn to the attention of the to the County Council's Highways by telephone on 10 August, but no response has been received. The legal position and status of such areas maybe such that nothing can be done as it could well be that the triangle is simply part of the verge of the road? Further investigation is probably desirable.
- ii. The opportunity was also taken to report concerns from another villager in relation to a potential blockage by undergrowth of "The Gull" during times of heavy rainfall, the affected area being a short distance long the east side of Glemham Rd opposite the village bottle bank, where the Gull takes a sharp turn to the east. This potential difficulty has also been drawn to the attention of the contractor Larter Farms by email, together

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with a location map showing the area thoughts too be problematic. No response or acknowledgment has been received.

b. Police ANPR

A two-year pilot project is being trialled by Suffolk County Council using Automatic Number Plate Recognition cameras. These are devices which would capture the registration of a vehicle exceeding the speed limit in 20mph & 30mph zones, the data from which generates a warning letter to the registered owner. Should the vehicle be captured by ANPR exceeding the speed limit again, the information is passed to Police for targeted enforcement. Please see relevant email distributed to members for further information. Notice should be provided to the scheme manager if it is thought appropriate for Sweffling to form part of the trial. A copy of the relevant email has or will be distributed to members.

7. Sizewell.

- a. Opportunities to attend a future information event and notice of an amendment to the current planning application to add a water desalinisation plant have already been distributed to members.

8. Invoices to pay

- a. Please see schedule distributed to members.

9. Sweffling Hut

- a. After reviewing the number and timings of a TOTAL DUE based on £23.25hrs * £7.00 PER HOUR = £162.75 has been agreed, subject to Council approval, with The Hut treasurer Jennifer Tyson. The last recorded payment to the Hut is dated 12.03.2019 in the sum of £168.00.

10. Complaints against Chair

- a. As of 10 September 2021, the District Council's Monitoring Officer has yet to make a determination on the merits of the complaint, notwithstanding reminders sent by both the Chair and your Clerk. This situation should be cross-referenced with item 1b above.

11. Safeguarding Policy

- a. This document remains in draft form as at 10 September 2021 and may be the subject of further amendment prior to being approved by the Council.

12. Festival of Suffolk

- a. And is part of the national platinum jubilee celebrations, an email setting out opportunities and further information has already been distributed to the members by your Clerk.

13. Mower sale

14. The Townland Trust have been in contact re the mower. According to the Trust "**after research it looks like it is worth about £600.00 so the Trust would offer £300.00 to the Parish Council.**" Accordingly, after considering, the village's needs, either consideration should be given to accepting the offer or renegotiating the price offered after taking appropriate advice.

15. Barclays Bank plc

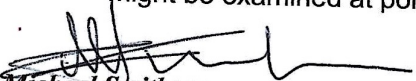
- a. Given the current uncertainties and my departure the only steps which need to be taken are to notify Barclays Bank that I am no longer mandated to receive bank statements as I ought not to be involved in any banking matters given my authority terminates as of 15 September 2021. There may also be the need to

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change the mandate for other reasons depending upon the future constitution of the Council's membership.

16. Quiet Lanes

- a. Although no specific commitment has been given to investigate the feasibility of introducing such arrangements to the village, the possibility is something which might be examined at point in the future.


(Sgd) *Michael Smithson*
Clerk to Sweffling Parish Council
Dated 10 September 2021