

FINAL

**MINUTES OF THE SWEFLING PARISH COUNCIL MEETING HELD ON TUESDAY  
8<sup>TH</sup> SEPTEMBER 2020 AT 7.30 PM IN THE VILLAGE HUT**

**1. Attendance and Apologies**

**Attendees:**

Cllr John Stanley (Chair)  
Cllr Martin Wyard (Vice Chair)  
Cllr Julia Kinsey  
Cllr John Tesh  
Cllr Annie Rogers

**Apologies for absence:**

Cllr Jude Chin  
Cllr Audrey Lummis  
Cllr Stephen Burroughes  
Cllr Maurice Cook

**Also in Attendance:**

Maureen Philpot (Clerk)  
Two Members of the public

**2. To receive declarations of interest and to consider dispensations**

Cllr Julia Kinsey declared an interest in item 5a.

**3. Public Forum**

a) Public invited to speak

Mr Steve Smith presented the Council with a bill for recent mowing, and he reminded the Council that him and Mr Andy Rogers will be giving up the mowing this year. The Council expressed their gratitude to Steve and Andy for the excellent work they have carried out for the Council. Mr Steve Smith expressed dismay at the recent placing of a dog bin in Rectory Road which inhibits walkers with dogs as it has been placed in the middle of the lane. He said that 3 mtrs to the left would have been much better. He also said that the minutes were not as informative as they could have been. The Chairman commented that Norse was asked to move two bins and provide a new dog bin for Rectory Road but the neither the Chairman or the Clerk had any notice when they were going to be installed.

**Action: The Clerk will contact Norse and ask them to come out and inspect the dog bin in Rectory Lane and to arrange for it to be placed in a more convenient place.**

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

The Chairman, having read Cllr Burroughes report, reported that although he respects the Councillor's views on children going back to school he is disappointed with the views the County have taken on the staggered start. He feels that this action wasn't thought through enough. Two other Councillors also hold the same views and commented that the staggered start is causing serious problems for children, teachers and parents. Cllr Martin Wyard questioned why Endeavour House is closed until after Christmas.

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

Cllr Maurice Cook reported about an initiative to get the internet in all village halls. The Sweffling Parish Council supported this.

**4. Minutes of the previous meeting**

a) The minutes of the previous meeting held on 13<sup>th</sup> July 2020 at 7.30 pm (previously circulated) were proposed by Cllr Annie Rogers and seconded by Cllr Martin Wyard as a true and accurate record and signed by the Chairman.

b) All matters had been dealt with.

**5. Village Matters**



a) Update on web site.

Monica Petzal reported that everything that has been sent to her is now on the website: sweffling.life. She also commented that there is not enough information in the minutes and that there is a confusion between sweffling.life and sweffling.com. She would like sweffling.com to come to an end to avoid the confusion. Monica commented that she was of the understanding that Adrian Kinsey wanted to give up sweffling.com. Sweffling Parish Council said that they would have to have someone to manage the site and that the council have to demonstrate that they have control of the information that is published. It was decided that as the current clerk is leaving at the end of November, the new clerk will be responsible for the web site and to have ownership of the said site. It needs to remain the responsibility of the Council. It was also said that Adrian Kinsey should be recompensed for the money he has spent on sweffling.com.

b) Review village assets

The Council agreed that the Asset Record is up to date and needs no change. All in favour.

c) Review play equipment report

The Council had read the Safety report on the play equipment and were happy with it. All agreed.

Cllr John Tesh reported that a plastic goal had been placed on Jubilee Field and could be dangerous if broken. The Chairman thought he might know who it belonged to.

**Action: Cllr John Stanley will have a word with the owner and ask them to put it to one side.**

d) Review internal audit report

The Council had read the internal audit report carried out by Mr David Smith and were in agreement with the comments made. They would also like to thank him for the hard work he has put into the audit for Sweffling Parish Council.

e) Clerk's Resignation

The Clerk handed the Chairman a letter of resignation. The Council thanked her for the work she had done over the past three years.

f) Communication within the village

Cllr John Tesh reported that The Bridge is now online but that not everyone has access to the internet. He said that the printed copy will be delivered every other month. He also reported that Fram Broadband has a mast on the tower of Sweffling Church which is in the middle of the village. For further information ring Fram Broadband Ltd. 01728 726507.

**Action: Cllr John Tesh will get in touch with Fram Broadband as to whether the village can access their broadband.**

## 6. Finance

a) To note the current financial position

The Sweffling Parish Council Budget and the cashbook for 2020/2021 was previously circulated. Please see addendum 1 at end of report.

b) Cheques to be signed

There was one cheque to be signed:

Steve Smith	Petrol for mower	£13.05
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The finances were proposed by Cllr Julia Kinsey and seconded by Cllr John Tesh.

## 7. Correspondence

The Clerk had received an e-mail from CAS regarding the renewal of the Insurance. They decided to accept the proposal.





Action: The Clerk to notify the CAS and get a cheque drawn up for next month.

**8. Questions to the Chair**

Cllr Martin Wyard wanted to draw everyone's attention to the COVID 19 Symptoms Survey being carried out by Kings College, London as they need volunteers.

**6. To confirm the next meeting**

The next meeting was confirmed as Tuesday 13<sup>th</sup> October 2020.

There being no further business the Chairman closed the meeting at 9.00 pm



Maureen Philpot (Clerk)  
Clerk.sweffling@gmail.com

**Sweffling Parish Council  
Budget for 2020/2021**

		Actual year to date	Anticipated future income/ spend	Variance
Cash brought forward		£4,673		
<b>Receipts</b>				
Precept	£3,331	£1,665.69	£1,666	£0
Sundry receipts	£100	£451.14	£351	£0
		<u>£3,431</u>		
<b>Payments</b>				
Clerk's salary	£1,585	£792.48		£793
Clerk's office expenses	£50		£50	£0
Insurance	£460		£460	£0
SALC annual subscription	£150	£139.04	£11	£0
SALC PAYE services	£80	£21.60	£58	£0
Hut hire	£170		£170	£0
Village sign repairs	£120		£120	£0
Mower costs	£120		£120	£0
Mower repairs	£150		£150	£0
External audit costs	£50		£50	£0
Equipment safety inspection fee	£150	£89.95	£60	£0
ICO registration	£35		£35	£0
Councillors travel expenses	£100		£100	£0
Sundry other	£185		£185	£0
		<u>£3,405</u>	<u>£1,569</u>	<u>£792</u>
Cash carried forward		£4,699		£5,491
Cash balances as of				
2nd September 2020				
Community account		£1,295.12		
Business account		£4,451.14		
Deposits not cleared				
Cheques not cleared				
Book balance cash		£5,746.26		

The image shows a large grid table with approximately 15 columns and 30 rows. The table is filled with text and numbers, organized into several distinct sections. The columns are labeled at the top with the following headers: 'Date', 'Time', 'Topic', 'Discussion', 'Action', 'Responsible', 'Status', 'Notes', 'Comments', 'Other', 'Date', 'Time', 'Topic', 'Discussion', 'Action', 'Responsible', 'Status', 'Notes', 'Comments', 'Other'. The data within the table is organized into several sections, with some rows highlighted in different colors (yellow, green, blue, red) to indicate different categories or priorities. The text is small and difficult to read, but it appears to be a detailed record of a meeting or project plan.