

MINUTES OF A MEETING OF THE SWEFLING PARISH COUNCIL
09 March 2021 (Virtual Meeting)
7.30-9.00pm

PRESENT: Cllr John Stanley in the Chair (**Chair**)

COUNCILLORS: Prof. John Tesh (**JT**), Julia Kinsey (**JK**), Jude Chin (**JC**) Martin Wyard (**MW**) and District Councillor Maurice Cook (**MC**)- part meeting only, were present.

IN ATTENDANCE: Michael Smithson, Clerk to the Council (**Clerk**). **Members of the public**, Jill Abbott (**JA**), Stephen Ashurst (**SA**), Monica Petzel (**MP**), David Robertson, Robert Rusack (**RR**), Erica Spall (**ES**), Jennifer Tyson (**JT**) and. Caroline Weatherby (**CW**).

APOLOGIES: Apologies for absence were received and accepted from County Cllr Stephen Burroughes, on account of him attending another council meeting and Cllr Audrey Lummis, on account of her inability to access the meeting and Cllr Martin Wyard, on account of pressing business commitments. Cllr Maurice Cook had apologised for not being able to attend the entire meeting on account, but part attended between approximately 19.45 and 20.15 hrs. on account of his attendances at other council meetings.

1. **CHAIRPERSON:**

The Chair was duly appointed and chaired the meeting throughout.

2. **NOTICES AND QUORUM:**

The Chair confirmed that proper notice of the meeting had been given and declared that there was a quorum.

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The Chair was duly appointed and chaired the meeting throughout.

4. **NOTICES AND QUORUM:**

The Chair confirmed that proper notice of the meeting had been given and declared that there was a quorum.

5. **DECLARATIONS OF INTEREST/DISPENSATION:**

6. There were no declarations.

7. **MINUTES:**

Minutes of the previous meeting held on 09 February 2021, having been posted on the Village notice board and website and individually circulated to the Councillors prior to the meeting, were approved as drawn and the Chair was authorised to sign the same as a true record.

8. **BUSINESS OF THE MEETING:**

a. The following documents (copies annexed) had been circulated prior to the meeting and were taken as read. Namely:

1. Weekly Reports of Cllr MC
2. Barclays Bank Statements, month to 02/03/2021
3. Bank Reconciliation made up to 03/03/2021;
4. Cashbook made up to 01/03/2021;
5. Village Memorial Bench Report V3 dated 04/03/2021;
6. Clerk Notes on County Council's Highways Self Help Scheme 04/03/2021;
7. Police Community Report 04/03/2021;



8. Previously approved final historic website expenses schedule owed to Adrian Kinsey 07/03/2021;
9. SALC Invoice 24081 for Clerk Training 11/02/2021 £180.00 incl. VAT;
10. SALC Invoice 24216 for PAYE services 01/03/2021 £22.80 incl. VAT;
11. Monica Petzel Personal Statement in support of proposed application to become a co-opted councillor;
12. Erika Spall Personal Statement in support of proposed application to become a co-opted councillor; and
13. 2021 Census information handout.

Together, (**the Documents**).

PLANNING

b. Report from SB

- i. SB's weekly reports (**Doc1**) having been previously distributed were taken as read and the on the Council's behalf the Chair expressed his continuing gratitude to SB's support and for keeping everyone up-to-date especially as regards a welcome reduction in the impact of the pandemic. Mention was made as to the outstanding progress made by Saxmundham Health which had been reported as delivering a vaccination programme at the very top of the national league.
- ii. The meeting was joined by MC at this point and MC expanded upon his written report specifically on the following additional matters of importance, namely:
 1. The county has achieved an impressive 44% first dose vaccine delivery.
 2. Central government has provided further funds to support local businesses and there is an expectation that additional distributions will be made automatically two businesses already in the system so as to avoid the necessity of multiple applications of multiple applications. Furthermore, a portion of available funds will be set aside for new start businesses of which there been quite a few during the course of the pandemic. An element of funding will the director towards Pastore care for new businesses stop
 3. MC party was great news that Felixstowe and Harwich would be receive "Freeport" status. This will help with employment in the Area. Additionally, a new hydrogen technology hub is to be developed in the County. Steps are underway, to work towards powering large vehicles with hydrogen rather than battery power which can be inadequate for the larger type of vehicles such as waste collection.
 4. Clarification was given by MC in relation to the availability of funds to assist with the Village Memorial Bench project but explained that application should be deferred until after April 1 when new forms are being made available. Whilst no promises can

be given grant aid might amount to as much as 50% of the total cost of the project. The chair thanked MC for his valuable input. RR requested that reports received from councillors might be posted to the village website. The Clerk confirmed that he would do so in future.

9. **FINANCE;**

- a. As set out in the circulated bank statements ,Cashbook and bank reconciliation current funds at the bank were stated as being in the aggregate £5921.44. A reconciled balance was shown as standing at £ 5,718.64. (**Docs 2,3&4**), which it was **RESOLVED** were unanimously approved.

- b. Cheques approved for signature:

Previously approved final historic website expenses schedule owed to Adrian Kinsey 07/03/2021 £356.73;- Approved February 2021.
SALC Invoice 24081 for Clerk Training 11/02/2021 - £180.00 incl. VAT;
SALC Invoice 24216 for PAYE services 01/03/2021- £22.80 incl. VAT;

- c. There were no questions.

10. **QUESTIONS TO THE CHAIR AND VILLAGE MATTERS:**

Website: The Clerk reported that was continuing to keep in touch with Adrian Kinsey, who kindly continues to provide to the Clerk, free of cost to the Council, basic website management training . Likewise, MP has also kindly been in touch with the Clerk and continues to be helpful also at no cost. The Clerk is currently of the opinion that the current Sweffling.com website is far too clunky and referred the Council to the Tunstall Parish website, constructed by Suffolk Life. It was a dedicated parish council template covering all aspects and likely aspirations for any future Sweffling site. The clerk at Tunstall, Judi Hallett have been extremely helpful. The current situation is that the council is committed to an existing legal contract with the current website host. Steps should be planned to terminate the agreement with IONOS when this becomes possible at the end of the current agreement term. In the interim the Clerk recommended that steps should be put in hand to determine when the current contract terminates and in the interim to keep the website as up-to-date as possible. No formal proposals are required at this stage.

Village Project, namely the acquisition and installation of a memorial bench, was continuing to make progress and an updated (V3)-(**Doc5**) report prepared by the Clerk, had been circulated prior to the meeting was referred to. Current estimates vary between approximately £800-£4900. The clerk reported that that he had attempted twice unsuccessfully, to obtain a quote by telephone from Jason Gaythorne-Hardy of White House Farm, Glemham (**JGH**). MP suggested that contact might difficult right now owing to the lambing season being underway and she volunteered to contact JGH directly so that the enquiry could be furthered.

J a reported that she had been in touch with Jo Godman who was pleased to learn that the council might be considering erecting bench to include a memorial to her late husband. She had not specifically raised the question of a financial contribution

as she believed that was currently premature. More work is yet to be done in connection with the project and so accordingly it was unanimously **RESOLVED** that further consideration of the options should be adjourned until April's meeting. **Traffic Concerns.** The Chair reported that he had again been made aware that resident Laura Mann had contacted SB with a summary of concerns relating to bad driving on the **B1119**. These concerns were also echoed by Cllr Tesh. In view of the it was therefore unanimously **RESOLVED to** place the issue onto the Agenda for the April meeting.

Highways: The Clerk referred the meeting to his report (**Doc6**) covering the options open to the Council as regards self-help from a Highways aspect. Certain local farmer/contractors have hopefully made some of the Village roads passable during heavy snow during February this year. The scheme might be relevant to repairing the damage to the historic Triangle at the junction of Low Road and Mill Lane but in both cases the scheme is complex and in the case of activities on the highway itself requires qualified traffic management skills, which the Council does not possess. In summary therefore the scheme is unlikely to be of any assistance to the Council.

Public Footpaths: The Clerk has downloaded the County Council's parish footpaths map for Sweffling, but which remains to be noted up to identify all relevant landowners within the Parish. Cllr Tesh confirmed that he would be able to assist in this respect and the Clerk agreed to get the map, which had been kindly printed off in A3 by Amanda Daniels, to him for his attention.

Goody bags: JA reported that she had together with Laura Mann and Marie Smith distributed a total of 22 gift bags made available from the County Council as a treat for potentially lonely and all vulnerable Sweffling residents. The Chair thanked JJA and her companions for their valuable work.

Emergency Plan: The Clerk reported that he had made a start with a village contacts database, ultimately to be uploaded onto the MailChimp web platform, for future use by the Council, subject always to GDPR and Data Protection Act compliance, which the Clerk agreed to look into and advise upon. The exact extent and scope and use of the database would need to be considered at a future date probably as part of the proposed Emergency Plan, as to which the Tunstall Parish Council carpet kindly agreed that Sweffling might utilise the Tunstall plan which the park now held in word format.

Appointment of councillor: The Clerk reported on the procedure for taking matters forward. The District Council had provided a formal notice which had been posted on the website and on the village noticeboard, publicising the vacancy for a replacement Councillor to be appointed in place of Annie Rogers following her resignation last month. The notice explains that in the event of 10 or more parishioners wishing to do so the Parish Council is obliged to call a formal election involving canvassing and a secret ballot. Once however the notice period set out expires i.e. on 19th March, a process of co-option could begin. Two candidates whose personal statements had already been circulated to the existing councillors had to date, given an indication of their intention to stand. The Council is under an obligation to appoint a successor as soon as practicable. It was therefore unanimously **RESOLVED** that the Clerk be instructed to call a remote



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extraordinary meeting, to which the public would have access, at which meeting a decision by co-option would be made. The procedure must address the needs of the parish and also be conducted with absolute fairness and openness. MP may comment that she welcomed the competing application made by ES, particularly given her comparative youth. The past contribution made by Annie Rogers was recognised by the meeting and the Clerk was instructed to write to her expressing gratitude for the time and energy given by her to former role.

11. PLANNING

12. CORRESPONDENCE:

- a. The Clerk had received a further response from Flagship Group Limited and so direct contact had now been established to deal with any new sewage related problems. complaint made by the Council to it was unanimously
- b. A letter from Barclays Bank had been received formally acknowledging the new correspondence address and identity of the Clerk although the Clerk’s address was incorrect and so the Clerk would notify the bank of its error.

13. ACTIONS:

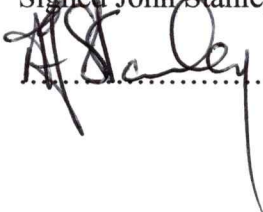
Item	Action and para. ref.	Responsible person(s)	Completion
1.	8.b RR request that reports received from councillors might be posted to the village website.	Clerk	ASAP
2.	10. Steps to be planned to terminate the agreement with IONOS when this becomes possible at the end of the current agreement term.	Clerk	ASAP
3.	10. Approach to be made to Jason Gaythorne Hardy re proposed Memorial Bench manufacture.	MP and Clerk	ASAP
4.	10. Village Public Footpaths map with owner I.D. and contact details to be completed by JT	JT	Before next meetin
5..	Summons to be issued to convene a remote extraordinary meeting, to which the public would have access, at which meeting a decision by co-option would be made	Clerk	After 18 March 2021
7.	Report on setting up MailChimp Database for villagers for proposed Emergency Plan etc..	Clerk	Before next meeting

14. NEXT MEETING:

The date and time for the next virtual meeting is Tuesday 09 March 2021 at 7.30 pm.


The meeting closed by the Chair at 8.10 pm.

Signed John Stanley, Chair

Date... 13.04.....2021

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Signed Michael Smithson, Clerk

 Date 13 April 2021