



Syleham Parish Council Meeting

Confirmed minutes of the 6th November Meeting 2024 at 7.00 pm at Syleham and Wingfield Village Hall.

Present:	Malcolm Flounders (MF)	Chair
	Gloria Elsdon (GE)	Vice Chair
	David Goodwin (DG)	Councillor
	Layla Pettit (LP)	Councillor
	Steye Phillips (SP)	Councillor
	Robert Pilch (RP)	Councillor
	Steven Scott (SS)	Councillor
Attendees:	Lavinia Haddiingham (LaH)	District Councillor
	Lesley Hastie (LH)	Clerk
	Members of the public (MOP)	1

Item No	Agenda title	Action
24.07	Chair's welcome MF welcomed people to the meeting	
a.	Apologies Henry Lloyd, County Councillor, sent his apologies which were accepted.	
b.	Conflict of interest – LH declared an interest in agenda item 24.10d – Syleham Heritage Walk (member of the Syleham Historical Society which is proposing the walk).	
24.08	Approval of the minutes of:	
24.08a	July 10th 2024 Councillors approved the minutes with no amendments.	
24.08b	August 28th 2024 Councillors approved the minutes with no amendments.	
24.09	District Councillor's Report LaH said that she had emailed the Report to Parishes to the clerk for circulation to councillors and asked if there were any questions relating to any items in the report. There were no questions.	
24.10	Discussion items	
24.10a	Grant funding – Swings in J's Meadow	

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	MF confirmed that the Parish Council had grant funded £1293.40 to Syleham and Wingfield Social Club towards the cost of new swings on J's Meadow which had recently been installed. This included £1000 from Suffolk County Council.	
24.10b	<p>Adoption of policies</p> <p>Councillors voted unanimously to adopt the following policies:</p> <ul style="list-style-type: none"> • Standing Orders & Councillor Code of Conduct • Complaints policy • New 2024 Financial Regulations & Grant Funding Policy • Data Protection Policy & Freedom of Information • Anti-bullying & Harassment Policy • Equality & Diversity Policy 	
24.10c	<p>Adverse Weather – Contingency planning for flooding, snow and high winds</p> <p>RP proposed that the Parish Council discuss planning for adverse weather given that we were now heading into the winter months. Councillors agreed the following:</p> <ul style="list-style-type: none"> • River flooding – To contact Brockdish Parish Council to discuss whether a height of water indicator could be installed at the bridge. ACTION • Field run-off flooding – To install sand bins at the village hall with pre-filled sandbags which residents can access. To discuss with SWSC details of the bins and where they could be sited. LaH • To draft an adverse weather emergency plan for the village and share with councillors for their comments. 	<p>MF/ Clerk</p> <p>MF</p> <p>Clerk</p>
24.10d.	<p>Syleham Heritage Walk – Update</p> <p>LH updated councillors on the proposed Syleham Heritage Walk including:</p> <ul style="list-style-type: none"> • A mock-up of how the information board will look giving details of the walk and the historic buildings included on the route had been made available for people to comment on at the village hall on 19th October • That residents with properties that were included on the walk had been invited to view the mock-up on the 19th October event by letter • The mock-up would also be available for residents to view and comment on at the Church Exhibition on 9th November. • That a meeting had been held with a sign supplier and they were preparing a quote. <p>LaH said that an application for funding would need to be submitted this financial year.</p>	

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24.11	Clerk's Report	
24.11a	Planning Indigo Lodge DC/24/03136 – The clerk reported that no decision had been made yet regarding the planning application and that the Public Rights of Way Team had objected to the application as the developer's proposal showed the route of Footpath 16 as being incorrect.	
24.11b	Finances <ul style="list-style-type: none"> • The Clerk presented a bank reconciliation from 06 April 2024 until the 29 October 2024 (see attachment). • The Clerk also presented a draft budget for 2024/25 for comment. • The Clerk informed councillors that she would be attending a briefing on the benefits of adopting gov.uk domains and would report back to councillors. 	
24.12	Public Participation Session	
	<p>There were no questions.</p> <p>GE read out a letter of thanks regarding her work as a volunteer for Age UK supporting elderly residents with benefit applications. The individual in question had asked that the letter be read out to councillors at the meeting. Councillors thanked GE for the important work that she did for elderly residents.</p>	

There being no other business, the Chair thanked those present for their contribution and closed the meeting at 19:39

Date of next meeting: 5th March 2025 at 7.00 pm at Syleham and Wingfield Village Hall

Chair: Date: 17.12.24