

Swilland and Witnesham grouped Parish Council

Clerk: Alison Burrows

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Parish Council Meeting

Wednesday 18th March 2026 at

Witnesham Village Hall, 7:30 p.m.

Agenda

126. Chair's welcome and Introduction

127. To receive apologies from Councillors not attending

128. To Receive Councillors Declarations of Interest

129. To approve Minutes from the Parish Council meeting 21st January 2026

130. Questions or comments on Reports from SCCllr Elaine Bryce & ESC Cllr Dan Clery.

131. The current Financial Situation – Clerks report

132. To approve the following payments (including VAT if applicable):

Payment Reference	Payment to	Amount in pounds £
a	Harts Carpet World – VH flooring	£2,013.60
b	Wave – Allotment water bill	£11.87
c	Admin A Burrows Jan 2026	£491.18
d	CAS – Website Hosting Nov to Feb 2026	£16.50
e	Bank Charges Jan 2026	£6.00
f	AE White Surfacing Ltd VH car park	£26,176.80
g	A Burrows – printer paper	£8.80
h	Admin A Burrows Feb 2026	£491.18
i	REJB Rec play equipment repairs	£879.60
j	Greenman Tree Care Rec and Play area	£840.00
k	Caloo runway inspection rec ground	852.00
l	Defib Store new pads play area defib	189.60
m	Witnesham Baptist Church donation	£120.00
n	SALC payroll provision	54.00

133. To consider and approve changes to budgets for 2025/2026 and 2026/2027

134. To Appoint Internal auditors for 2025/2026

135. To review and adopt the following policies:

Transparency Code for Smaller Authorities
Local Government Association Model Councillor Code of Conduct
Reserves Policy
Public Privacy Notice
Data Protection councillor and staff
Complaints
Website Accessibility Statement - new
IT, Cybersecurity and Communications - new

136. Flood Advisory Committee update and Unacceptable Off Site Flood Risk

137. Parking Restrictions on Road at Witnesham School

138. Playing Field Future Plans

139. Witnesham Village Hall

140. Street Naming - Street Farm

141. Parish Council Matters:

- Gov.UK email addresses
- Coopers Close Allotments Update
- Annual Parish Meeting Wednesday 22nd April 2026

142. Councillor issues to be brought to the attention of the Parish Council

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.**