** *SUTTON HEATH PARISH COUNCIL***

 ***MINUTES***

 of Parish Council meeting held on **Monday 9 September 2019**

 at 7pmin the Barnsdale Centre, Sutton Heath

**Present:** Cllr C Wearmouth (Chairman)

 Cllr C Hall

 Cllr R Hirst

Cllr C Anderson

 Cllr R Merriam

 M Merriam (Parish Clerk)

**In Attendance:** QM P Jackson

Cllr J Mallinder (for part of the meeting)

1. **Apologies for absence**

Cllr N Ward; Cllr L Chalklen; Stirling Askew

2. **Declarations of pecuniary and non-pecuniary interest in respect of agenda items**

Cllr Merriam declared that he would be speaking later regarding his wife’s employment as Parish Clerk.

3. **Approval of minutes**

The minutes of the Parish Council meeting held on 8 July were discussed. The minutes were approved by Cllr Hall, seconded by Cllr Merriam and then signed by the Chairman.

4. **Public Questions**

There were no questions.

5. **Reports**

1. County Council – Cllr Reid’s report. This had not been received.
2. District Council – Cllr Mallinder’s report. Cllr Mallinder’s report had been circulated to the committee prior to the meeting.
3. Cllr Mallinder joined the meeting for a short time en route to another meeting.
	1. He mentioned in particular the transport situation. He was aware of the isolation felt by residents in some remote communities as a result of the withdrawal of the bus subsidy taking effect on 31 October. He will give the Sutton Heath parish council and residents all the support they need to find a solution to this. He said that in some communities rural routes were subsidised by popular routes.
	2. Cllr Mallinder had been holding surgeries, the last of which was to be in Bromeswell Village Hall on 14 September. He found that these were very successful and would be holding more throughout 2020. If anyone needs to contact him they can do so by emailing: james.mallinder@eastsuffolk.gov.uk. This will also be mentioned in the parish council newsletter.
	3. Cllr Mallinder also produced to the meeting a sample of a box which contains a thermometer, night light and medication tube for keeping in the fridge. This is something which can be obtained free from UK Power Networks for distribution to elderly/infirm residents in our community. The parish clerk would contact UK Power Networks to find out more.
	4. Cllr Mallinder also handed over a business card which offered help, advice and support for East Suffolk businesses from the Economic Development and Regeneration Team at East Suffolk Council. They can be contacted by phone 03330 162000 or email economicdevelopment@eastsuffolk.gov.uk. More information on this can be found on their website: [www.eastsuffolkmeansbusiness.co.uk](http://www.eastsuffolkmeansbusiness.co.uk).
	5. Cllr Mallinder responded to a comment about long delays being a big problem resulting from the traffic lights at Melton not letting many cars through on a green light. This item will go on the Council’s agenda as an issue to be addressed.
	6. It was mentioned to Cllr Mallinder that there could be a potential issue after 31 October when/if the UK leaves the EU, resulting in people being more isolated if there is a problem with fuel shortages. Cllr Mallinder said that particularly people on their own in our communities would be located and helped.

6. **Finance Matters**

1. Parish Accounts 2019/20 – Cllr Merriam spoke to the accounts which had been prepared by the parish clerk for the period ending August 2019.
2. The Annual Governance Statement for 2018/19 which had been produced to the last meeting was signed by the Chairman.
3. The Accounting Statements form for 2018/19 which had been produced to the last meeting was signed by the Chairman.
4. Cllr Merriam mentioned that no VAT return had been made by the parish council. He asked if the parish council were registered for VAT purposes. The general response was that registration was in place but this should be confirmed. Cllr Merriam would find out. Even if there was no VAT to be claimed a ‘nil’ return should be made.
5. It was confirmed that Cllr Merriam is now an additional signatory for banking purposes. This will cover all payments made but excluding salary payments to the parish clerk.

7.Cllr Merriam also mentioned that as a result of a recent ‘new councillors’ course which he had attended recently, he had become aware that parish clerks should be employed and not self-employed (as is currently the case with the Sutton Heath parish clerk). He had been in touch with SALC who confirmed this. An updated contract of employment will need to be issued. SALC confirmed that they would deal with matters relating to parish clerk employment for the sum of £9 per month. This was proposed by Cllr Anderson and seconded by Cllr Wearmouth.

8. **Memorial Gardens**

Cllr Wearmouth said that in future the Memorial Gardens project should be referred to as Rock Gardens which is a more accurate name. QM Pete Jackson said that the work undertaken by Swann’s Nursery should be complete by the end of the month. They are also going to be putting down block paving and planting trees.

9. **Transport**

The bus subsidy ends on 31 October 2019. There will be a meeting in Ipswich this week between Cllr Mary Evans (who is responsible for transport) and other interested parties to thrash out the possibilities and suggest alternatives to what will happen when the bus service is no longer running. Meantime some Sutton Heath parish council members have been door-to-door gathering information from residents as to their possible use of a bus service if the occasion arises that one should be available, even for a trial period. The information will be collated and presented to Cllr Evans and the bus companies (who will be approached to see whether they would find the provision of a bus service viable).

Meanwhile Cllr Anderson had been in touch with Park & Ride to see whether they would be interested in using this area as a hub.

10. **Events**

1.DISH (**D**ining **i**n **S**utton **H**eath) are to be holding a ticket only Charity Quiz Night on Saturday 16 November at 7.30. This will consist of a sausage ‘n mash supper (with vegetarian alternative). There will be tables of 6. Tickets will cost £7.50 each and will be available from Trish Wearmouth **from 1 October**.

2. Remembrance Sunday service will be held at 10.30am in the Crompton Community Hall on Sunday 10 November.

11. **Planning applications**

None had been received.

12. **Correspondence received by parish clerk and drop-box**

1. The parish clerk had received an email from a resident asking if an advertisement could be placed in the parish Newsletter. After some discussion it was agreed that the Newsletter was not the place for private adverts.

2.The parish clerk had received a communication from Able Community Care saying that ‘Do Not Knock’ door stickers are available for distribution to interested residents. It was agreed that this is something which could be left to each resident to decide for themselves and would be mentioned in the next Newsletter.

3. The parish clerk mentioned that she had a conversation with a member of staff at Ipswich Borough Council who said they would ask someone to come and see the situation re the football nets which need to be replaced and the provision of nets for the two netball stands at the multi-use games area.

4. The parish clerk at Hollesley had circulated an invitation to the local parishes regarding Street Wardens who work for Sudbury Town Council. They do work for surrounding villages and Hollesley are interested in asking them to clean road signs and foliage around their village. This was discussed and Cllr Anderson, in her capacity as a Governor at Hollesley Prison, said she will consult with her superiors to see if perhaps some of their men could be deployed to do this at Sutton Heath.

5. No communication was received via the Drop Box.

13. **Parish Council website**

The parish clerk said that the Sutton Heath parish website was up and running (thanks largely to the help of Cllr Chalklen) but that it is not completely up-to-date yet. This is in hand. Names of the councillors are online but a discussion has still to be held re photographs – or not! This will be discussed further at the next meeting.

14. **AOB**

Cllr Wearmouth sadly informed the meeting of the sudden death while on holiday of Cllr Jim Bidwell. The meeting were very sad to hear this news and appreciation was expressed for the hard work carried out by Cllr Bidwell in such a pleasant manner.

15. **Date of Next Meeting**

This meeting will be held on Monday 11 November.

The meeting closed at 8.20pm.

Signed: \_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman Parish Clerk

Date: