** *SUTTON HEATH PARISH COUNCIL***

***Parish Council Meeting - MINUTES***

The Parish Council Meeting was held on **Monday 14 January 2019 at 7pm**

in the Barnsdale Centre, Sutton Heath.

**Present:** Cllr. S Askew (Chairman) Cllr. N Ward (Vice Chairman)

 Cllr. C Wearmouth Cllr. C Hall Cllr. Hirst Cllr. Chalklen

1. **Apologies for absence**. Cllr Jim Bidwell

2. **Declarations of pecuniary and non-pecuniary interest in respect of agenda items**. There were no declarations.

3. **Approval of minutes.** The minutes of the Parish Council Meeting held on the 20 September and 12 November 2018 were approved and signed as a true record.

4. **Public Questions**. Two members of the public were in attendance. There were no questions, although they were interested in joining the council.

5. **Reports**:

1. County Council – Cllr Andrew Reid. Was absent and no report was submitted prior to the meeting. Cllr Wearmouth expressed concern at the constant non-attendance of Cllr Reid. A meeting was to take place regarding the bus service, but no contact has been made following this meeting.

Cllr Wearmouth advised that there were other parishes that were concerned at the constant non-attendance. It was agreed that this must be reported as no apologies are sent.

***Cllr Ward to contact Cllr Reid directly, due to non-attendance.***

1. District Council – Cllr Jim Bidwell submitted a report prior to the meeting, however, upon review, it was dated 2nd October 2018, therefore has been previously discussed.
2. Parish Accounts – Cllr Wearmouth will review the accounts, he needs access to the Vouchers, Receipts and VAT information from the Previous Parish Clerk. ***Cllr Askew to forward information to Cllr Wearmouth.***
3. Events Plan – Cllr Chalklen advised that various ideas had been discussed in respect of events, and the 1st event would be a quiz. ***Cllr Chalklen & Cllr Anderson would discuss and present to the Council the full plan of the event.***

6. **Planning applications received** – None received.

7. **Correspondence received by parish clerk and drop-box** – Correspondence has been received as follows:

* Suffolk Association of Local Councils (SALC) membership renewal has been received. Its £330 and due March 19. Advised that this needs to be added to the expenses.
* Teresa Coffey correspondence, to be minuted in relevant agenda section.
* Sizewell C Consultation Information – Summary of Guidelines available from the Hive if required.
* Amey Letter detailing the occupancy of the Military Properties. 5 Properties will be occupied from 14/01/19
* An anonymous note was received requesting some benches near the Mobile Library Spot. The council is unable to acknowledge the letter due to being anonymous. The possibility of benches is being discussed for the memorial garden.

8. **Alan Crompton Community Hall**:

1. Signing of Licence – Cllr Ward will sign the Licence. – Invoice is available.
2. Provision of a domestic assistant to clean the premises – Cllr Askew advised he is requesting the DIO cleans the hall regularly as the property is being rented from them and it is their responsibility to clean.

New bins are being provided to encourage recycling. Black bin liners can no longer be used.

Bins provided outside will be locked and people using the hall will be given a key.

A clear plastic bag will be given for Non-Recyclable waste and Recyclable waste will be loosely placed in the bin. People using the hall will be given waste disposal instructions upon hire.

9. **Mobile Post Office** – A letter has been received from Ms Coffey stating that a post office will not be available and to make use of the Post Office in Melton or Rendlesham. It was noted that there is no Post Office in Melton or Rendlesham. ***Cllr Askew has advised that he will continue to contact on behalf of the Military.***

10. **Agreeing of Budget** & **11**. **Agreement and Setting of Precept –** Cllr Wearmouth produced the Actual, Estimate and Precept for agreement.

1. Allotment has now had water meter installed. £500 was the cost, Post Approval may be needed as it was not agreed prior that the council would pay. Was confirmed that the Council would not pay for the water used. ***Cllr Askew will add Allotment Water Meter to the agenda for the next meeting.***
2. Licence Fee – Council will pay. £150 + VAT. To be included in estimates.
3. Election Fees - £1007 is only payable in respect of an actual election. Alternatively the County Council have to pay to hire the hall if only to be used as a polling station.
4. £3,000 was the estimated cost given to sound deadening to cut down noise for local residents from the all-weather pitch. Cllr Wearmouth proposed to pay for this from the reserves if this becomes an issue for the neighbouring properties when they are occupied.
5. Provision of Council Laptop – Pending the recruitment of new clerk.
6. Defibrillator – A new Defibrillator is to be provided as the current cabinet is insufficient. ***Cllr Askew to investigate***. Cllr Askew to also research potential of a sign at the shop to direct people to the Defib. Cllr Askew advised that the new sign for the shop in respect of parking is here and just needs to be fitted.
7. Cllr Wearmouth is to make the amendments to the Precept and forward to someone to agreed prior to 23/01/19

12. **Position of Parish Clerk –** The previous Parish Clerk had to resign due to ill health. The position of Parish Clerk is now to be formally advertised as a formal letter of resignation has been received.

A volunteer is required to do the newsletter of which an advertisement should be produced in respect of the Parish Clerk Vacancy. The Parish Clerk Recruitment guidelines state post should be formally advertised. Position to be advertised in Newsletter, Website and SALC board. ***Cllr Askew, advised that Sharon would generate the Newsletter.***

13. **AOB**

1. Cllr Hirst had been approached by a resident complaining about the state of the Car Park at Melton Railway Station, it was agreed that this was not under the remit of the Parish Council and this is to be reviewed by the District Council. ***Cllr Askew to add to the agenda for the next meeting when SCDC representative should be in attendance.***
2. Cllr Hirst mentioned the maintenance of the local park, especially with the new residents turning up imminently.
3. Cllr Wearmouth raised various points:
	1. Memorial Garden – Cllr Askew advised that the Water Tank is to be demolished circa, July, Construction of the Memorial Garden will take place soon after. Swans Nursey will be arranging for the garden. £2,000 has been provided from Cllr Bidwell, from the SCDC. Cllr Wearmouth suggested a donation from the Parish Council to be added to the precept.
	2. Hall Lighting – ***Cllr Askew to urgently chase the DIO in respect of the lighting outside the hall*** following the recent fall had by a resident. Future events are to be risk assessed.
4. Cllr Askew advised he will be resigning from the council and a new representative from the military will join the council.
5. A member of the public Mr Robert Merriam has requested to join the council. The meeting was initially closed but re-opened to propose Mr Merriam be co-opted as a Councillor. Cllr Ward Proposed, Cllr Hirst Seconded.

14. Next parish council meeting Monday 11 March 2019

Date:

Signed: Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish Clerk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S Askew