***SUTTON HEATH PARISH COUNCIL***

***MINUTES***

of Parish Council meeting held on **Monday 9 March 2020**

at 7pmin the Barnsdale Centre, Sutton Heath

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

Cllr N Ward

Cllr C Hall

Cllr R Hirst

Cllr C Anderson

Cllr R Merriam

M Merriam (Parish Clerk)

**In Attendance:** Stirling Askew (community/military liaison)

Cllr A Reid (for part of meeting)

Cllr J Mallinder (for part of the meeting)

1. **Apologies for absence**

None were received.

2. **To receive Declarations of Interest in respect of Agenda items**

There were none.

3. **Approval of minutes**

The minutes of the Parish Council meeting held on 13 January 2020 were discussed. The minutes were approved by Cllr Ward and seconded by Cllr Anderson. These were then signed by the Chairman and the Parish Clerk.

4. **Public Questions**

There were none.

5. **Reports**

1. County Council
   1. Cllr Reid started by commenting on the coronavirus which was causing so much concern globally and locally. Suffolk County Council had published health care information and this was to be shared with our communities. This would be put on the SCC’s website page and would be updated every day. It was confirmed to Cllr Reid that a copy would be placed on the parish notice board for the information of residents, who would have access to the link contained therein. Also a mention would be made of this in the parish newsletter and on the Sutton Heath Parish Council website.
   2. Cllr Reid said that the Ipswich Northern Bypass proposal will not be proceeding to the next stage. The Council are continuing to look for ways to ease congestion. Highways England are looking for a solution which would allow traffic to continue to use the Orwell Bridge in high winds. This could be an introduction of lower speed limit to keep traffic moving. It is possible that something could be in place by Autumn 2020.
   3. The Council is looking into reducing their carbon footprint by investing in dimmable LED street lighting.
   4. Cllr Wearmouth mentioned that the No 71 bus service is not adequate as the area requires more than one bus in the morning. Cllr Reid said that it is all about demand.
2. District Council – Cllr Mallinder said that his report had been sent but it had not been received by the Parish Clerk. She would check her ‘junk’ mailbox and circulate the report to councillors. Among other topical subjects the report covered:
   1. Some shops in Suffolk are offering refills for some household items as a way of eliminating plastic. A directory can be found at <https://suffolkrecycling.org.uk/reduce-your-waste>
   2. East Suffolk Council has secured £600,000 to help support rough sleepers in the district.
   3. Suffolk will be hosting the final stage of The Women’s Tour 2020 when the world’s top cyclists cover the route from Haverhill to Felixstowe on 13 June.

6. **Finance Matters**

1. ***Bank Account Reconciliation*** - Cllr Merriam went through the accounts which had been prepared by the Parish Clerk for the period ending February 2020 and answered questions on these.
2. ***Parish Clerk’s Salary – annual review*** – Cllr Wearmouth said that this was determined by SALC each year. The Parish Clerk’s salary should follow the annual rate increase as notified by SALC.
3. ***Authorisation of payments – protocol*** – Cllr Wearmouth said that SHPC Regulations were that the Chairman is authorised to spend under £100 and anything over that amount was with the agreement of the councillors. If this was not at a meeting then the Parish Clerk would email the councillors for their approval. It was not necessary to bring up regular payments as these had been agreed originally.

7. **To authorise payments under S5.5.2 of the Financial Regulations 2019**

This was covered under 6.3 above.

8. **The No 71 Bus Service**

First Bus had introduced a new timetable and this meant that the bus leaves Hollesley 10 minutes earlier in the morning, thereby arriving at Sutton Heath in time to allow residents to catch the train at Melton.

9. **To agree and adopt Statutory Documents**

The Parish Clerk mentioned that several documents had to be looked at and signed. These were:

* Standing Orders
* Asset Register
* Code of Conduct
* Communications Policy
* Disciplinary Policy
* Finance Regulations
* Internal Control Policy
* Risk Register
* Transparency Code

These were then signed by the Chairman and Parish Clerk.

10. **To receive an Events update – Cllr Chalklen**

Cllr Chalklen was not at the meeting but there were no events known to be planned at the moment. However, Cllr Wearmouth mentioned that the Sutton Heath Singers were to be holding a free community concert ‘Come and Sing’ on Sunday 5 April in the Alan Crompton Hall from 2.30 – 4pm, with light refreshments being provided. The Annual Concert by Sutton Heath Singers was planned for Saturday 4 July.

11. **To consider planning applications received**

An application had been received for the demolition and subsequent replacement of three water towers on MOD land between Rock Barracks and Woodbridge Airfield. This proposal had previously been circulated to the councillors and no objections had been received.

12. **Rock Gardens – Bins**

The three litter bins which had been supplied by Norse were now fitted by them inside the gardens.

13. **To discuss MUGA football nets and Astro Turf**

* The Parish Clerk said that a quotation had been received by Dale Sports in the sum of £144 for the supply of two football nets. This was proposed by Cllr Ward and seconded by Cllr Hall.
* Also a quotation had been received from Dale Sports for £1065 for sanding, brushing and moss treatment of the astroturf. This was proposed by Cllr Ward and seconded by Cllr Hall.

As the East Suffolk Council precept would not be received until the middle of April it was agreed that the sum of £1,000 be transferred from the business reserve account to the current account.

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

No communication had been received.

15. **AOB (info only)**

The Chairman said that eight years ago in 2012 Sutton Heath Parish Council was formed. He welcomed Dawson Pratt, a member of the original parish council and who was in attendance at the meeting, and invited him to give a short report on the events leading up to the formation of the council and its achievements since then. A copy is attached to the minutes.

Cllr Wearmouth said that as he had been part of the parish council in one way or another throughout the past eight years he felt it was time to move on and let someone else take over. He then handed his letter of resignation to the Parish Clerk. The parish councillors thanked Cllr Wearmouth and acknowledged his tireless commitment to the parish council and local community.

15. **Date of Next Meeting**

The next meeting and Annual General Meetings will be held on Monday 11 May 2020.

The meeting closed at 8.50pm.

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

Chairman Parish Clerk

Date: