***SUTTON HEATH PARISH COUNCIL***

***MINUTES***

of Parish Council meeting held on **Monday 11 May 2020**

at 7pmby Zoom

**Present:** Chairman - to be appointed

 Cllr N Ward (Vice Chairman)

 Cllr C Hall

 Cllr R Hirst

 Cllr C Anderson

Cllr Chalklen

 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)

Mrs Adelle Betteridge

1. **To appoint temporary Chairman for this meeting**

Cllr Anderson agreed to Chair the meeting. This was proposed by Cllr Ward and seconded by Cllr Chalklen.

1. **To receive apologies for absence**

There were none.

1. **To receive declarations of interest in respect of Agenda items**

There were none.

1. **To approve the draft minutes of meeting held on 9 March 2020**

These had previously been circulated. The draft minutes were approved, proposed by Cllr Anderson and seconded by Cllr Ward.

1. **To co-opt new Councillor**

Mrs Adelle Betteridge had previously declared an interest in becoming a Councillor. She left the meeting and after a period of discussion was invited back. Mrs Betteridge was duly co-opted and warmly welcomed as a new Councillor. This action was proposed by Cllr Anderson and seconded by Cllr Merriam. The Parish Clerk would be in touch with Cllr Betteridge shortly in order that papers could be signed and submitted to East Suffolk Council.

1. **Covid-19 and Community**

There was some discussion about how the Sutton Heath community were coping during the present crisis. The community is very much a caring one and everyone looks out for their neighbours. It is imperative that this is kept up as the weeks go on to make sure that nobody is failed by feeling isolated and in need.

1. **To discuss small community project**

Cllr Chalklen said that it had been brought to her attention the idea of a “swap shop”. This in effect is a wooden telephone box type structure with shelving where people could leave books, jigsaw puzzles etc and in exchange they could pick up something which caught their eye. Two quotes had already been received for this and a third was being obtained. Mr Askew said that there was a possibility of the Regiment providing the manpower to construct if the materials were provided by the parish council. The other things to consider are location (beside clothing/bottle banks?) and security. Would public liability insurance be required? Also thought should be given to how this would be managed and monitored. This would only be as good as the residents who would use it. This project was agreed, up to the value of £300, proposed by Cllr Ward and seconded by Cllr Merriam. Cllr Mallinder said that he would be happy to make a contribution to the cost of the materials from a community fund which he has available.

1. **To receive brief reports from:**
2. Cllr Reid, SCC:
	* Ipswich Waterfront has been closed to motorised vehicles during the lockdown to help residents get their daily exercise at a social distance. SCC are continuing to look for additional ways to do that as well as developing new cycle routes throughout the county.
	* Firefighters who were supporting paramedics to provide frontline care are now returning to their original jobs.
	* A Drive Thru Covid-19 testing facility has been opened at Copdock Park & Ride. At present it is conducting 1,000 tests per day. More information on this can be found by visiting <https://www.gov.uk/coronbavirus>.
3. Cllr Mallinder, ESC :
	* A Home But Not Alone postcard has being delivered to every house in Suffolk to ensure that everyone will have been made aware of support either through the information on the postcard or their local community.
	* Garden waste collections have been reinstated as from 25 May.
	* Recycling centres open on 14 May, operating a ‘by appointment’ system only at this stage.
	* The Environment Protection team is continuing to monitor fly-tipping and is taking enforcement action to deal with incidents as they arise.

Cllr Reid’s and Cllr Mallinder’s reports are available to read in full on the SHPC website.

1. **To discuss finance**
	1. Cllr Merriam spoke about the bank reconciliation for year ended 31 March 2020 and also the bank statements for month ended 30 April 2020. These were discussed and it was agreed that Cllr Ward would sign them.
	2. The Parish Clerk confirmed that the first half of the Precept had been received in the sum of £4,875.
	3. The Parish Clerk had previously circulated the year end internal audit papers which included Accounting Statements form, Annual Governance form and Statement of Exemption. The latter will be sent to the external auditors KPF Littlejohn and the other forms will be sent with other papers to the internal auditor Heather Heelis. After discussion, completion of the audit papers was approved, proposed by Cllr Merriam and seconded by Cllr Chalklen.
2. **To consider any planning applications received**

One planning application - DC/20/1198/FUL - had been received. The papers had already been circulated to the councillors for consideration. No objections were received and the Parish Clerk would respond accordingly to the Planning Department.

1. **To receive public questions**

There were none.

1. **To consider correspondence received by the Parish Clerk and via the drop box**

There had been an email received from a lady who wished to hire the Alan Crompton Hall to give beginners’ yoga lessons. It is possible that a hire fee would be payable for the hall but as it would be a community event it could come under the license of the Parish Council. However, public liability insurance would be required and a risk assessment would need to be carried out. The Parish Clerk would convey this to the lady.

1. **To agree future dates for meetings**

The dates of 14 September, 9 November, 11 January, 8 March and 10 May were agreed.

1. **To discuss any other business**

There was none.

1. **To agree the date of the next meeting**

The next meeting will be held on 13 July.

The meeting closed at 8.10pm

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

 Chairman Parish Clerk

Date: