***SUTTON HEATH PARISH COUNCIL***

***MINUTES***

of Parish Council meeting held on **Monday 14 September 2020**

at 7pmby Zoom

**Present:** Cllr L Chalklen (Chair)

 Cllr N Ward (Vice Chair)

 Cllr C Hall

 Cllr R Hirst

 Cllr R Merriam

 Cllr A Betteridge

 M Merriam (Parish Clerk)

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

Cllr J Mallinder (for part of the meeting)

1. **To receive apologies for absence**

Apologies were received from Cllr Reid who was on leave.

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

There were none.

1. **To approve the draft minutes of meeting held on 13 July 2020**

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

1. **To receive brief reports from the:**
2. ***County Council*** - Cllr Reid’s report had previously been circulated to the councillors. Cllr Chalklen gave a summary which included SCC funding for school travel which had been finalised, Suffolk has 1,000 miles of newly resurfaced roads.
3. ***District Council*** - Cllr Mallinder mentioned his report which had been circulated to the councillors. As well as items in the report Cllr Mallinder brought up the subject of a wooden sign (saying ‘Holistic Wood’) which has appeared at the side of the road leading down to where the travellers’ site is. He said this will be monitored. East Suffolk Council will step in if there is an environmental health issue.

It was mentioned to Cllr Mallinder that speeding in the estate and along Hollesley Road is a big problem and this was highlighted recently by a dog being run over past the junction to Rock Barracks. Cllr Mallinder said that Cllr Reid as Cabinet Member for Highways, Transport & Rural Affairs would be the one to take this up with. There was much discussion around this issue and it was suggested that the police might come and do spot speed checks around the peninsula. A cheap solution might be to paint lines on the road which would act as a visible barrier. This works well because cars automatically slow down when they are seen. If there was a permanent speed check sign the parish council would be responsible for it and its upkeep. Sometimes they get damaged and stolen. They have a maximum speed. The cost is £3,000 and an additional £700 for one that records the speed of the vehicles passing. Mr Askew said that the regiment is going to purchase a VAS within the next four weeks. It will be moved around the whole site. It will be used in camp and in the community and perhaps it could be used on the main Hollesley Road as well. Once it is purchased it is possible that a soldier could put it on the main road.

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

1. **To discuss finance**
	1. ***Income and expenditure report***

Cllr Merriam went through the income and expenditure. There had not been much activity.

* 1. ***Bank account reconciliation***

The bank statements had previously been circulated to the councillors for their information. Cllr Ward agreed to sign the originals.

Cllr Merriam also mentioned the SALC pay rise had come through, which was effective from April 2020, so the Parish Clerk’s salary would increase by £7.35 per month, backdated to April.

* 1. ***Formal adoption of recommendations from 2019/2020 audit report***

The Parish Clerk said that the items mentioned in the Auditor's Report were being attended to. The Financial Regulations had been amended to record that the Chair was authorised to spend up to the value of £100; the cashbook was amended to show a column for LGA 1972 expenditure etc. Cllr Ward proposed and Cllr Betteridge seconded that the Audit Report was accepted and agreed.

* 1. ***Signatories***

The Parish Clerk said that the Nat West Bank had returned the form signed by Cllr Hall for him to be added as a signatory. A new form had been sent and Cllr Hall would sign this so that it could be returned to the Bank. It was agreed that Cllr Chalklen as Chair also be added as a signatory. Cllr Merriam proposed and Cllr Ward seconded this. The Parish Clerk would pass on the form to Cllr Chalklen for her signature.

The Parish Clerk mentioned that attention would have to be given to the draft Precept.

This would go on the Agenda for the next meeting as the Precept would have to be finalised

at the January meeting before submission to East Suffolk Council at the end of January.

1. **To discuss new 71 bus service timetable**

The Parish Clerk said that an additional timetable had been sent by Cllr Reid. This had been circulated to the councillors. Cllr Betteridge had been circulating the original timetable and adding it to the packages which the military families receive when they arrive on site. Some teenagers have already been using the bus to go to college.

1. **To discuss speeding on the estate and Hollesley Road**

This item has already been covered under 4b. Speeding is something which should be discussed with Cllr Reid.

Cllr Merriam said there was a lot of vegetation around the signs on the main road; particularly driving towards Sutton Heath from Woodbridge the sign on the left is partially covered with ferns. Mr Askew said that it is the responsibility of the parish council to keep all road signs clear. If the vegetation is near the fence then the MOD will pay for cutting it back. The land on the left hand side beyond the entrance to Rock Barracks (where the tall trees are) belong to PREIM. The land on the heath side of the road would be the responsibility of East Suffolk Council. The Parish Clerk would send an email to Cllr Reid to have this confirmed.

1. **To discuss sewerage works in Easton Road**

Mr Askew said that the project is to disconnect the sewerage at The Rise from the MOD network and put it onto Anglian Water. The project has already started and will last six weeks. They will be digging under the main entrance shortly and then a new pumping station will be built. It will be an upgrade of the one which is already there. There is a concern that children are jumping into the compound at the weekend and evenings. The military guard will make sure that children are not in the compound in the evenings. An item would be put in the Newsletter.

1. **To discuss COVID19 and impact on use of Crompton Hall, Remembrance Day etc.**

Mr Askew said that the Alan Crompton Hall cannot be opened yet because cleaning contracts need to be approved. When this has been done cleaning would be carried out on a daily basis under COVID restrictions. Cllr Ward said that even if the hall was able to open the present COVID restrictions regarding social distancing would be difficult to control.

With regard to rental of Crompton Hall the Parish Clerk said that she had received a holding reply from the DIO. Mr Askew said he would contact Damien at the DIO to find out the response to the parish council’s request that the rental fee be put on hold.

Regarding Remembrance Day Mr Askew said that there will be a limited number of soldiers available for Remembrance anyway but given the present restrictions regarding social distancing this would present a challenge. To avoid people gathering together it would be better that it did not go ahead. The Parish Clerk would mention this in the Newsletter.

1. **To acknowledge resignation of Cllr Claire Anderson and consider filling three Councilor vacancies**

The Parish Clerk mentioned that East Suffolk Council acknowledged Cllr Anderson’s resignation. They sent a Casual Vacancy Notice which was displayed on the community notice board. This period of notice expired on 5 September without anyone making any declaration of interest. The result of this is that there are three councillor vacancies. Cllr Betteridge said she would ask a couple of people she knew.

1. **To consider any planning applications received**

There were none.

1. **To receive public questions**

There were none.

1. **To consider correspondence received by Parish Clerk :**
	1. ***Update on posters re dog waste in heathland***

Cllr Betteridge had displayed posters which lasted 24 hours in the heathland before being ripped down. The posters displayed on the estate are still intact.

* 1. ***Noise complaint***

The Parish Clerk received an email from a resident complaining about rowdy young people near the skate park. It had previously been reported and the police had been involved. However, now it appears to be better.

Cllr Betteridge said that a young man of 9 years old told her he had just experienced verbal abuse from two young men of approx. 19/20 years of age at the skate park. Cllr Betteridge went to speak to them. They were trying to adjust some of the equipment. They were asked to leave. The military guard came round and the police also were involved. The young men were not from the estate. They had travelled over an hour to get here to use the equipment which they thought anyone could use. They were informed that the equipment was for private use only.

1. **To discuss AOB (for info only – any decisions to go to Agenda for next meeting)**

Mr Askew asked that upkeep of the community garden be put on the agenda for the next meeting.

Cllr Betteridge reminded the meeting of the email which was sent from Cllr Mallinder regarding a grant for improvements in the area. The deadline was 5 October. The Parish Clerk would investigate. Cllr Betteridge said that consideration should be given to planting annual flowers to brighten up the area near Rock Gardens in the springtime.

Cllr Hirst mentioned that some communities have a welcoming board with planted flowers at the entrance of their estates. Perhaps that is something which could be considered.

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

It was agreed that the next meeting would be held on Monday 9 November 2020.

The meeting closed at 8.20pm

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

 Chairman Parish Clerk

Date: