***SUTTON HEATH PARISH COUNCIL***

***MINUTES***

of Parish Council meeting held on **Monday 8 March 2021**

at 7pmby Zoom

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

Cllr N Ward (Vice Chair)

Cllr C Hall

Cllr R Merriam

Cllr A Betteridge

Cllr E Prokopowycz

Cllr S Hadley

M Merriam (Parish Clerk)

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

Cllr J Mallinder (for part of meeting)

|  |  |  |
| --- | --- | --- |
|  |  | Action |
|  | **Apologies for absence :** There were none. |  |
|  | **Declarations of Interest :** Cllr Betteridge said that she had an interest in a planning application and would leave the meeting when this was discussed. |  |
|  | **Draft minutes from previous meeting :** The minutes of the last meeting held on 11 January were approved by Cllr Betteridge and Cllr Ward. |  |
|  | **Report from SCC & ESC**   1. Cllr Reid was not able to attend the meeting. 2. Cllr Mallinder had previously submitted his report and this had already been circulated to the councillors. He highlighted some aspects of the report: 3. The government’s roadmap out of lockdown by easing restrictions, the need to still remain vigilant, remembering to keep socially distant, wash hands and wear facemasks; 4. Supporting our communities by distribution of EAST bags to lonely or elderly residents; 5. The Home But Not Alone phone line is still active; 6. “Pardon the Weeds we are Feeding the Bees” encouraging support for wildlife and insects; 7. Community litter picking events to be encouraged. |  |
|  | **Speeding on Hollesley Road :** The speeding survey had been carried out by SCC and the results had been circulated to the councillors. There had not been enough evidence of speeding to warrant further action. However, there was thought that something should be done to encourage speeders to slow down and this was still under discussion by the parish council. Mr Askew said that the speeding sign at Costcutter cost in the region of £4,333 with two rechargeable batteries, a solar panel, 5 year warranty. It is moveable. For insurance purposes it would be an asset. Stock Signs Ltd in Surrey may provide cabinets for security.  Another idea is white painted rumble strips It was suggested that Andrew Reid be contacted to see whether this would be an option. The Parish Clerk would contact him. | MM |
|  | **Finance**   1. **Income & expenditure report**   Cllr Merriam went through the income and expenditure report which had been circulated before the meeting.   1. **Bank Account reconciliation**   The bank statements had also previously been circulated to the councillors for their information. Cllr Ward agreed to sign the originals which the Parish Clerk would let him have.   1. **Online Banking**   Cllr Merriam had started the process of setting up online banking but in order to complete it he had to wait for a copy of the minutes of this meeting so that he could append them. It was agreed to ratify the following Resolution which had already been agreed by email:  “That Sutton Heath Parish Council signs up to NatWest Bankline for Communities, with Louise Chalklen (Chair), Nick Ward, Chris Hall and Rob Merriam as signatories”. Payments will still be made with two authorisations and it means that we will receive bank statements punctually. Proposed by Cllr Hirst and seconded by Cllr Ward.   1. It is generally agreed that reserves of £16,000 should be earmarked as follows: 2. Main road speed control £6,000 3. Rock Gardens maintenance £1,000 4. MUGA £2,000 5. Playground equipment £2,000 6. Kitchen refurbishment £5,000 7. It was agreed that Heelis & Lodge would continue to be auditors for the coming year. Proposed by Cllr Chalklen and seconded by Cllr Betteridge. | MM |
|  | **Maintenance of Rock Gardens :** Cllr Hadley said that she had been given approval by the Governor to bring two residents of Warren Hill along to “break the back” of the garden maintenance before the volunteers start as part of Wellbeing Wednesday. Mr Askew would ask the ground maintenance team to remove the bagged garden waste. Cllr Elaine said that she had spoken to volunteers who would be happy to spend a couple of hours in the garden on a Wednesday. It was agreed that initially £1,000 be earmarked for tools, bark, edging and equipment etc for the garden maintenance. Cllr Prokopowycz and Cllr Hadley would get together to agree on what was required and make a purchase. It was agreed that a shed would eventually be required to store the equipment. Mr Askew said the shed would need a concrete pad.  Cllr Betteridge said that Amey mentioned that possibly later in the year they would like to take the gardens on as a community project which means more volunteers. They would provide paint to stain the fence etc. It was possible that they could put in the concrete base for the shed as part of that community outreach.  Re the Buddy Bench which was mentioned before, it was agreed that a bench be identified and a plaque attached to it. Cllr Chalklen would investigate the wording and price and let the Parish Clerk know what these were.  As Cllr Mallinder had previously mentioned the Suffolk Bee Friendly campaign, it was suggested that a part of the garden be identified for wild flowers and perhaps even fruit trees could be planted there. Cllr Hadley had spare wild flower seeds which she would keep for planting.  Cllr Prokopowycz and Cllr Hadley would arrange to meet up and progress this. | SA  EP  SH  LC  SH  EP SH |
|  | **Maintenance of road markings and signs :** Cllr Prokopowycz had various conversations with Preim. Re the road markings and defects, Cllr Prokopowycz has a Health & Safety report from the civil engineer as a result of a site visit and she will send it to the Parish Clerk for circulation to the councillors. These works are going out to tender so if all goes according to plan it should all be complete by the end of April. Mr Askew said that Otley Road is due to be resurfaced as there are too many potholes to be patched.  Where the fir trees are, the roots are coming through the road so Cllr Prokopowycz will mention this to Preim also.  Re the signs, they are normally cleaned by the maintenance team every March and October but this seems to have been missed. However, now that it has been highlighted this should be back on the radar. | EP  EP |
|  | **Future Projects :** Re Events Committee, Cllr Betteridge had a conversation with a new volunteer. A garage sale had been suggested as an event. Cllr Chalklen and Cllr Betteridge would meet up to discuss projects and invite the new volunteer. | LC  AB |
|  | **Playground Equipment :** Any equipment would be bought through DIO to ensure that the equipment would be up to their standard. It was agreed that £2,000 would be the ceiling for a donation as this would include the item of equipment plus installation. Proposed by Cllr Ward and seconded by Cllr Chalklen. The choice of equipment came down to a slide and roundabout for toddlers. Cllr Chalklen would mention this on the Sutton Heath Conversation Street FB page to give parents the choice of which item their toddler would prefer. SHPC would pay DIO direct. Cllr Betteridge would find out if there is VAT payable and let the Parish Clerk know. | LC  AB |
|  | **Events Committee :** This was covered under 9 above. |  |
|  | **Planning Applications :** There were two planning applications to consider. The first one was relevant to Cllr Betteridge so she left the meeting temporarily. This planning application was for the erection of a single storey front porch extension at 4 Greenways. After discussion Cllr Betteridge returned to the meeting.  The second planning application was for the erection of a detached garage outbuilding at 7 Yoxford Mews.  There was no objection to either planning application so the Parish Clerk would send a comment to the Planning Department. | MM |
|  | **Public Questions :** There were none. |  |
|  | **Correspondence to the Parish Clerk :** There was none. |  |
|  | **AOB :** Mr Askew mentioned that a fire risk assessment had been carried out on the Crompton Hall. The fire exits are rotten and need to be replaced. Also the fire doors need replacing. This will be done by the MOD. The main problem is that the kitchen doesn’t meet the new fire regulations. As there is an oven, the kitchen should now be in its own enclosed room. It should have a splash back, extractor fan, fire door and heat detector. As the kitchen is well used by DISH etc. it is possible that SHPC could pay for work to be done to bring the kitchen up to standard. Mr Askew said that probably a stud wall would be suffice and perhaps it is something that the army could do. Mr Askew will be speaking to the CO. It was suggested that an amount of £5,000 be earmarked in the reserves for this. Mr Askew said he will know what the true situation is when a report is received from the fire officer. |  |
|  | **Date of next meeting :**  The next meeting would be the Annual Parish Meeting and Annual General Meeting on 10 May 2021. |  |