***SUTTON HEATH PARISH COUNCIL***

 ***MINUTES***

 ***of***

 ***Annual General Meeting***

 ***held on Monday 27 May 2021 at 7.30pm***

 ***Crompton Hall, Sutton Heath***

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

 Cllr N Ward (Vice Chair)

 Cllr R Merriam

 Cllr A Betteridge

 Cllr E Prokopowycz

 Cllr S Hadley

 M Merriam (Parish Clerk)

**In Attendance:**

Stirling Askew (military liaison)

Cllr J Mallinder (for part of meeting)

1. **Election of Chair and acceptance of office**

The Parish Clerk opened the meeting and invited Councillors present to indicate their interest in being nominated for the position of Chair. Cllr Chalklen did so and was duly proposed by Cllr Merriam and seconded by Cllr Ward. Cllr Chalklen accepted this office and continues as Chair.

1. **Election of Vice-Chairman and acceptance of office**

The Councillors present were asked to indicate their interest in being nominated for the position of Vice-Chair. Cllr Ward did so and was duly proposed by

Cllr Betteridge and seconded by Cllr Chalklen. Cllr Ward accepted this office and continues as Vice Chair.

1. **To receive the Declaration of Acceptance of Office forms for the Chairman and Vice-Chair**

The forms previously signed remain in place.

1. **Resignation of Councillors and Election of New Councillors**

Cllr Chris Hall had handed his letter of resignation to the Parish Clerk after the last parish council meeting in March. The meeting recognised the significant contribution by Cllr Hall to the community and wished him well for the future.

1. **Chair appoints officers for year 2021/22**

Cllr Betteridge was suggested as designated contact for Community Events and indicated that she was happy to accept this position.

1. **Apologies for absence**

No apologies had been received.

1. **Amendments to Councillors’ Register**

There was only one amendment and that was the resignation of Cllr Hall.

1. **Declarations of pecuniary and non-pecuniary interest in respect of agenda items**

There were none.

1. **Approval of minutes of Annual General Meeting of 13 May 2019**

The minutes had previously been distributed. There were no amendments. They were proposed by Cllr Chalklen and seconded by Cllr Ward.

1. **Approval of minutes of parish council meeting of 8 March 2021**

The minutes had previously been distributed. There were no amendments. They were proposed by Cllr Merriam and seconded by Cllr Ward.

1. **Chairman’s Yearly Report**

The Chair’s report is attached to these Minutes. However, the Chair particularly wanted to draw attention to the community – the way everyone looked out for and supported each other during this pandemic, whether collecting shopping, prescriptions or running general errands for neighbours. Special thanks go to the staff of the Community Store for their support and dedication during the two lockdowns. The Chair also thanked the previous Chair, Colin Wearmouth, Claire Anderson who moved from the area and Chris Hall who recently resigned, for their valued service to the community on the parish council.

Much had been achieved by the parish council since the last AGM:

* In liaison with the military and Preim, the maintenance of roads, signs and communal areas; potential new play equipment in Ipswich Avenue; the Buddy Bench to combat loneliness; VE garden parties; Christmas lights trail; in collaboration with the military – Santa’s visit etc.

More is planned in the following year:

* Fitness groups; gardening group etc

Suggestions always welcome.

1. **Other Reports SCC / ESC**

Cllr Mallinder gave a brief report and updated the meeting particularly on matters relating to the environment which is his area of speciality. The areas around Suffolk which were being allowed to grow wild for the attraction of bees and butterflies were very popular: “Pardon the weeds we are feeding the bees”. Further areas are being considered. Members of the community were being encouraged to allow areas in their own gardens to be available for wild growth. Cllr Mallinder also expressed a desire to see more trees planted in the communities.

1. **To agree the dates and venues for Council meetings for the year 2021/2022:**
	* 1. **Proposed dates 2021**: 12 July**;** 13 September; 8 November
		2. **Proposed dates 2022**: 10 January; 14 March; 9 May (Annual Parish Meeting and AGM)

These were agreed and noted.

1. **Finance**
2. Income/expenditure: Cllr Merriam addressed the accounts which had been circulated. Copies of the bank statements up to the end of April had been circulated and the originals would be checked and signed. Cllr Ward agreed to do this.

Online Banking. For the purposes of opening up an online account the bank required an extract of a minute containing a resolution and this was recommended as follows:

(1) “That Sutton Heath Parish Council signs up to NatWest Bankline for Communities”;

(2) “That Christopher Neal Hall is removed as a signatory and the remaining signatories are Louise Chalklen, Nick Ward, Rob Merriam and Stirling Askew”.

These two Resolutions were proposed by Cllr Betteridge and seconded by Cllr Prokopowycz.

1. Audit/AGAR. The relevant AGAR forms had been produced to the meeting and after discussion it was agreed that they be accepted and signed. Proposed by Cllr Betteridge and seconded by Cllr Ward.

For the purposes of the audit the Standing Orders and amended Financial Regulations which had been emailed to the Councillors for their consideration were also approved.

(The internal auditors, Heelis & Lodge, had been proposed and seconded at the previous meeting by Cllrs Chalklen and Betteridge).

1. **Rock Gardens**

It was agreed that the gardens were looking really tidy. The hard work carried out by Cllr Hadley and a resident from Hollesley Bay was very much appreciated. It was also agreed that the resident who helped Cllr Hadley was an exceptionally hard working young man with a very happy disposition and good attitude, which was commented on by residents of our community who stopped to speak to them. There was a suggestion that a box be purchased to keep hand tools in to start with. Eventually kneelers and perhaps a mower could be considered in due course. A combination lock would be purchased for security. The Parish Clerk was asked to add a request in the parish Newsletter for people to donate second hand tools. Mr Askew said that he would circulate the link to a box which he discovered which would be suitable.

1. **Crompton Hall**

The hall would be available for use by the community soon and the Parish Clerk suggested that the licence which had been ‘frozen’ during the period of the pandemic should resume from 1 July. Mr Askew would contact the DIO in this regard.

As there were a number 0f community events looming it was decided that a ‘tea and biscuits’ budget should be set. This was agreed at £15 and would be topped up as necessary. Cllr Chalklen can authorise spending up to £100 as permitted by the Financial Regulations.

As the kitchen is unsuitable for use at the moment it was agreed that money should be made available to bring it up to a suitable standard for cooking. The options were a ‘steaming oven’ and a normal use oven which would mean installing an aluminium splashback. Cllr Betteridge would investigate prices. Mr Askew would let the councillors have a copy of the Fire Report.

Mr Askew said that a PAT test had been carried out and there was a wiring issue with one of the warming plates. Cllr Betteridge would contact the person who carried out the PAT test and ask him to rectify this.

1. **Road Markings and Speeding on the Estate**

Cllr Prokopowycz said that there was a Preim meeting on Thursday 10 June. A quote is awaited from the contractor for road marking and she would chase this.

Cllr Betteridge said that Sandlings schoolchildren had designed speeding posters. 15 would be printed onto metal signs A3 size. The price was £20 per sign. As well as speeding signs they also designed ‘dog poo’ signs and 5 of these would be printed onto metal and displayed on the heath and also at a location at the side of the child day care centre. Mr Askew said that a good remedy for speeding on the estate would be ‘sleeping policemen’. The Parish Clerk would investigate pricing for this.

1. **Playground Equipment**

The Parish Clerk had forwarded emails from the DIO with quotes for playground equipment. The cheapest was approx. £3,148.55 which was for a toddler slide and the associated flooring and safety barrier during the carrying out of the works. It was agreed that this should be accepted. Proposed by Cllr Chalklen and seconded by Cllr Ward. There was a possibility Cllr Mallinder would fund this. The Parish Clerk would investigate.

1. **Road Side Advertising**

It was unanimously agreed that the Parish Council should not subsidise a proposed road sign at the entrance to Rock Barracks. This should not be encouraged. A large road sign at the entrance to Rock Barracks is not suitable. It is more appropriate for a shopping area not for a residential area.

1. **Planning Applications**

Two planning applications had previously been circulated to the Councillors and they had no objection to either of them. The Parish Clerk would relay this to Planning Department of East Suffolk Council.

1. **Public questions**

There were none.

1. **Correspondence received by Parish Clerk and drop-box**

There was none.

1. **AOB**
* It was suggested that the Parish Clerk mention the Suggestions Box in the next edition of the parish Newsletter.
* Cllr Hadley mentioned that Sutton Heath Singers had disbanded. The Parish Council would be happy to support anyone in the community wanting to start up a choir.
* Mr Askew said that a large activity was planned for mid July and approximately 60 aircraft would be involved.
* Mr Askew mentioned that young men from out of town were driving here to use the MUGA for playing football which meant that the local youths were discouraged from playing.
* Mr Askew mentioned that focus should now be on agreeing an Emergency Plan for the community. A draft Emergency Plan had been sent to the Parish Clerk a while ago but now it needs to be finalised. Most other parishes have one and it is imperative that Sutton Heath has one too. A separate meeting would be set up to discuss this and move it forward.
1. **Date of Next Meeting**

The next meeting will be held on Monday 12 July 2021.

The meeting closed at 9.45pm.

Signed: ……………………………………… …………………………………………

 Chair Parish Clerk

Date: ………………………………………