***SUTTON HEATH PARISH COUNCIL***

 ***MINUTES***

 of Parish Council meeting held on **Monday 4 July 2022**

 at 7pm at The Barnsdale Community Centre, Sutton Heath

**Present**: Cllr R Hirst

 Cllr R Merriam

 Cllr A Betteridge

 Cllr S Hadley

 M Merriam (Parish Clerk)

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

 Cllr Andrew Reid (SCC)

1. **To receive apologies for absence**

Cllr Betteridge agreed to Chair the meeting in the absence of the Chair and Vice-Chair.

Apologies were received from Cllr Chalklen, Cllr Ward, Cllr Prokopowycz & Cllr Mallinder (ESC).

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 May 2022**

These minutes had previously been circulated. They were proposed by Cllr Betteridge and seconded by Cllr Merriam.

1. **To receive brief reports from:**
	1. *Suffolk County Council*.Cllr Reid gave a brief report on his newsletter (a copy of which is attached to these Minutes).
	2. *East Suffolk Council*. Cllr Mallinder was unable to attend the meeting but had sent his apologies. A copy of his newsletter is attached to these Minutes.
2. **To discuss finance**
	1. *Income & expenditure report and bank reconciliation*
	2. *Audit*

The Parish Clerk reported that the finance papers were still with Heelis & Lodge for the purposes of the internal audit. She had been chasing Heather Heelis and would once again contact her requesting return of the books.

1. **To discuss purchase of Parish Council Laptop**

The Parish Clerk said that she had been in touch with a reputable IT specialist who confirmed, after tests had been carried out, that the parish laptop was aged and very slow and he would recommend its replacement. He said that an ACER Aspire 5 would be entirely suitable for the work which the parish council needed it for. It contained a solid disc which meant that the laptop would be much faster. A copy of the product info was produced to the meeting and it was proposed by Cllr Hadley and seconded by Cllr Betteridge that this new laptop, in the sum of £499 be purchased. A backup disc had previously been purchased and the IT specialist would change over the contents of the old laptop to the new one, including setting up the back-up.

1. **To discuss update on three recycling/general waste bins**

The Parish Clerk confirmed that the three bins were on their way to being installed. The concrete padding would be put down first then the bins to follow a few days later.

1. **To discuss update on Emergency Plan**

Cllr Chalklen said that there was an option for people to join the Emergency Plan once they had taken the first aid course. It was anticipated that there would be a training date in September for the 12 residents who has shown interest and a separate date would be made for the parish councillors. **Cllr Chalklen** said that a letter would be done which she would send to the Parish Clerk.

1. **To receive update from Events Committee**
* *Platinum Jubilee community picnic*

£72.95 was raised for the Blossom Appeal. The school were happy for their grounds to be used again by the parish council for community events (perhaps for the proposed community fete in 2023 …);

* *Sutton Heath Calendar*

There had not been much support so far for the community calendar but the closing date was 1st October so there is still time for contributions. Katrina Bell has kindly agreed to help Cllr Betteridge to put the calendar together;

* *Community Quiz*

The next quiz night is to be on 9th September where there will be a charge of £10 per ticket to include a fish, sausage or vegan supper. BYO drinks and nibbles, same as before. This is a good fundraiser for the Blossom Appeal.

* *Open Gardens*

This has been cancelled as no interest, bar one person, was shown.

* *Remembrance Poppies*

The ladies in the community have made over 1,000 poppies which Sharron Mayhew and Cllr Betteridge have cable tied to the net.

* *Memorial Stone*

The only quote so far is £3,500 but no alternative one is yet available. It is possible that the military would provide the concrete with a few strong residents to help put the stone in place afterwards. It was agreed that **Cllr Betteridge** would put wording for the memorial stone together and email this to the councillors for their consideration.

1. **To receive update on Rock Gardens mower**

The Parish Clerk has had numerous phone calls with the suppliers who have at last agreed that the mower had not been delivered as they thought - another will be dispatched and this should arrive soon.

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

There were none.

1. **To receive public questions**

There were none.

1. **To consider correspondence received**

An anonymous letter had been received by the Parish Clerk regarding thoughtless and inconsiderate parking on the estate, particularly close to junctions. There was some discussion and it was agreed that this is a problem which should be addressed. The Parish Clerk would make mention of it in the next Parish Newsletter. If residents wished to take the matter further they should be asked to contact PREIM.

1. **To discuss AOB (for info only – any decisions to go on Agenda for next meeting)**
* Cllr Merriam mentioned that he had come across a gentleman in a mobility scooter who was having difficulty manoeuvring around because there are too few dropped kerbs in the estate. It was agreed that this was a legitimate issue and as it was on MOD land Mr Askew said that he would find out how much it would cost to drop a kerb in the vicinity of where the gentleman lived. It is possible that the parish council could make a contribution towards the cost. **Mr Askew** and **Cllr Betteridge** said they would approach “housing” in the first instance.
* Cllr Hadley said that someone from Hollesley Bay would be starting soon at Rock Gardens, once the paperwork had been completed.
* The Parish Clerk and Cllr Merriam notified the meeting of their resignations effective at the end of September. The Parish Clerk said that she would be available for handover and advice whenever a new Parish Clerk started.
1. **To agree the date of the next meeting**

The date of Monday 12th September was agreed.

The meeting closed at 8 pm.

Signed: …………………………………….. …………………………………………..

 Chair Parish Clerk

Date: ………………….………………….. …………………………………………..