***SUTTON HEATH PARISH COUNCIL***

 ***MINUTES***

 of Parish Council meeting held on **Monday 14th November**

 at 7pm at The Barnsdale Community Centre, Sutton Heath

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

 Cllr N Ward

 Cllr S Hadley

 Cllr E Prokopowycz

 Cllr M Thomas

 Cllr R Hirst

 Cllr A Betteridge

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

 Cllr James Mallinder (ESC)

1. **To receive apologies for absence**

No apologies received.

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

There were none.

1. **To approve the draft minutes of meeting held on 26th September 2022**

These minutes had previously been circulated. They were proposed by Cllr Ward and seconded by Cllr Thomas.

1. **To receive brief reports from:**
	1. *Suffolk County Council*.Cllr Reid was not in attendance.
	2. *East Suffolk Council*. Cllr Mallinder was present and gave a report on the contents of his newsletter.
2. **To Discuss Finance**
	1. *Income & expenditure report and bank reconciliation*. Cllr Ward confirmed that the Income and Expenditure report and bank reconciliation was acceptable.
	2. *Draft Precept for 2023/4*. It was agreed that the Precept for 2023/4 would remain the same to try and help with the current Energy Crisis and Economic downturn. This was proposed by Cllr Ward and seconded by Cllr Betteridge.
	3. *Blossom Appeal Update* Cllr Betteridge advised that the current amount raised is GBP 1,829.74. Fundraising is currently on track for GBP 2,022 by the end of the year. There are some events still remaining as detailed in the events agenda item. Cllr Betteridge advised that a new charity needs to be decided for the next year (2023).
3. **To Discuss ‘Ease the Squeeze’**

A discussion was had on how we could help residents to ‘Ease The Squeeze’. It was felt that there has to be a significant commitment from residents and we do not feel that there would be the continuous support. The estate does not have suitable accommodation to host a warm room. However, it was agreed that the Parish Council would fund a voucher scheme for residents to use in the local Café, ‘Poppies’. It was agreed that GBP 100 would be donated initially to this cause, with an initial GBP 50 held in Petty Cash and this would be held by Cllr Betteridge. Cllr Betteridge would design leaflets and Vouchers. Residents would collect their Voucher from Cllr Betteridge. At the end of each week Poppies would return any vouchers that have been cashed to Cllr Betteridge. Cllr Betteridge would then reimburse Poppies for the Vouchers that had been spent.

This was proposed by Cllr Betteridge and seconded by Cllr Prokopowycz.

Cllr Mallinder, in his update advised that Tunstall are having an ‘Ease the Squeeze’ fete on 29th November 2022, where people can go along to receive information and advice on how to save money and how to help themselves in the current economic downturn. A poster will be circulated on “Sutton Heath Conversation Street”.

1. **To discuss the Events Committee**
	1. *New Years Eve* – Cllr Betteridge advised that the DJ that was booked to do the event has now been posted elsewhere and a new DJ needs to be found. Requests that people ask their contacts.

The hall holds 150, therefore has to be a ticketed event, albeit still free. Tickets will be available from Cllr Betteridge until 21st December 2022. No tickets will be available after this and there will be no entry without a ticket.

The event is bring your own food and drink.

* 1. *Afternoon Tea –* Places filling up quickly. To be held on 14/12.
	2. *Remembrance Service* – Good feedback has been received. Requests to do similar service in 2023.
	3. *Memorial Stone* – Cllr Betteridge is chasing the laying of the concrete pad in preparation of the arrival of the stone.
	4. *Sutton Heath 2o23 Calendar –* The photos have been chosen and the calendar is currently at the printers. The facilitator is arranging on her business account and will invoice the Parish Council for the amount. 75 Calendars are being ordered and sold for GBP 5.
	5. *Carols*  - To be held in the community garden. The event is being led by Cllr Hadley. The event will start at 5:30 on 7th December. Cllr Betteridge advised they are hoping to mix the event with the scouts. Various refreshments will be provided.
	6. *Children’s Christmas Party* – A party open to all military and non-military children. Stevie Sausage will be the entertainer. The price is GBP 3 per child, this includes supper and a present from Santa
	7. *Santa’s Visit* – Santa will be visiting on 12th and 13th December. 12th December will be to the Left hand side of the estate and 13th December will be to the right hand side of the estate.
	8. *Petanque* – Cllr Betteridge advised that there has been no developments.
	9. *AOB –* Cllr Betteridge advised that Becky Davis has joined the Events and Choir Committee and is able to attend Children’s events due to licencing/checks currently held.

Cllr Betteridge requested agreement to purchase some reusable Table Cloths.

Cllr Betteridge confirmed that the Garden Club has been very successful.

A member of the Events committee has requested a box to be located in the Barnesdale Centre to collect old Spectacles in order that they can be donated to Third World Countries as Specsavers are collecting. Cllr Chalklen suggested another box in the Shop also.

Cllr Betteridge advised that the next Events meeting is 17th January at 7pm.

*Choir –* an additional agenda item was agreed to discuss the meetings held in respect of the Choir. Cllr Hadley is the Parish Council Representative on the Choir Committee.

Cllr Hadley advised that a meeting was held on the Friday previous in which some movement was had. Cllr Hadley advised that the Choir has decided to continue with the name ‘Sutton Heath Singers’. Cllr Hadley advised that the Choir Committee had some questions in which a written answer was required from the Parish Council.

1. Is the hire of the hall free after the 10 weeks that the Council is funding? – All Cllrs advised that it is.
2. Will the Choir be included under the Parish Council Insurance? Cllr Chalklen advised that it is, on the condition that a committee is formed, a Risk Assessment is carried out and a safeguarding officer is appointed. Once completed, this is to be provided to the Parish Council.
3. Noted that the Hall is not available for hire on a Friday night or Saturday Morning, can the Choir hire the hall on a Friday night from 6:30pm – 8pm instead of a Monday due to the distance that some people have to travel – Cllr Betteridge and Cllr Askew advised that the hall is kept free on a Friday night for private bookings and cannot be hired for regular events.

Cllr Chalklen to provide the written answers to the Choir.

1. **To discuss any update re First Aid Training**

Cllr Chalklen advised that a date has been set for the First Aid Course of 14th January 2023 from 9am until 4pm. An invoice will be sent once the course has taken place. Cllr Chalklen to obtain the list of names and make contact to advise of the date. The initial session is for Non Cllrs. A future event will be held for Cllrs.

1. **To discuss update on Rock Gardens**

Rock Gardens was noted under the Events Committee section.

1. **To receive updates in respect of PREIM**

Cllr Prokopowycz advised that we have all received the recent newsletter.

Cllr Prokopowycz advised that a recent meeting had taken place and the Pot Holes were discussed. It appears that there are 12 potential trip hazards on the PREIM owned land and a quotation of circa GBP 128,000 was quoted. A reduced quotation was achieved of GBP 53,000. The work was agreed to be carried out as the Pot Holes had been identified, which now makes PREIM liable in the event of an incident.

Cllr Prokopowycz pointed out that someone approached her on her property and was very unpleasant about the PREIM roads, of which was agreed is very unacceptable behaviour to be carried out by residents.

Cllr Prokopwycz advised that there was land identified that is not on PREIM land at the bottom of Thorn Walk by the Sewage works. Cllr Askew advised that they will inform their works and arrange for it to be corrected urgently.

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

A planning application was received for a single storey side extension at 49 Greenways. There were no rejections/comments received.

1. **To discuss Parish Clerk Vacancy**

There remains no applications for the Parish Clerk Vacancy. Cllr Chalklen to discuss the current situation with the ex Parish Clerk, Marion Merriam, at a separate time.

The Council discussed the potential of raising the current pay and hours for the new Clerk as 6 hours per week is under estimated. Using the guide provided by SALC, it was agreed to increase the hours to 8 per week and GBP 11.63 Per Hour. It was agreed that the Precept for the 2023 period would remain as is, despite the increase and would look to increase the precept for the 2024 period.

1. **To receive public questions**

There were none.

1. **To consider correspondence received**

There was none

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

Cllr Betteridge requested a section for the next meeting to discuss having a set amount for the events committee so that authorisation is not needed

Cllr Betteridge also requested that the Gardening Club has a set amount to spend on various Gardening items that are needed (feed, tools etc.)

Cllr Askew requested a discussion point to be put on the agenda for next time to discuss the Hall Licencing. There is a request for a plan to include the estates events under the Parish Councils licence.

Cllr Betteridge requested an amount to buy some Chocolates for the People that litter pick on the estate – GBP 10 was agreed. In addition Cllr Chalklen requested that a gift is purchased for Sharon Mayhew, Woodbridge Station Chief Clerk to thank her for all the time and dedication given to the Parish. This was proposed by Cllr Betteridge and seconded by Cllr Ward.

Cllr Chalklen advised that the proposed Councillors Christmas Meal, should happen post-Christmas due to how busy this time of year is.

1. **To agree the date of the AGM**

The date of Monday 15th May 2023 agreed for the AGM in place of 8th May due to the Kings Coronation.

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

Monday 9th January 2023 was agreed by all.

The meeting closed at 8.30 pm.

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

 Chair Parish Clerk

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