** *SUTTON HEATH PARISH COUNCIL***

 ***MINUTES***

 of Parish Council meeting held on **Monday 9 January 2023**

 at 7pm at The Barnsdale Community Centre, Sutton Heath

**Present**: Cllr L Chalklen

 Cllr A Betteridge

 Cllr S Hadley

 Cllr E Prokopowycz

 Cllr M Thomas

 M Merriam (Parish Clerk)

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

 Cllr Andrew Reid (SCC)

 Cllr James Mallinder (ESC)

1. **To receive apologies for absence**

Cllr Ward, Cllr Mallinder (ESC) and Cllr Reid (SCC).

The meeting had received notification of the resignation of Cllr Roy Hirst. The great input of Cllr Hirst to the parish council meetings and the community in general was recognised and it is with regret that his resignation was accepted.

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

There were none.

1. **To approve the draft minutes of meeting held on 14 November 2022**

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

1. **To receive brief reports from:**
	1. *Suffolk County Council*.Cllr Reid’s report had been circulated to the councillors.
	2. *East Suffolk Council*. Cllr Mallinder’s report had been circulated to the councillors.
2. **To discuss finance:**
	1. Income & expenditure report and bank reconciliation: The Parish Clerk gave a report on the accounts and bank statements.
		1. There was discussion about an alleged overspend on Parish Events but this was incorrect and the Parish Clerk would re-allocate the monies to the correct location.
		2. There was also discussion on the events hosted by the Parish Council which could in future perhaps be for donation;
		3. Printing 250 copies of the newsletter was costly and there was discussion about the format changing and perhaps printing in booklet form could be outsourced. It would be preferable if 500 copies could be printed so that everyone in Sutton Heath could receive one, even on a monthly basis.
		4. It would also be good to look into changing the website host from One Suffolk to allow more flexibility.
		5. The bank statements were signed by Cllr Chalklen.
	2. Confirmation of submission of Precept for 2023/24: This has been submitted to East Suffolk Council.
	3. Blossom Appeal final update: £2,244.88 - so the target of £2,022 has been exceeded. Cllr Betteridge is to arrange for handover of the Blossom cheque to Colchester & Ipswich Hospitals Charity.
3. **To discuss Ease the Squeeze : Poppies vouchers**

Cllr Betteridge said that the vouchers have been produced and just need to be advertised.

1. **To receive update from Events Committee:**
2. Available funds for Events Committee – this had been discussed above. £3,000 had been requested as a budget.
3. Available funds for Gardening Club – It was agreed that there should be funds available to buy plants, fertilizer etc. in the order of £200.
4. Cllr Betteridge requested permission to purchase 15 round white tablecloths for events at Crompton Hall. This was approved by Cllr Chalklen and seconded by Cllr Thomas.
5. **To discuss new Charity of the Year for 2023**

A number of charities were suggested: Walk with Soldiers (used to help families in an emergency ie air ticket - a ‘hardship’ fund); the local RSPCA; FIND in Ipswich; Woodbridge Soldiers Fund (set up by the Mayor of Woodbridge); The Trussel Trust Food Bank; SPCF (Suffolk Parent Carers Forum) helping parents who have children with special needs or disabilities. Nominations would also be sought from the Events Committee.

1. **To discuss the Sutton Heath Choir**

Cllr Hadley said that her name had been put forward as a Safeguarding Officer. She is also 1st Aider. A risk assessment has been done and Cllr Chalklen suggested that a copy be sent to the Parish Clerk. Cllr Betteridge would do this.

1. **To discuss Crompton Hall licensing**

Mr Askew said that presently anyone wanting to use the hall has to pay a licence fee of £210 and the rent on top of that is £10 per hour. The Parish Council currently pay £600 per year for the licence of the hall which allows 80 events to take place under their licence. It was thought that if the number of events was increased then residents could hire the hall under the Parish Council licence, for the payment of £10 per hour. Mr Askew said that the Commanding Officer would be happy to contribute towards the licence. Cllr Chalklen suggested that anyone wishing to hold a party could complete an application form which the Parish Council would provide. This would include a waiver in respect of damage etc. It was agreed that any payments received for rental of the hall should be shown separately in the parish accounts. Mr Askew suggested that the Parish Clerk send him an email requesting increased use of the hall and he would take the matter further. This was proposed by Cllr Thomas and seconded by Cllr Betteridge.

1. **To discuss 1st aid course: Saturday 14 January 2023**

EAS Medical are coming to the Crompton Hall to run the first of two 1st aid sessions for the parish. 12 people are interested in this first session with others (including parish councillors) invited to attend the second session, yet to be arranged.

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

There was much discussion as to whether or not volunteers are covered by insurance where there is no contract (this would also be applicable to the ladies who help in the Gardening Club). It was suggested that if a volunteer ie from HMP Hollesley, is to fall under the parish council insurance, the parish council should hold a file with a risk assessment with manual handling etc information. There was discussion about whether or not the work in the garden should be issued to a contractor once a month, as there does seem to be a lot of paperwork to adhere to and hoops to jump through. It was agreed that this matter of an outside contractor should be looked into which will resolve the situation. The Parish Clerk would instigate this.

1. **To receive any updates from PREIM**

Cllr Prokopowycz said that PREIM did a walk round the estate in December and it seems that contractors are now working on the pavements and roads where problems have been identified. It was agreed that Phil Brown of PREIM should be invited along to the next parish council meeting to discuss pre-gritting (or lack of it), street lighting, gardening etc.

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

There were none.

1. **To discuss update on Parish Clerk vacancy**

Cllr Chalklen had already introduced Victoria Daly who was present at the meeting. Victoria is to have a formal interview this coming week with Cllr Chalken and Cllr Thomas for the Parish Clerk position. There has been no further interest in the position.

1. **To receive public questions**

There were none.

1. **To consider correspondence received by Parish Clerk**

There was none.

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

There were none to record.

1. **To agree the date of the next meeting – Monday 13 March 2023**

The meeting closed at 9.05pm.

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

 Chair Parish Clerk

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