Sutton Heath Parish Council

# Meeting Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Monday 13th March | **Present** | **Attendees** |
| **Time** | 19:00 | Cllr L Chalklen | Stirling Askew (Military Liaison) |
| **Location** | Barnsdale Community Centre | Cllr N Ward | Cllr Andrew Reid (SCC) |
|  |  | Cllr A Betteridge | Cllr James Mallinder (ESC) |
|  |  | Cllr S Hadley | Lorraine PC visitor |
|  |  | Cllr E Prokopowycz |  |
|  |  | Cllr M Thomas |  |
|  |  | Cllr M Merriam |  |
|  |  | V Daly (Parish Clerk) |  |
|  |  |  |  |

### To receive apologies for absence

Phil Brown from PRIEM informed the Council this morning he would be unable to attend the meeting due to urgent administration work.

### To receive declaration of interest in respect of agenda items

There were no declarations of interest.

### To approve the draft minutes of the meeting held Monday 9th January

These were previously circulated and proposed by Cllr Betteridge and seconded by Cllr Thomas.

### To receive brief reports from

#### Suffolk County Council.

Cllr Andrew Reid gave a brief report on the contents of his newsletter.

#### East Suffolk Council.

Cllr James Mallinder was also present and gave a report on the contents of his newsletter

### To elect Marion Merriam as Councillor

The vote to elect Marion Merriam as a councillor was unanimous. She has served the council and greater community for a number of years as the parish clerk and as a thank you Cllr Chalklen presented a planter of flowers.

### To discuss Finance

#### To agree the income and expenditure report and bank reconciliation.

Cllr Ward confirmed that the Income and Expenditure report and bank reconciliation was acceptable and signed the bank statements.

#### To agree to Heelis and Lodge as internal auditors.

The council agreed to continue using Heelis and Lodge as internal auditors. This was proposed by Cllr Ward and seconded by Cllr Betteridge.

1. Internet banking

 Mrs. Daly proposed introducing internet banking to the parish accounts, as she was having difficulties carrying out her duties as the RFO, without access to up to date bank statements.

Cllr Betteridge advised that when collecting hire fees for Crompton Hall it would be beneficial to check payments have been received and also allow payments to be made via BACS. This was proposed by Cllr Ward and seconded by Cllr Betteridge.

Cllr Chalklen will contact NatWest to initiate moving forward with this.

### To agree the date for the AGM (15th May 2023)

The council agreed the date of the next AGM meeting on Monday 15th May 2023 at 7pm held at the Barnsdale Community Centre.

### Temporary use of land for car boot sale/motorbike racing

Privately owned land adjacent to the MOD owned land, which is a registered Special Site of Scientific Interest (SSSI) has been cause for concern as residents have reported sightings of diggers and made noise complaints. It was also observed that there is a car boot sale advertised. Cllr Chalklen and Mr Andrew consulted with Cllr Mallinder in regards to the legal restrictions of SSSI listed land and whether or not planning permission was required.

Cllr Mallinder advised that on Class B temporary use of land 14 days of events starts from 1st January 2023. If the land is a SSSI then the land owner would have certain responsibilities/limitations under the Environmental Protection Legislation.

Cllr Mallinder will discuss this with a colleague to establish the land boundary and classification to advise further.

### To receive updates from the events committee

#### Potential funding of disco equipment

Cllr Betteridge proposed funding of disco kit to provide training to youths in the community who are interested. Currently if the events committee wish to hire a DJ it costs £500. This cost is limiting the number of events that can be carried out. By training local youths how to use the equipment the hope is when people hire the hall with an additional fee they can also hire a DJ and equipment. The money from this can go towards funding future events. Cllr Thomas has researched into second hand equipment and a budget was discussed with an upper limit of £3,000. This was proposed by Cllr Betteridge and seconded by Cllr Prokopowycz.

#### The Kings Coronation

The red, white and blue cornflower seeds have now been distributed to the community.

#### Quiz Night Fundraiser

The events committee have arranged the next quiz night in Alan Crompton Hall on Friday 19th May.

#### Petanque Pitch

More quotes are needed before making a decision on the dimensions for the petanque pitch. Initially a £5,000 quote was provided for a 3m x 12m pitch. Cllr Betteridge is looking into other options as a 4m x 15m would be the preferred dimensions. Discussions with DIO were positive and were supportive of the project. The space next to the memorial gardens has been agreed as the ideal place for the pitch.

#### Bingo Beats charity fundraiser.

The events committee have arranged a Bingo Beats night in Alan Crompton Hall on Friday 31st March.

###  To confirm new Charity of the year for 2023

Since last meeting no further charity suggestions have been brought forward and the charity of the year 2023 will be Suffolk Parent Carer Forum’s (SPCF). SPCF are a strategic consulting body within Suffolk representing families of children and young people with special/additional needs and/or disabilities.

###  To discuss any update re Sutton Heath Singers

Sutton Heath Singers has been running smoothly since the last meeting in January. The piano has needed repair work which has now been completed.

###  To receive any update on Crompton Hall Licencing

The Hall licencing currently costs the council £600 a year. It was agreed this would be increased to £900 a year to increase the number of events available.

Cllr Betteridge provided an update that from Friday the 31st May 80 events will be available for booking for £10 an hour and a minimum of 3 hours. This will be advertised in the newsletter.

###  Gardening Club

Quotes were gathered for professional contractors to carry out weeding, mowing and general gardening, however, it was decided that the members of the gardening club were keen to continue and the risk assessment has been updated by Cllr Hadley.

Cllr Betteridge told the council that Les Harvey volunteered to stain the fence and benches in the memorial garden if the cost of materials is covered.

###  To discuss the second first aid course: Saturday 8th April 2023

It was proposed by Cllr Chalklen that the date was unsuitable and needed to be changed. The date suggested was Saturday 17th June 9am-4pm. Those who have attended the first course noted that they had not yet received their certificates. Cllr Chalklen will contact the provider and ask about the proposed date change and also the certificates for the attendees of the first course.

###  To receive any update on Rock Gardens

Mrs. Daly had emailed Spencer Wix regarding having both sides of the memorial stone a natural texture rather than smoothed over. Spencer Wix advised that natural stones that are rough on all sides are rare to come by and it would not be possible to give a time scale on when that could be provided. It was proposed by Cllr Thomas to go ahead with the original design concept with one side for the stone smooth. This was seconded by Cllr Betteridge.

62 bags of concrete have now been ordered to fill the well and once set the stone mason will install the memorial stone.

28 Engineer Regiment are providing funding for this mid-march.

###  To consider any Planning Applications received

No planning applications have been received.

###  To receive public questions

No questions were raised by the public.

###  To consider correspondence received by the parish Clerk

No correspondence have been received.

###  To discuss AOB (for info only – any decisions to go on agenda for next meeting)

Cllr Betteridge and Cllr Thomas requested that a discussion be added to the agenda to provide an update on disco equipment.

Cllr Betteridge also requested a discussion be added to the agenda to provide an update on the petanque pitch.

Cllr Betteridge discussed a community food bank box available to help those ease the squeeze. Cllr Thomas suggested a brick bus shelter on Otley road or outside Alan Crompton Hall. Cllr Betteridge also requested this would be added for discussion on the agenda.

Cllr Chalklen requested to discuss the emergency plan would be added to the agenda.

Mrs Daly requested funding for a 6 week Clerk Training course in June. This would cost £180. Cllr Thomas proposed this and the decision was seconded by Cllr Ward.

Mrs. Daly also requested the signing of the Statutory Documents will be added to the agenda.

###  To agree the date of next meeting – AGM Monday 15th May.

The meeting closed at 22:30.

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

 Chair Parish Clerk

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