Sutton Heath Parish Council

# Meeting Minutes

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| --- | --- | --- | --- |
| **Date** | Monday 11th September | **Present** | **Attendees** |
| **Time** | 19:00 | Cllr N Ward | Cllr Andrew Reid |
| **Location** | Barnsdale Community Centre | Cllr A Betteridge | Cllr James Mallinder |
|  |  | Cllr S Hadley | Sterling Askew (Military Liaison) |
|  |  | Cllr E Prokopowycz |  |
|  |  | Cllr M Thomas |  |
|  |  | Cllr M Merriam |  |
|  |  | V Daly (Parish Clerk) |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### To receive apologies for absence

Cllr Chalklen has sent apologies. Which were accepted by the council. This was proposed by Cllr Ward and Seconded by Cllr Betteridge.

### To receive Declarations of Interest in respect of Agenda items

No interest was declared.

### To approve the draft minutes of meeting held on 24thth July 2023

The meeting minutes were approved by the council. This was proposed by Cllr Thomas and Seconded by Cllr Hadley.

### To receive brief reports from:

#### Suffolk County Council

Cllr Andrew Reid delivered his report on the work trading standards had been undertaking, the new training facilities at Wattisham Fire Station and discussed the grants schools received for children of military families.

#### East Suffolk Council

Cllr James Mallinder delivered his report on the environmental work he is championing including improving the water quality in the Deban River. He also encouraged the Parish Councillors to make use of his enabling communities fund and suggested applying for the Christmas afternoon tea and plants for the community gardens. He discussed concerns from councillors regarding the refuse and health and safety issues from a local camp site.

### To discuss finance

#### Income and expenditure report and bank reconciliation

Current Account

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 31.03.2023 | Balance B/fwd Less DR's & CR's |  |  |  |  | £ 5,194.71 |
| 13.04.2023 | Bingo Beats |  |  |  | £ 126.00 | £ 5,320.71 |
| 13.04.2023 | Easter Event - Cllr A Betteridge |  |  |  | £ 19.20 | £ 5,339.91 |
| 21.04.2023 | Disco Equipment -Cllr M Thomas |  | 264 | £ 817.00 |  | £ 4,522.91 |
| 21.04.2023 | SALC Membership Fee |  | 265 | £ 378.94 |  | £ 4,143.97 |
| 24.04.2023 | Hall Rental - Jade Paterson |  |  |  | £ 30.00 | £ 4,173.97 |
| 25.04.2023 | Clerk Salary - V Daly |  | 266 | £ 429.17 |  | £ 3,744.80 |
| 26.04.2023 | Easter Event Expenses - Cllr A Betteridge |  | 267 | £ 15.65 |  | £ 3,729.15 |
| 28.04.2023 | Precept - ESC |  |  |  | £ 9,750.00 | £ 13,479.15 |
| 02.05.2023 | Apple Air Mac Laptop - Cllr A Betteridge |  | 268 | £ 400.00 |  | £ 13,079.15 |
| 25.05.2023 | Clerk Salary - V Daly |  | 269 | £ 429.17 |  | £ 12,649.98 |
| 25.05.2023 | Internal Audit - Heelis and Lodge |  | 270 | £ 170.00 |  | £ 12,479.98 |
| 25.05.2023 | DIO - Crompton Hall Rent |  | 271 | £ 300.00 |  | £ 12,179.98 |
| 26.05.2023 | ESC Hall rental |  |  |  | £ 30.00 | £ 12,209.98 |
| 30.05.2023 | Hall Rental - Stevie Lamont |  |  |  | £ 30.00 | £ 12,239.98 |
| 01.06.2023 | Quiz Night - Charity |  |  |  | £ 213.00 | £ 12,452.98 |
| 12.06.2023 | Hall Rental - Jake Jakes |  |  |  | £ 30.00 | £ 12,482.98 |
| 27.06.2023 | Clerk Salary - V Daly |  | 272 | £ 437.97 |  | £ 12,045.01 |
| 30.06.2023 | Bingo Beats - Charity |  |  |  | £ 77.00 | £ 12,122.01 |
| 18.07.2023 | Clerk Salary - V Daly |  | 273 | £ 429.17 |  | £ 11,692.84 |
| 22.07.2023 | Community Fete - Charity |  |  |  | £ 525.80 | £ 12,218.64 |
| 26.07.2023 | Transfer to reserve account |  |  | £ 5,000.00 |  | £ 7,218.64 |
| 22.08.2023 | Clerk Training |  | 274 | £ 216.00 |  | £ 7,002.64 |
| 22.08.2023 | Clerk Training |  | 275 | £ 108.00 |  | £ 6,894.64 |
| 22.08.2023 | Oil for memorial gardens - Les Harvey |  | 276 | £ 182.00 |  | £ 6,712.64 |
| 22.08.2023 | ESC - Uncontested Election |  | 277 | £ 78.54 |  | £ 6,634.10 |
| 22.08.2023 | Clerk Salary - V Daly |  | 278 | £ 429.17 |  | £ 6,204.93 |

Reserve Account

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Balance B/fwd |  |  |  | 10,089.84 |
| 28.04.2023 | Interest |  | CC |  | £ 7.88 |
| 31.05.2023 | Interest |  | CC |  | £ 9.81 |
| 30.06.2023 | Interest |  | CC |  | £ 9.55 |
| 26.07.2023 | Transfer from Current Account |  | CC |  | £ 5,000.00 |
| 31.07.2023 | Interest |  | CC |  | £ 12.30 |
|  |  |  |  | - | 15,129.38 |

|  |  |  |
| --- | --- | --- |
| Bank Reconciliation at 26th July 2023 | |  |
|  |  |  |
| Balance b/f |  | £ 22,632.09 |
| Add Receipts |  | £ 602.80 |
| Less Payments |  | -£ 899.17 |
| Balance c/f |  | **£ 22,335.72** |
|  |  |  |
| Represented by |  |  |
|  |  |  |
| Natwest Current |  | £ 7,218.64 |
| Natwest Reserve |  | £ 15,117.08 |
|  |  | **£ 22,335.72** |
|  |  |  |
| Less Unpresented Cheques | Chq No. |  |
|  |  |  |
|  | 274 | £ 216.00 |
|  | 275 | £ 108.00 |
|  | 276 | £ 182.00 |
|  | 277 | £ 78.54 |
|  | 278 | £ 429.17 |
|  |  | £ 1,013.71 |
|  |  |  |
| Natwest Current |  | £ 6,204.93 |
| Natwest Reserve |  | £ 15,129.38 |
| Balance c/f |  | **£ 21,334.31** |

The finance report was approved by the council. This was proposed by Cllr Thomas and seconded by Cllr Ward.

#### To ratify any spending between meetings.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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| 22.08.2023 | Clerk Training |  | 275 | £ 108.00 |  | £ 6,894.64 |
| 22.08.2023 | Oil for memorial gardens - Les Harvey |  | 276 | £ 182.00 |  | £ 6,712.64 |
| 22.08.2023 | ESC - Uncontested Election |  | 277 | £ 78.54 |  | £ 6,634.10 |
| 22.08.2023 | Clerk Salary - V Daly |  | 278 | £ 429.17 |  | £ 6,204.93 |

Spending between meetings was approved by the council. This was proposed by Cllr Thomas and seconded by Cllr Ward.

#### Internet banking

Cllr Chalklen was not present to the meeting however Cllr Ward volunteered to contact the bank and discuss this further.

### To discuss a preliminary budget for 2024/2025

|  |  |
| --- | --- |
| Salary | TBC |
| Expenses | £500 |
| Training | £150 |
| Hall rental | £900 |
| Newsletter | £250 |
| Insurance | £750 |
| Events | £2000 |
| Election | £100 |
| Subs | £750 |
| Charity donations | £500 |
| MUGA | TBC |
| Equipment | £1750 |
| Others | £400 |
| Total | £8050 |

A preliminary budget was drafted based off of the previous year’s precept and upcoming expenses. A deadline of the end of September was set to have unknown figures accounted for. This will be finalised and voted on at the November meeting. It was noted with the upcoming maternity leave of the Parish Clerk and potential for hiring cover during this period – salary expenses may double as a result.

### To discuss the upcoming position of Parish Chairman

Due to personal commitments Cllr Chalklen will no longer be able to continue as Chairman to the Parish Council in 2024. Councillors were asked to consider who they would like to nominate for the position or if any councillors would like to volunteer. This will be voted on at the next meeting.

### To discuss Parish Clerk maternity leave

The Parish Clerk is due Jan 2024 and wanted to discuss maternity leave, cover and pay as it is not written into her contact of employment. Cllr Chalklen had emailed SALC regarding this, however they were unable to assist.   
  
A Clerk who is CILCA trained would potentially be willing to cover but would be unable to attend in person as she lives in Essex and would need to work remotely.

A second option was for councillors to undertake the clerks’ duties during the maternity leave period however, as most councillors work full time it would be unreasonable to impose this on them.

There was some confusion over whether or not East Suffolk Council would cover the maternity pay or if the council needed to cover this from their reserve account.

The Parish Clerk is to email SALC to find out more information and advice on maternity leave/pay and cover.

### To discuss concerns from residents regarding dog foul and dogs off the lead

There are several dog waste bins around the Parish which are regularly emptied and well maintained. There are also several signs telling dogs owners to pick up their dog poo. In accordance with the Litter (Animal Droppings) Order 1991 under the Environmental Protection Act 1990 and the Anti-social Behaviour, Crime and Policing Act 2014 in England and Wales.

### To discuss the recent spate of fly tipping

Cllr Prokopowycz and a colleague drove around the estate and was unable to pinpoint the perpetrator of the dumped garden waste. They were also unable to single out residents as multiple vehicles were parked poorly. As a result it was judged best not to single out any one household.

Cllr Prokopowycz also contacted Priem regarding an overgrown hedge as you enter the estate blocking drivers view onto the road. Priem informed her it was part of the MOD land. The MOD has now trimmed the hedge back.

Cllr Betteridge informed the council of a bicycle dumped in the wood block behind the school.

Cllrs discussed the issues and asked Cllr Prokopowycz to contact Priem and invite a representative to attend the next council meeting to discuss these issues and answer general questions from residents.

### To receive an update on Rock Gardens memorial stone progress

Cllr Betteridge has spoken to Spencer Wix and said he is currently working on the stone and plans to install it the 1st week of October.

### To receive an update from the events committee

#### Remembrance Service

A brief service will be held Saturday 11th November starting at 10:45. Drinks and refreshments will be hosted after the service in Alan Crompton Hall.

The Parish Clerk will order a Wreath to lay and arrange for a £55 donation to be made to the Royal British Legion. This was proposed by Cllr Thomas and seconded by Cllr Betteridge.

#### Community Fete

This years’ Fete was very successful raising £525.80 for the annual charity SPCF. The date for next year’s Fete is booked for 13.07.2024. The Scouts would like to provide the BBQ and the Coastguard would like to provide a mobile beer tent. A vintage tractor will again be in attendance. The Parish council would like to thank all those who volunteered, without them the event would not have been able to go ahead.

#### Bingo

Fortnightly bingo session will resume on Thursday 14th September 2023.

#### Quiz Night

Quiz night has been very popular and the next is to be held on Friday 15th September 2023.

#### Choir

Choir is reported to be going well.

#### Wednesday Gardening

The garden is looking lovely and reflects all the time and hard work Phyllis and Marie have dedicated. The Parish council would like to extend their thanks to them as well as Les Harvey for all the woodwork maintenance he has carried out over the summer.

#### Disco

The laptop is now up and running however due to a new licencing policy from Apple a subscription is required to play songs. Cllr Thomas requested a budget of £140 to maintain this subscription to play from an unlimited pool of music. This was proposed by Cllr Betteridge and Seconded by Cllr Ward.

#### Halloween Disco

The Halloween Disco will be hosted in Alan Crompton Hall on Saturday 28th October 2023 at 18:00 – 23:00. Cllr Thomas will DJ and will include a Fancy dress competition and Best carved pumpkin competition.

#### New Year’s Eve

A party will be held at Alan Crompton Hall on Sunday 31st December 2023 from 18:00. Tickets will cost £5 per person and under 16s will have free entry.

#### Seniors Afternoon Tea

Seniors Tea will be hosted in Alan Crompton Hall on Wednesday 6th December 2023 at 15:00 – 17:00. A ticket is £10 per person however over 60s tickets are free providing they are a local resident.

#### Christmas

Cllr Betteridge will liaise with Cllr Hadley if the Choir will be available to provide a service in Alan Crompton Hall on Wednesday 20th December 2023 at 18:30. Cllr Betteridge will also speak to the Padre if he would also like to attend.

#### Santa

The annual Santa visit is set to go ahead over 2 evenings visiting both sides of the estate. A £200 budget for the events committee to purchase chocolates for the children has been provided by the Parish Council. Cllr Betteridge is going to liaise with Cllr Chalklen on the availability of a vintage tractor and confirm dates.

#### Estate food bank

Cllr Betteridge requested an advert to go into the newsletter advertising for donations. Allotment holders have also suggested that excess produce could be donated at the Barnsdale Community Centre.

### To receive public questions

There were no members of the public in attendance.

### To consider correspondence received by the Parish Clerk

No Correspondence have been received.

### To propose items for the next meeting agenda

* Parish Clerk Maternity Leave
* Finalise the Precept
* MUGA Service Costs
* Election of a new Parish Chairman.
* Priem representative visit – General estate management questions

The meeting adjourned 21:45.

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

Chair Parish Clerk

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