** *SUTTON HEATH PARISH COUNCIL***

***MINUTES***

of Parish Council meeting held on **Monday 8 January 2024**

**at 7pm** at the Barnsdale Community Centre, Sutton Heath

**Present**: Cllr Thomas (Chair)

Cllr Ward (Vice Chair)

Cllr A Betteridge

Cllr S Hadley

Cllr E Prokopowycz

Cllr M Merriam

Kelly Thomas (Parish Clerk)

**Absent:**  Stirling Askew (military liaison)

Cllr Andrew Reid (SCC)

Cllr James Mallinder (ESC)

1. **To receive apologies for absence**

Stirling Askew (Military Liason), Cllr Mallinder (ESC) and Cllr Reid (SCC). Cllr Mallinder and Cllr Reid provided reports by email which were sent to councillors before this meeting.

The meeting had received notification of the resignation of Cllr Louise Chalklen. The great input of Cllr Chalklen to the parish council meetings and the community in general was recognised and it is with regret that her 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 Ward 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:**

The clerk provided an income and expenditure report for April 2023-November 2023. Bank statements for next meeting so all can be ratified.

1. Finance spreadsheets updated by Cllr Ward. Many thanks.

Final amount for last year’s charity £1767.80. Cllr Betteridge to arrange a date for handing over a cheque.

1. Extra defibrillator pads. Spare pads needed in case current ones are used so there is no delay in having pads available (Not having to wait for delivery of new ones) Up to £200 spend. Check if new defibrillator will be needed next year as ours may become obsolete. Proposed by Cllr Betteridge, seconded by Cllr Merriam. Kelly Thomas to action.
2. Cllr Ward has looked into internet banking. New signatories to be approved. Need to check with other parishes who already use it about financial regulations and how these may be effected. Cllr Thomas and Cllr Ward to action.
3. New insurance provider. Forms to be completed and returned by 16th January 2023. Kelly Thomas and Cllr Merriam to agree and complete schedule. Proposed by Cllr Betteridge and seconded by Cllr Ward. Kelly Thomas and Cllr Merriam to action.
4. **To discuss final precept budget for 2024/2025**

Confirmation of submission of Precept for 2024/25: Same amount as last year £9,750. Insurance estimate increased to £1,000 due to inflation and high insurance prices. MUGA maintenance increased to £1,450. This has to be submitted to East Suffolk Council. Proposed by Cllr Thomas and seconded by Cllr Ward. Kelly Thomas to action.

1. **To discuss Parish Clerk temporary contract of employment and courses**

Kelly Thomas has been appointed as Parish Clerk to cover maternity leave. Responsibilities and conduct discussed. New clerk training approved up to £250. Proposed by Cllr Thomas and seconded by Cllr Merriam.

1. **To discuss MUGA**

MUGA resurfacing. Cllr Thomas applied to the National Lottery for funding on 30th November 2023 to help with costs to resurface. Up to 12 week wait for response. Booked in for Jan 2024 to be cleaned. Cllr Betteridge proposed that we have some professional signs put up saying not to use bikes in the MUGA and use at your own risk. Bike rack next year at the MUGA. Prices to be looked into.

1. **To discuss the Newsletter**

Cllr Thomas shared that he’s had positive feedback about the new look Parish newsletter**.** Ideas for interactive features and ‘meet me’ section involving community members, adverts for free or paid advertising discussed. Maybe a separate advertisement booklet for Sutton Heath businesses with paid advertising space or a small charitable donation to have flyers delivered with newsletter. To be considered more.

1. **To discuss the ‘Men’s Shed’**

Gathering place for men. Closest existing groups are Saxmundham, Halesworth and Beccles. No infrastructure or readily available buildings to set up on site. Consider trialing a men’s group for get together to chat/share skills. Look into how much interest/support there would be.

1. **Events committee update and to discuss new Charity of the Year for 2024**

Charity final update: £1767.80 - so the target of £1,500 has been exceeded. Cllr Betteridge is to arrange for handover of the cheque to Suffolk Parent Carer Forum.

Charities to be considered for 2024 are:

‘Footsteps walking with you’-counselling for children and young adults from 8-25 years old.

‘Over the Rainbow’-volunteers who support families with terminally ill children and adults.

It was decided Footsteps walking with you will be the charity for 2024. The aim is to raise £1,500 to provide around 60 funded counselling sessions. Proposed by Cllr Betteridge and seconded by Cllr Hadley.

Cllr Betteridge proposed as we exceeded last year’s charity target, money that still has to be banked from Halloween disco, Afternoon tea and New Year disco (due to not having a Parish Clerk) will go into the new charity pot along with any money received from the Charity Quiz night to be held on 16th February 2024. All Councillors agreed.

Next events meeting Monday 15th January 2024 @ 630pm.

Already planning to have another Fete this year, another bingo beats type evening alongside the Quiz. Cllr Betteridge also asked for everyone who helps on the Events committee this year to be thanked in the Parish newsletter.

Very good attendance for Halloween disco, Afternoon tea, Santa with his tractor and New Year’s Eve disco. The local council donated £500 towards the costs of the Afternoon tea. Cllr Betteridge used £30 from afternoon tea money raised for transportation fee for use of the tractor for Santa that we were unaware that we had to pay. Another tractor/ vehicle to pull the sleigh needs to be found for next year and transport fee arranged in advance.

Discussed how to keep events inclusive for ALL members of the community.

1. **To discuss Greenways Open Reach cable work**

Cllr Prokopowycz as a director was not informed by Preim of any works occurring on Greenways footpaths. Works are on a dangerous corner. Cllr Prokopowycz informed Preim of her concerns and these were then passed on to BT. Work started 08/01/24. Not as hazardous as expected but being monitored by Cllr Prokopowycz.

1. **To receive public questions**

There were none.

1. **To consider correspondence from Parish Clerk**

There was none.

1. **Any other business.**

Building at the front of the estate? What’s happening with it? Cllr Betteridge to ask at next meeting with housing or Vivo.

Look into Village Voices leaflet and how it is funded for advertising. Cllr Thomas to look ino.

Preim budget going up by 2%. No longer have road sweeper, gulley’s weeded or signs washed. Cllr Prokopowycz to speak to Preim regarding these issues as they are in the budget and are not being done regularly. Preim to be invited to next council meeting or set up a Preim meeting about general estate management.

Abandoned brown wheelie bins near allotments being used as a dog poo bin getting very smelly. Dog poo issues on the estate still, to be mentioned in newsletter about clearing up after your dog. Cllr Thomas to call council to find out how to dispose of full bin.

1. **To agree date for next meeting**

11th March 2024

**The meeting closed at 9.30pm.**

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

Chair Parish Clerk

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