Sutton Heath Parish Council

# Annual Parish Meeting Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Monday 15th May | **Present** | **Attendees** |
| **Time** | 19:00 | Cllr L Chalklen | Stirling Askew (Military Liaison) |
| **Location** | Barnsdale Community Centre | Cllr N Ward | Cllr James Mallinder (ESC) |
|  |  | Cllr A Betteridge |  |
|  |  | Cllr S Hadley |  |
|  |  | Cllr E Prokopowycz |  |
|  |  | Cllr M Thomas |  |
|  |  | Cllr M Merriam |  |
|  |  | V Daly (Parish Clerk) |  |
|  |  |  |  |

### Election of Chair and acceptance of office

The Parish Clerk opened the meeting and invited councillors to indicate their interest to be nominated for the Chair position. Cllr Chalklen was happy to continue as Chair. This was proposed by Cllr Ward and Seconded by Cllr Betteridge. This was unanimously voted on. Cllr Chalklen accepted the office and continues as Chair.

### Election of Vice-Chair and acceptance of office

The councillors were invited to indicate their interest to be nominated for the position of Vice-Chair. Cllr Chalklen nominated Cllr Ward and this again was unanimously voted for. Cllr Ward accepted the position of Vice Chair.

### To receive the Declaration of Acceptance of Office form for the Chair and Vice-Chair

These forms were received in May 2023 following elections and remain unchanged.

### Resignation of Councillors and Election of New Councillors

In the year of 2022/2023 Cllr Hirst had resigned in January and Cllr Merriam was elected in March.

### Chair appoints officers for year 2023/2024: Events contact

Cllr Betteridge continues her role as the designated contact for the events committee.

### Apologies for absences

No apologies for absences have been received.

### Declarations of pecuniary and non-pecuniary interest in respect of agenda items

There were none.

### Minutes of Annual General Meeting of 9th May 2022

The minutes had been previously distributed. These had previously been agreed and signed at the parish council meeting on Monday 4th July 2022. There have been no amendments.

### Approval of minutes of Parish Council meeting of 13th March 2024

The minutes have previously been distributed. There were no amendment. They were proposed by Cllr Betteridge and seconded by Cllr Thomas.

### Other reports SCC/ESC

#### ESC:

Cllr Mallinder was able to join the meeting and provided his report to councillors. He expressed his gratitude for being elected to represent the district for another four years and discussed his environmental projects. He discussed the verges being cut on the estate and the impact that has on the local pollinator insects and wildlife. Mr Andrew said this was due to DIO not communicating this to the contractors and will try to speak to them regarding this. He also discussed the East Suffolk Blooms project which allows councils to apply for spring bulbs to be planted in August. The Parish Clerk has already applied for 1000 bulbs to plant in the area.

Cllr Mallinder also expressed his support in the ongoing issues with the temporary use of land and to keep in communication with him regarding this issue so he is able to provide support where possible.

#### SCC

Cllr Reid was unable to attend the meeting and no report was available.

### To agree the dates and venues for Council meetings for the year 2023/24:

#### Proposed dates for 2023: 10th July, 11th September; 13th November

#### Proposed dates for 2024: 8th January; 11th March; 13th May (Annual Parish Meeting and AGM)

These dates were noted and agreed.

### Finances

#### Income/expenditure

The Parish Clerk provided the income and expenditure for the year 2022/2023. This had previously been discussed at the Annual Parish Meeting however some possible gaps in bugeting that need to be investigated were raised such as an Annual service for the MUGA. Setting an accurate budget for the precept as currently this is incorrect and preforming an assets check.

#### Audit – Heather Heelis

The internal audit was currently underway with Heelis and Lodge and an additional meeting will need to be held to report on the audit and sign the AGAR to send the PFK Little Johns.

#### Internal Control

It is a requirement that the internal control is reviewed annually. Cllr Chalklen is going to review the guidelines provided by SALC and amend them accordingly to fit the council’s individual requirements.

#### Update on Online Banking

Cllr Chalklen has been unable to provide at this time.

### To ratify previous decisions

No decisions to be ratified.

### To approve Standing Orders

The current standing orders remain unchanged and were proposed by Cllr Chalklen and seconded by Cllr Ward.

### Confirm Date of second first aid course

Cllr Chalklen had not heard back from the course provider and will email them again to discuss conforming a date of 17th June 9am – 4pm. Cllr Betteridge will keep the hall provisionally booked in case the course is to go ahead.

### Update on Rock Barracks memorial stone

Spencer Wix will be ready to install the stone by the end of July in plenty of time for Remembrance. Cllr Betteridge informed the council that the military have ordered the concrete to fill the well and would be completed by the end of June.

### Update from events committee

#### Update on Disco Equipment

A laptop was purchased for £400 that needs an update that Cllr Thomas was able to do using a free download. The Disco Equipment purchase came with over 1500 virtual songs and 50 karaoke tracks.

#### Update on Sutton Heath Singers

Cllr Hadley advised that the choir was doing very well and looking to recruit new members. One week needed to cancel during a power outage due to an electrical storm.

#### Update on Petangue pitch

Plans for a Petangue Pitch were put on hold due to Cllr Betteridge struggling to find a reasonable quote. Currently the best quote provided was £8000 which would need to be budgeted for as a future project.

### To receive update on Temporary use of Land

Cllr Mallinder was able to contact a colleague and forward advice regarding the land boundaries via email:   
“Unfortunately although the adjacent MOD owned property is listed as a SSSI, this is not the case for the land being used for the car boot sales and motorbike events. As such it comes under Class B for temporary use of land: permitted development where the land owner has an allowance of up to 14 days.  
  
The car boot sale will be one of the permitted days.

Interestingly enough I noticed in the email Ben sent that any motorcycle events are also included in this 14 days allowance including "***practicing for these activities***"

Cllr Thomas advised another boot sale was advertised for Saturday 24th June.

### To receive update on Emergency Plan (equipment etc.)

The council conducted an annual review of the emergency plan and the only amendments required was to update the contact details from Amey to Pinnacle and add VIVO to the emergency contact list. This was proposed by Cllr Chalklen and seconded by Cllr Ward.

### Planning applications

No planning applications have been received.

### Public Questions

No public questions were received.

### Correspondence received by Parish Clerk drop box

No correspondence had been received.

### AOB to be discussed at next meeting.

* Review of the Internal Audit
* Signing the AGAR

The meeting closed at 10:00.

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

Chair Parish Clerk

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