

SUTTON PARISH COUNCIL

Minutes of Parish Council Meeting

**Held on Tuesday 16th March 2021 via Zoom
(due to Covid 19 Restrictions)**

Present: George Franks, Ingrid Franks, Peter Youngs, Sue Collins, David Gunson, Alan McManus.

In attendance: Linda Gunson (Clerk). Cllr James Mallinder (second half only)

PY welcomed all to the meeting.

1. Apologies – Nigel Albertini, Jacki Schafer (both for technical reasons)
2. Declarations of Interest – There were none.
3. Minutes of Meeting held on 19th January 2021. Agreed as true record – proposed GF and seconded SC.
4. Matters Arising – None
5. Planning Applications:

Dairy Cottage DC/21/0008/FUL

Sutton Hall DC/20/1781/FUL

Woodhall Barn, DC/21/0832/FUL and DC/21/0833/FUL

Sutton Parish Council confirming there is no objection to these applications.

Methersgate Quay DC/21/0963/FUL – this application proposes to build an extension to the slipway measuring 35sqm. GF unsure as to why this extension is required. Rachel Smith of East Suffolk Planning has been contacted, she is unable to comment on the perceived access problem, as this was not an issue in planning terms. PY asked if access to the hard was in jeopardy? The Crown confirm that they do not own land above the mean high-water mark. GF concerned the Applicant will use this piece of concrete to cut off access to the hard. DG commented about the post on the slipway, could this be made lockable so to control the access? GF – post in situ for several years, used for hauling up boats etc. Suggestion made that residents who may be affected by this application should write to the East Suffolk Planning Office with their comments. Further consideration regarding this application will be made after this meeting.

6. Finance

The following payments had been made and approved:

Chq No	Date	Amount	Expenditure
100482	25/02/2021	£60.00	N.C. Darke – underpayment of wages April, May and June 2020
100483	25/02/2021	£120.00	L. Gunson payment of wages Jan 2021
DD	28/02/2021	£120.00	L. Gunson payment of wages Feb 2021
100484	10/03/2021	£60.00	Sutton Bowls Club Hire of Hut 2020
100494	10/03/2021	£59.99	D. Gunson Refund of Office 365 subscription
100495	10/03/2021	£27.42	Sutton Memorial Hall Defib Insurance contribution
DD	10/03/2021	£35.00	Information Commissioners Registration
DD	28/03/2021	£120.00	L.Gunson payment of wages March 2021

Income £30 re 50% website fee from Sutton Memorial Hall.

Councillors reviewed the accounts which had been forwarded with the Agenda. Total funds of £7,030.65 was shown in these accounts (attached to these Minutes). We may receive a further CIL payment in respect of the new houses in Post Office Lane. This financial year the Parish Council have not spent as much due to Covid therefore there is an excess of £1,553.00.

Accounts approved after a proposal by AM and seconded by SC.

It was noted that cheques and invoices should be included in the Minutes and cheque stubs and invoices must be initialled.

Barclays Bank have confirmed they have changed the name and address of the Clerk, and the Standing Order to Nancy Darke (previous Clerk) has been cancelled. Standing Order now in the name of Clerk (LG). All three statements now addressed to the Clerk.

Discussion on Common Rights Account. PY - this account was set up when the common rights for the heath were given up to the MoD. Funds held in this account are for the whole of the village. No reasonable suggestion has ever been put forward for expenditure therefore, funds are still held in the Common Rights Account. It was felt that this account should remain as it is, as GF comments this Fund is not in effect Parish Council monies but for the common good of the village.

Business and Current Accounts. NA (chair) has suggested prior to the meeting, that as we receive little interest in the Business Account that this and the Current Account should be merged. The Clerk would be unhappy about this. The Business Account should hold any excess that is not required to be in the Current Account. It is straightforward to transfer monies from the Business Account to the Current Account. The Clerk would not want the Current Account to hold several thousand pounds. The Precept will be paid to the Parish Council in one lump sum in April. This should be placed in the Business Account, with only a necessary working amount held in the Current Account.

VAT – as we are a Parish Council, we can reclaim VAT on our expenditure. Clerk contacted VAT office and now has new log in details. Claim has been made for £195.14 which we should receive soon.

The meeting reviewed and discussed the following Policy documents and Risk Assessments: -

- a) Model Standing Orders 2018 as revised in 2020 were adapted for Sutton Parish Council as a replacement for the unmodified 2018 Orders. It was agreed that item 3 (i) should state “may stand” instead of the draft “shall stand”.
- b) Model Financial Regulations. Adopted in 2019 for England by the National Association of Local Councils (NALC) were agreed as a replacement for those of September 2018.
- c) The Parish Council agreed to adopt an Internal Control Statement for the year ending 31st March 2021 as a policy for the control and review of its activities.
- d) The Parish Council reviewed its Risk Analysis for the year ending 31st March 2021.
- e) The Parish Council reviewed its Assets at March 2021 and are satisfied that it is complete and adequately covered under our Insurance Policy.
- f) The Parish Clerk has adopted the role as Data Controller and registered the Parish Council with the Information Commissioners Office (registration ref ZB000643). A draft Data Protection Policy was presented to Councillors and adopted.
- g) The Register of Interests has been checked and updated for DG where an incorrect email address had been entered by the previous Clerk. All Councillors were urged to review their entries, particularly the declaration regarding land and property interests prior to the next Parish meeting.

Items a) to g) above were all formally agreed and adopted by the Parish Council after a proposal by PY and seconded by IF and would be duly signed off as Parish Council Policy/Statements.

Cllr James Mallinder joined the meeting at this point.

JM confirmed that Parish Councils are particularly important, and he likes to keep an eye on what is happening locally. JM hoped that we had read his recent Newsletter regarding the “pardon the weeds” campaign, to let some parts of churchyards and other identified areas to revert back to nature. East Bags, JM hoped that vulnerable residents found these useful. JM thanking Parish Councils for being patient in respect of the suspension of collection of bins/green waste bins during the recent cold weather. JM taking any questions. Clerk raising the problem of speeding through the village. JM aware of this

especially as the route into the village is a straight run. There are now two SIDs (with ANPR facility) in the area which now record the registration number of speeding vehicles and this information is passed to the Police. District Councillor Andrew Reid is working on this matter and there may be an opportunity to join a rota for the upgraded SIDs. It was noted The Community Speed Watch Camera is also on a rota system shared with Rendlesham, Sutton Heath and Hollesley.

Councillor James Mallinder then left the meeting.

7. Election May 2021

Although there is no Parish Council election – Clerk confirming with East Suffolk Council that she has taken over from Nancy Darke and the Council will send any Election Notices for display. BOX system now in place to receive the full Electoral Roll. Secure password required. Do we need to co-opt anyone onto the Parish Council since Wayne Chapman has stood down? A name was suggested but SC advising that at present, they would be unable to take on the role. NA has expressed the view that the number of Parish Councillors is sufficient and therefore no further action is required.

8. Correspondence.

Donations -

- a) CAB Leiston and Saxmundham. Would like space in our Newsletter and sent poster for our Notice Boards. Mentioning any donation would be welcome.
- b) Disability Advice Service – East Suffolk
- c) Fresh Start New Beginnings – Assisting Children suffering abuse.

The budget up to end of year – March 2021 is £100. It was decided to donate £50 each to DAS and Fresh Start. The CAB is Government backed.

Sizewell C and Friston projects. Clerk asking if the Parish Council has a policy on these two matters. Sutton PC has added its name to various letters, including one to the Business Manager Kwasi Kwarteng. GF indicating NA has written to support the villages closest to the proposed building projects and it was felt the Parish Council should carry on in that vein.

9. AOB.

Clerk confirming applied to East Suffolk to refill the grit bin located at the Memorial Hall.

IF commenting that there is a lot of rubbish around and could a paragraph be placed in the Newsletter saying, “don’t throw your litter”. SC will arrange.

AM confirming Community Speed Watch will recommence. Rendlesham has equipment and will speak to them next week. A new rota will need to be put in place.

DG saying the Police Speed Camera van has recently been in the village twice which is good to see.

PY – the village sign has been removed from Pink Cottage at the end of Sutton Hall Drive. Unfortunately, the Builders who are working on the cottage took a chain saw to the post. NA will get a quote to replace the post. PY said specialist paint will be needed to be used on the sign, which at present has been placed in the former doctor's waiting room at the Memorial Hall. The owners of Pink Cottage may donate a sum of money towards the cost of the revamp.

GF thanking Clerk and DG for the work involved updating the documents.

Meeting closed 20.04pm

Next Meeting 17th May Annual Parish Meeting
To be held in the Memorial Small Hall (if Covid Restrictions lifted by 17.5.21)

Normal Parish Council Meeting to follow immediately after.


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Peter Youngs – Vice Chair