

**SUTTON PARISH COUNCIL**  
**MINUTES OF ANNUAL PARISH COUNCIL MEETING**

Held on Monday 17<sup>th</sup> May 2021 at 7.45pm

In the Sutton Memorial Hall (Small Hall)  
(held in accordance with the Sutton Memorial Hall  
Special Conditions of Hire during Covid 19)

Present: Sue Collins, Nigel Albertini, Jacki Schafer, Ingrid Franks, George Franks,  
David Gunson, Peter Youngs, Alan McManus

In attendance: Linda Gunson (Clerk)

1. Election of Chairman – DG proposed GF – GF happy to take up position but only for one year. JS seconded. GF duly elected.
2. Signing of Declaration of Acceptance of Office.
3. Chairman's welcome and apologies for absence – none. Thanked NA (outgoing Chairman) for his hard work over the past few years.
4.
  - i) Election of Vice Chairman – PY wished to stand down. SC proposed AM seconded PY, AM duly elected.
  - ii) Election of Planning and Planning Sub Committee - GF proposed JS, seconded by AM. JS proposed SC seconded by DG. DG proposed GF seconded by AM. PY proposed IF seconded by SC. JS, SC, IF, GF all duly appointed.
  - iii) Election of Finance Committee – GF proposed PY, DG and NA, seconded by AM. PY, DG and NA all duly appointed.
  - iv) Election of remaining Council members – all Councillors had been appointed to roles within the Parish Council.
  - v) Election of Clerk/RFO- the Council unanimously agreed the Clerk to continue for another year.
5. Declarations of Interest – none.
6. Minutes of Parish Council Meeting held on 16<sup>th</sup> March 2021. Agreed as true record – proposed PY seconded SC.
7. Matters arising – Bus service now in place Hollesley to the Barracks.
8. Planning/Applications:

Methersgate Quay still ongoing – problem with fencing being erected on Quay. GF to attend with Christine Block of the Deben Partnership to obtain any assistance. NA is Mr Clarke trying to control route of the coastal path? GF – seaward side must be accessible to the public. Natural England may comment on this.

DC/21/2003 FUL Dairy Farm, Sutton Hoo no objection to application.

DC/20/2240/DC19/3982 Pettistree Hall Barn – No objection to variation of conditions. However, the Parish Council have requested nesting provision be included in the planning permission/Vocs for swallows and owls. SC requested that this also be sent to James Mallinder.

Riverside of Rockhall Wood – Cattle shed demolished but back wall retained. JS and SC supplying Council members with photos of possible development on site. These sent to East Suffolk Planning, registering our concerns. We await outcome. JS and SC confirmed footprint appeared to be larger than the cattle shed. JS had spoken with Toby King about the situation. PY – the back wall end on, contains local crag blocks, which is a rare occurrence. JS, Geo Suffolk have been asked to leave by the new owner. Pine trees - dispute with owner re: water and access. Owner advised fencing will need to be erected at Geo Suffolk's expense, this is unaffordable. The trees may be removed. AM is this an SSI site? Affirmative, SSSI applies. SC, an orchid meadow was ploughed up when new owner took over the estate. Natural England, should be approached re site problems? JS the wood is already fenced. SC was going to contact Barry Hall and Bob Markham, and who she subsequently emailed.

News Hill Barn – DG – Appeal by the owners to Sec of State – decision by East Suffolk refusing application for detached double garage – reason – visual impact. Due to the appeal being fast tracked Sutton Parish Council cannot make any comment.

9. Finance – review of accounts for year ended 31<sup>st</sup> March 2021

Expenditure was well below budget due to Covid 19. However, significant expenditure will be made within the coming months with regards to the village sign refurbishment, which has been deferred from the last financial year. The Council concluded the year with bank balances totalling £7,030.65. The current position as of 17<sup>th</sup> May 2021 is as follows:

Current Account	£ 575.50
Business Premium Account	£ 8,210.38
Common Rights Account	£ 1,960.63
Total Bank Balances	£10,746.51

The following bank transfers from 16<sup>th</sup> March to 17<sup>th</sup> May 2021 were approved:

**INCOME**

18-Mar	VAT Receipt re S106 VAT Claim	195.14
20-Apr	East Suffolk CIL Receipt	365.67
30-Apr	East Suffolk Precept 21/22	3375.00

**EXPENDITURE**

28-Mar	L Gunson Clerk's Wages	120.00
29-Mar	Donation Fresh Start	50.00
29-Mar	Donation Disability Advice	50.00
16-Apr	Direct Debit Information Commissioners	35.00
28-Apr	L Gunson Clerk's Wages	120.00

NB Transfer from Business Saver to Current a/c £500 29 April



**Invoices Outstanding were approved for payment**

01-Apr	SALC Membership 21/22	190.30
17-May	Alan McManus Purchase of Speed Gun	195.00

An annual CIL report prepared for the year ended 31<sup>st</sup> March 2021 which totals £617.32. A further receipt as noted above has now increased the fund to £982.99. Councillors need to consider qualifying expenditure within the five-year period to comply with regulations. PY – does the CIL monies have to be spent in one amount? DG, no and it can include contributions to projects which include other Parish Councils.

Barclays Bank – it was agreed that a further £1,500 be transferred from the Business Premium Account to the Current Account to cover anticipated expenditure.

GF – cheques - confirming he did not wish to be a signatory. NA to remain as one.

The Clerk had been in contact with the Internal Auditor, Ray Kay, who had kindly confirmed that he would again undertake the Parish Council's audit. The Clerk anticipated the records would be delivered to the Auditor before the end of May 2021. The Parish Council is exempt from the AGAR review as its annual income does not exceed £25,000. The AGAR Report will be completed and signed by the Chairman and Clerk on completion of the Internal Audit.

Grants were advised by District Councillor JM to be available for environment enhancement projects. DG confirmed that the Memorial Hall were submitting an application, in respect of an enlarged fence area which would encompass additional trees, seating and disability access.

PY confirmed that the dead elms in the hedge line from the play facilities to the end of the Memorial Field were due to be removed, as they have become a liability. This will improve road visibility.

SC - Roger Ray should be paid for the petrol used for the grass cutting he carries out. He received no payment in 2020 from the Parish Council. Roger undertakes grass cutting of several areas that remain the Parish Council's responsibility. JS proposed he should receive £75, this was agreed.

Clerk has received update of Internal Control Statement including GDPR - arrived after the Parish Council had approved our policy document. Clerk to revisit in the next few weeks. Parish Council to consider implications and possible adoption at the next Parish Council meeting.

**10. Correspondence**

Thank you letters from DAS and Fresh Start New Beginnings.

Keep Britain Tidy Campaign/village litter pick - 29<sup>th</sup> May 2021-9.30 start. Contacting Norse for loan of equipment, Norse no longer lend anything out. Instead, will gift





equipment to Parish Councils in the area. We will receive 10 litter picker sticks. However, no gloves, hoops, or high viz items will be available. SC provided Clerk with Ben Calversbert's mobile no, who is at Suffolk Wildlife Trust. On contacting him, directed Clerk to Suffolk Coast and Heaths. They confirmed they can loan further litter picker sticks and hoops, which can be collected from Dock Lane, Melton. SC confirming high viz garments available from Memorial Hall. Clerk will purchase disposable gloves. Norse will provide black bags and will collect bags of rubbish 31<sup>st</sup> May/1<sup>st</sup> June. SC to send out an email the week before the litter pick.

Telephone conversation/email with Norse re: bikes chained to fence/dog enclosure Sutton Picnic Site – possible fly tipping? Contacting Norse with Michael Porter's information regarding possible owner of bikes and three unruly dogs. Owner along with three dogs, not on leads, cycles as far as Hollesley Common. Incidents have occurred with these three dogs. Asked Norse if they could pass on information to East Suffolk – Dog Warden to investigate? No reply from Norse. SC reported other owners of dogs are still concerned. Clerk to follow up.

DG – problems at same site with off road motorcyclists especially at weekends. SC reporting 4 x 4s going towards Broxstead Drive.

Email from Lesley Roberts of Shottisham Parish Council – problem with mobile phone signal. Clerk had responded by suggesting a survey of mobile phone providers used. Discussed situation – PY mentioned Shottisham had previously rejected an application for a phone mast on the Broxstead Estate. Discussion re various mobile phone providers.

#### **AOB**

PY/NA – village sign will need to be painted. No post sourced as yet. AJ (Pauls Farms) some 12 months ago was contacted re oak tree; someone would cut it for if the timber could be found. NA – Nelson Potter have shortage of timber – finding it hard to source. The post needs to be around 3 metres in height. The sign will take one/three months for painting, its currently at the refurbishers.

AM – Speed Radar Gun/Box now purchased. Suffolk Police - supplied reflective jackets and up to date permanent signs for posts. The gun batteries are much lighter to use. It is American made, has LCD display and will pick up speed from 500 metres away. GF querying if we have enough volunteers to carry out Speedwatch. AM – we have six in a team.

Register of Interest – all Parish Councillors should re-visit and complete this form on-line to include any property or land to be fully compliant.

NA – Pink Cottage owners indicated they would be willing to make donation for re-vamp of village sign. It appears now they will pay for the post – cost £80 approx.

Concerns raised regarding the state of a frontage at a property in the village. Clerk to follow up.

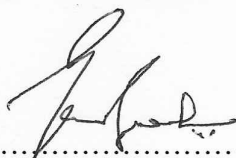
GF – Has approached Mary-Jane King (Toby King's sister) to join the Parish Council. Does the Council approve? Yes. GF – querying maximum number of Parish



Councillors, NA – 9, therefore we have one vacancy. Clerk will write to Mary-Jane King regarding joining the Parish Council.

Meeting closed at 8.55pm.

Next Meeting Wednesday 21<sup>st</sup> July at Memorial Hall (Small Hall) 7pm.



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George Franks – Chairman

