

# **SUTTON PARISH COUNCIL**

## **Minutes of Annual Parish Council Meeting**

**Held on Tuesday 17<sup>th</sup> May 2022 immediately**

**following the Annual Parish Meeting**

**In the Bowls Pavilion**

Present: George Franks (Chairman), Ingrid Franks, Sue Collins, Peter Youngs, Nigel Albertini, Jacki Schafer, Mary-Jane King, David Gunson, Alan McManus

In attendance: Linda Gunson (Clerk)

1. Election of Chairman – George Franks confirmed he wished to stand down as Chairman – SC proposed AM as Chairman, this was seconded by JS and all agreed.
2. AM signing of Declaration of Acceptance of Office, and signed and witnessed by NA.
3. Chairman's welcome and apologies for absence. There were none.
4. i) Election of Vice Chairman – GF, proposed by PY, seconded by DG. All agreed.  
ii) Election of Planning and Planning Sub Committee – SC IF JS MK GF – proposed by NA, seconded DG.  
iii) Election of Finance Committee – DG and NA, proposed JS seconded SC  
iv) Election of remaining Council member PY – proposed DG seconded SC  
v) Election of Clerk/RFO – the Council unanimously agreed the Clerk to continue for another year.
5. Declarations of Interest – SC, PY, DG, – Finance – Sutton Memorial Hall – application for funds for fencing. DG – paragraph 11 – Clerk's Contract of Employment.
6. Minutes of Parish Council Meeting held on 15<sup>th</sup> March 2022. Agreed as a true record. Proposed AM seconded NA.
7. Matters Arising – PY circulating map and letter containing information regarding the Coastal Footpath. Discussion followed on who owns the river walls and ownership of the salt marsh in the area. PY advising the Adeane Estate are paying for their own repairs to the river wall. Still ongoing controversial decision regarding the drive off Wilford Bridge to Dairy Farm, Sutton Hoo, which is not a public footpath. Secretary of State will make final decision. Parishes have not had very much notification or consultation regarding the Coastal Footpath. MK will copy the coloured map and hand out. Clerk to keep original.

Dog fouling signage – SC – has had contact with the Norse Enforcement Officer – she will provide the signs to the PC without charge.

Village Litter Pick went well – 14 bags of litter collected. It was noted that a lot of litter was in evidence at the picnic site.

Register of Interests – Declaration of Pecuniary Interests – Clerk confirming all Councillors had now had up to date information via email.

#### 8. Planning Applications

DC/22/1036/FUL – Greenside Lodge, Main Road.

No objection though it was noted that parking would be very limited.

DC/21/2003/FUL – Dairy Cottage, Sutton Hoo, Non Material Amendment

No comment made

DC/22/0684/FUL – Burnside, Woodbridge Road – 2 storey extension

No objection

DC/22/1438/LBC – Sutton Hall, Sutton Street – Minor modifications to currently presented proposal. No comment made

DC/22/1330/DRC – Middle Barn, Sutton – Discharge of Condition 7 of

DC/18/0774/FUL – No comment made

DC/122/1438/LBC – Sutton Hall, - Listed Building Consent – Minor modifications to currently consented proposals – No comment made

ENF/22/0110/USE – Keeper's Cottage, Sutton Street – mobile home in garden (not ancillary to the main property) possible breach of control. Matter referred to ESC and investigated by the LPA. Sutton PC received conclusion from LPA that there had been a breach of control.

MK – advising Councillors that an Enforcement Officer had visited Hare House, Sutton to deal with a possible breach of control regarding a large building. LPA advising owner of the property to apply for planning permission or remove the structure.

#### 9. Finance Matters

##### **Review of Accounts as at 31<sup>st</sup> March 2022 (previously circulated).**

Current Account	£ 276.82
Business Premium Account	£5,241.81
Common Rights Account	£1,960.83
Total Funds	£7,479.46

##### **Review of Actual against Budget at Year End**

Excess income for the year over expenses of £318.62

The only material difference against Budget arose from the Refurbishment of the Village sign, cost £730.00

Funds at year end included CIL Fund £1,333.79 subject to expenditure rules within five year period.

Accounts for the year ended 31<sup>st</sup> March 2022 were approved, proposed NA, seconded PY.

## **Appointment of Internal Auditor**

Clerk had confirmed that the existing Internal Auditor Ray Kay, was willing to undertake the audit of the records for the year ended 31<sup>st</sup> March 2022. His fee will be within Government Guidelines of £100. Appointment confirmed after a proposal by NA and seconded by PY.

## **Bank transactions 16<sup>th</sup> March to 17<sup>th</sup> May 2022**

10<sup>th</sup> March – Data Protection Registration renewal £35.00 direct debit  
15<sup>th</sup> March – Cheque 100512 Citizens Advice donation £100.00  
28<sup>th</sup> March – 28<sup>th</sup> April – Clerk's wages £120.00 x 2  
11<sup>th</sup> April – Transfer Business A/C to Current A/C £1,500  
27<sup>th</sup> April - Cheque 100513 – B. Hall Pliocene Project £225.00  
28<sup>th</sup> April – receipt East Suffolk Precept £3,415.00

Above either previously approved and minuted or, approved and minuted at this meeting.

## **Review of Accounts as at 17<sup>th</sup> May 2022 (previously circulated)**

Current Account	£ 1,551.82
Business Premium Account	£ 7,036.81
Common Rights Account	£ 1,960.83
Total Funds	£10,549.46

Comprises:

General Fund	£8,588.63
Common Rights Fund	£1,960.83
CIL Fund	£1,108.79

Accounts were approved, proposed IF, seconded JS.

## **Review of Actual against Budget for year 2022/23**

Precept received in full as under £10,000 and in accordance with budget submission of £3,415.00.

Pliocene Project sponsorship - £225.00 reduces CIL Fund to £1,108.79

## **Invoices outstanding for payment**

SALC – subscription for year £190.64  
Clerk's expenses £23.00  
Sutton Bowls Club – Pavilion hire £20 x 2  
Sutton Memorial Hall – donation Jubilee Celebration £250  
The above items were reviewed, authorised and cheques prepared for signature.

## **Application for Grant from CIL Fund**

The Chair of Sutton Memorial Hall, Daphne Menear, had submitted an application for a contribution towards a fencing and security project to



protect the recreation field from vandalism, which had occurred recently. However, the Memorial Hall had only obtained one quote. NA querying why no alternative quote had been sought. It was confirmed that this company had previously erected the metal fencing around the play and community area and the Hall Committee wanted to continue with the same metal work to match the existing fencing. After discussion, it was unanimously agreed that as this project fell within the eligible expenditure category "leisure and community facilities", it should be supported and the PC awarded a grant of £1,000 towards the project budget cost of £5,000.

**10. AGAR Annual Governance and Accountability Return 2021/22**

- a) Agreed that the Annual Certificate of Exemption for smaller authorities was applicable to Sutton Parish Council and the Chairman and Clerk were authorised to sign AGAR 21/22 form 2. Proposed by NA, seconded by PY.
- b) Agreed that Sutton Parish Council were compliant with all items under Section 1 of the AGAR Annual Governance Statement with the exception of item 9, which was not applicable. The Chairman and Clerk approved to sign, proposed by SC, seconded by NA.
- c) Agreed that AGAR Section 2 Accounting Statements completed by the Clerk from the Accounts for the year ended 31<sup>st</sup> March 2022, be approved and thereby signed by the Chairman and Clerk, proposed by NA, seconded by PY.
- d) Agreed that items a), b) and c) above be submitted to the appointed Internal Auditor proposed SC and seconded NA.
- e) On return of d) above, the Clerk was instructed to submit the relevant AGAR form to PKF Littlejohn LLP before the submission deadline of 1<sup>st</sup> July 2022.

**11. Review of Clerk's Contract of Employment.**

Current Contract only shows the remuneration but no required hours. Most PC's ask for a minimum of four per week. Clerk often works more than those hours. SALC advises the Contract should state how many hours a Clerk is expected to work for the salary. It should comply with the National Minimum Wage Regulations. The NJC recommends that the minimum hourly rate for a Clerk is £10.04 per hour, as at 1.4.2020. Discussion between Councillors, AM suggesting Clerk should be paid £10.04 per hour, for four hours per week, which equates to £174.00 per month. Clerk confirming she would be happy with £160 per month, AM suggesting it should be the Minimum Wage rate. NA suggesting the Precept would need to be increased in January. Unused budget items may reduce the impact of the wage increase in this financial year. Proposed AM seconded SC. Councillors all agreed to the increase.

- 12. New Model Code of Councillor Conduct 2020.** It was agreed that the PC will need to resolve to adopt the new Code at the next PC meeting. LGA have notes for guidance and NALC will also be issuing Parish Councils specific guidance in the near future. All relevant documents will be sent via email to the Councillors in readiness for the next PC meeting.

- 13 Update on speeding issues – AM – not much to report. Two Speedwatch sessions have recently been carried out. GF – are there enough volunteers? AM – could always do with more volunteers. AM will write an article for the next Newsletter – SC deadline is 23<sup>rd</sup> May. There has been a recent traffic survey (via grey boxes) carried out over seven days and AM awaits the results and analysis.
- 14 Update Queen's Platinum Jubilee – SC – painting competition for three age groups – a local artist will judge the entries. To date 124 tickets sold – 16 tickets still waiting to be confirmed which will add to this number. Food now being ordered and bought. Raffle – 3 hampers, one fruit, one alcohol and one chocolate. A choir will be performing before the beacon is lit. Raffle will be drawn, after which the music will continue until late. £500 has been received from James Mallinder's Enablement Budget. If the event makes a profit, it has been suggested that another bench is purchased for the community garden area with a plaque commemorating the Platinum Jubilee. All Councillors appeared in favour of this. SC asking if PC would like a photo of the tree planting ceremony placed in the small hall. Confirmed. SC will ask Simon to do this. The oak tree appears to be doing well. However the chestnut tree nearby appears to be very sick.
- 15 Correspondence. Clerk wrote to Barry Hall as requested re Pliocene Forest with sponsorship cheque of £225. Clerk reading out Barry's reply. Clerk wrote to Citizen's Advice with £100 donation – Clerk reading their reply.

Clerk had received a phone call from a member of the public regarding the state of a dog waste bin outside the dog enclosure at the picnic site. She was very concerned that dog waste was strewn around the area, did we own this bin? After some enquiries Clerk emailed Cllr James Mallinder who had recently had this problem flagged up to him, along with a broken gate in the same area. He would deal with the issue. Contacted the member of the public and relayed the message.

16 AOB

Clerk advising PC that an application had been made by the Plough public house to ESC - including requesting premises open hours change as Thursday to Saturday 07:00 to 02:00. The matter was discussed. Unlikely that customers would still be visiting The Plough at 2.00am. The situation would be monitored.

MK – Unhappy with the road closures on the Peninsula with very little warning. At times it has been half an hour before and one hour after. Anglian Water appear to close a road without warning, is the loophole of "emergency repairs" being used? Notice boards to warn the public are not informative. MK asking if it would be worth writing to AW. Clerk to liaise with MK.

MK – also concerned about the amount of Amazon vans travelling down bridleways on the Sutton Estate. Google Maps appear to have marked these as proper roadways.



MK has reported the error to Google Maps but as yet has had no reply. Probably unlikely to. MK has tried to speak to someone at Amazon to report the incidents, but again has been unable to move this matter on. Bridleways are for the public on foot, and horse and rider. JS – could the County Council assist, contacting the Rights of Way and Access Team?

Methersgate Quay – GF - situation still ongoing.

PY – the large yellow road signs are still lying around on verges – he will write to Andrew Reid.

AM – thanking GF on behalf of the PC, for all his hard work over the years on the PC and especially for his recent Chairmanship.

Meeting closed at 8.50pm.

Date of Next Meeting – 26<sup>th</sup> July 2022 at 7pm in the Bowls Pavilion

Signed A.L. McMahon

Dated 20/7/22

Chairman

