

SUTTON PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING

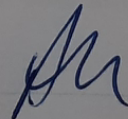
held on Tuesday 23 May 2023 Immediately after the ANNUAL PARISH MEETING
(7pm)

In the Small Hall, Memorial Hall.

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

In attendance: Linda Candy (Clerk)

1. Election of Chairman-Alan McManus stated happy to continue as Chair. NA nominated, seconded by PY and agreed by all.
2. Signing of DoAoO- Form completed as appropriate.
3. Chair's welcome and apologies for absence. There were no absences. AM thanked everyone for their continued support, time and dedication over the last year.
4. Election of:
 - i VC. GF proposed DG. In turn DG proposed MK. GF seconded. All agreed
 - ii Planning and Sub Committee-SC,JS,GF,IF,MK-continue for another year.
 - iii Finance Committee-DG and NA to continue for another year.
 - iv Election of other Council Members-No change
 - v Clerk and RFO-Continue for another year.
5. Declarations of Interest-MK, Neighbour of Hare House and Keeper's Cottage. DG-Memorial Hall and CIL Fund.
6. Public Session-No public in attendance.
7. Minutes approved for previous PCM, 28 March 2023-Agreed as a true record. Proposed NA, DG seconded.
To note-Declaration of Acceptance of Office to be completed by 1 June.
Following the meeting, an email has been sent to Councillors with a link and brief outline of the process. Expenses Forms were completed, and DG will return the forms to the appropriate department.



James Mallinder joined the meeting.

James said he was delighted to be able to join us and he will be continuing his environmental efforts, especially the rural recycling bins as ideally he would like for them to be moved around so more people can benefit-these are the ones for electrical items. He continued with his enthusiasm for 'Pardon the Weeds and Suffolk Bloom' Looking to the future, he is delighted to still be able to support us and wants to further encourage communication both ways. He spoke about the plans for 65 new homes in Eyke and how that will provide further issues for the roads and infrastructure. GF stated he is alarmed by the number of new houses being built. JM wants to see more public transport and cycle lanes and regarding housing, emphasis on the right housing in the right place. DG stated there has been ground cleared near Bentwaters in preparation for another 65 or so houses and this is a huge concern for the roads, especially at peak times. It seems to be, build the houses first then worry about the infrastructure which is a huge concern. James is monitoring the area in Rendlesham Forest where they recently had a car boot sale. It didn't seem to attract too much interest, but they are now advertising a drive-in movie night and an assault course for motorbikes. He is monitoring it to ensure the correct procedures, and possible change of use processes are being followed. The situation at Hare House was discussed and JM will be following up to ensure appropriate change of use etc is being followed.

James left the meeting.

8. Matters Arising-None
9. Ongoing Planning Issues-Hare House and Keeper's Cottage-Discussed during James visit and noted above.
10. Road Closures-MK reported on two recent road closures to the Peninsular. One was planned, the other was unannounced (Anglia Water). On their website it stated emergency repair, but in fact was part of the current maintenance programme where they are replacing old pipes/connections. LC to email Andrew Reid about how this impacts the peninsular and should be better organised and more carefully planned and coordinated.
11. Common Rights Fund-Covered in APM
12. Planning Applications- Wood Hall Barn. SPC responded via the portal with no objections. This is a complicated LBC property, and it was decided to leave this

to East Suffolk Planning based on their own guidelines to deal with the application appropriately.

13. Finance:

Finance:

Review of Accounts as at 31st March 2023 (previously circulated)

Current Account	£819.29
Business Premium Account	£2,686.96
Common Rights Account	£1,965.11
Total Funds	£5,471.36

Comprises.	
General Fund	£3,397.46
Common Rights Fund	£1,965.11
CIL Fund	£108.79

Accounts for the year ended 31st March 2023 were approved, proposed AM, seconded PY.

Bank transactions 28th March – 31st March 2023

15th March & 29th March VAT Refunds total £236.50 as submitted by the Clerk.

Review of actual against budget at Year End 2022/23

Reviews had taken place in previous meetings. Material differences related to the increase in the Clerks remuneration and the cost relating to the emergency footpath clearance.

Review of Accounts as at 23rd May 2023 (previously circulated)

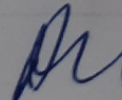
Current Account	£819.29
Business Premium Account	£6,186.96
Common Rights Account	£1,965.11
Total Funds	£8,971.36

Comprises.	
General Fund	£6,897.46
Common Rights Fund	£1,965.11
CIL Fund	£108.79

Accounts were approved, proposed AM, seconded PY.

Bank transactions 31st March – 23rd May 2023

29th April – £3,500.00 East Suffolk Council – Receipt of full year Precept.



Review of actual against budget for year 2022/23

Precept receipt 2023/24 is exactly as submitted by Clerk to Council.

Cheques and Invoices outstanding for payment

No cheques had been issued following the meeting of 28th March 2023.

Outstanding invoices/amounts

L. Candy (Clerk) £174.00 outstanding remuneration for April 2023

SALC £193.99 outstanding subscription for year 2023/24

Barclays Bank

Letter sent dated 1st April 2023 advising the cancellation of the Standing Order in favour of the outgoing Clerk.

Letter sent dated 10th May 2023 advising of DG as new contact as Responsible Finance Officer.

Letter sent dated 10th May 2023 advising of request for a new Standing Order of £174.00 per month to be payable to L Candy (New Clerk).

Policies and Reviews

It was agreed that Sutton Parish Council had undertaken a full review of the following, these items having been agreed under item 11 minutes dated 28th March 2023 SPC 4 (28.03.2023) and that they would remain agreed and adopted for the current financial year ended 31st March 2024.

Model Standing Orders

Model Financial Regulations

Internal Control Statement

Risk Analysis

Asset Register

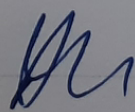
Data Protection Policy

Suffolk Code of Conduct

Proposed by NA, seconded by PY.

AGAR Annual Governance and Accountability Return 2022/23

- 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 22/23 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 NA, seconded by PY.



- c) Agreed that AGAR Section 2 Accounting Statements completed by the RFO DG from the agreed Accounts for the year ended 31st March 2023, be approved and thereby signed by the Chairman and RFO, proposed by NA, seconded by PY.
- d) Agreed that items a) b) and c) above be submitted to the appointed Internal Auditor, proposed by NA, seconded by PY.
- e) On the return of d) above the RFO was instructed to submit the relevant AGAR form to PKF Littlejohn LLP before the submission deadline of 30th June 2023.

14. Correspondence-None

15. AOB-LC mentioned re JM intending to restart Joint Peninsular Meeting. Initially 6 monthly but may be quarterly. We are awaiting agreement on dates atm but looking likely for June/July. AM will update Councillors as and when a meeting is confirmed.

16. Date and time of next meeting – Tuesday 25 July at 7pm venue TBC

Meeting closed at 9.15pm

A. L. McManus