

SUTTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING

held on Tuesday 26th July 2022 at 7pm

In the Bowls Pavilion

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

In attendance: Linda Gunson (Clerk) Ray Kay (Internal Auditor) Dis Cllr James Mallinder (arriving later)

No members of public in attendance

1. Welcome by the Chairman.
2. Apologies – None
3. Declarations of Interest – MK – neighbour of Hare House – to be discussed under Planning.
4. Report from Dis Cllr James Mallinder – All Councillors had received the Report and JM would be in attendance later in the meeting.
5. Report from Cllr Andrew Reid had not yet been received.

5 a) Post Internal Audit Report from Ray Kay (Internal Auditor) re Common Rights Account.

All Councillors had received Ray Kay's Internal Audit Report by email via the Clerk.

Ray Kay who has been our Internal Auditor for over ten years, addressed Councillors regarding the situation with the Common Rights Bank Account. Over that period, he has found no evidence of any formal conditions or responsibilities attached to the sum involved. He maintained that in the absence of any further information, the amount should be consolidated with the Parish Council's general funds. GF – queried the Internal Auditor's role over the matter, AM accepted GF's point that this matter had been in abeyance for a number of years, but it was entirely within the remit of the Internal Auditor to point out that the matter could not be left unresolved continually. RK had referred the matter to the External Auditors who were of the same opinion regarding the Common Rights Account and it was considered to be a relevant matter for the Internal Auditor to comment thereon. GF queried why the sum of money had to be removed from the Common Rights Account. PY indicated that the monies were compensation for Commoners' loss of rights which may have been established many years ago. It was agreed to look for the old documents and to contact Barclays Bank to establish when the bank account was opened. RK pointing out that the old documentation may not show any further relevant information. Councillors would

make a definitive decision on the matter at the next Parish Council meeting. AM asking Clerk to minute the exact sum held in the Common Rights Account, the sum being £1,960.98. RK then left the meeting.

6. Minutes of the last Annual Parish Council Meeting, held on 17th May 2022. Agreed as a true record. Proposed GF, seconded SC. AM signed the Minutes.
7. Matters arising – The Chair of Sutton Memorial Hall thanked the Parish Council for the award of £1,000 from the CIL Fund towards the extension of the security fencing at the recreation ground. Clerk's new Contract of Employment is still outstanding as awaiting new Model Contract Terms from NALC. PY – Natural England still have outstanding issues with the proposed National footpath, and we await further details. Dog fouling signs – SC had received additional notices which now required suitable wooden mounting before erecting the signs. Railway crossing closure -MK and AM both had issues with the adequacy of the diversions through Campsea Ashe. Work can be cancelled at short notice; without adequate warning and no advance notification of the actual date the work is undertaken. PY – large yellow signs remain lying flat, along with sandbags on verges. This must present a hazard when verge cutting.

Dis Cllr James Mallinder joined the meeting. He had been monitoring planning enforcement and felt there had been some wins. Sutton Heath to Boyton on the Hollesley Road - there had been an issue with a landowner creating an off-road obstacle course for motorcycles. This has now been abandoned by the owner. Ramsholt – Parking Eye – JM not happy with the situation although the signs are now much better. GF and MK – confirmed top car park cameras were not working at present. JM confirming overall there had been an increase in litter over the peninsula and motor homes were still an issue parking at Bawdsey along the beach wall. Yellow lines may be a way forward. Shingle Street – no life buoy ring – recently a swimmer had got into difficulties. JM working on this. NA discussing Sizewell C decision – JM not yet seen the detail. Traffic could affect us all over time. JM encouraged us to keep in touch with Cllr Andrew Reid regarding road works. Footpath from Sutton Hoo to Wilford Bridge – bank encroaching onto footpath, contact with Bromeswell PC. Clerk confirming it is within Sutton Parish Council's area. JM will copy Clerk into letter to Suffolk CC.

8. The Plough Public House – AM had met with the tenants recently. They confirmed that they had not put in new application to extend hours to 2am but that this was a roll over application from the previous tenant. It does however appear that they may well be leaving The Plough over the next few weeks.
9. County Broadband – Leah Thompson a rep from the company was unfortunately unable to attend the meeting and sent her apologies. County Broadband need at least 13 more residents to commit to the fibre broadband service. Discussion followed on technical details. GF – who are County Broadband? – DG they have a target of 500,000 customers. However, it appears it could take 12 – 18 months before any benefit of intention to join could be seen. DG – the system run by Voneus is via the air, County Broadband offers the same but has advantages over the BT service in that they will put in a full fibre cable. Speeds would be much improved. MK – has very poor BT home signal, has needed to travel to Lowestoft for online teacher IT training. Not ideal.



10 Planning

DC/19/4438/FUL – Nut Tree Farm – No objection

DC/22/1928/FUL – Nut Tree Farm – No objection

DC/22/1831/FUL – Sutton Hall - No objection

DC/21/15525/FUL – Ferry Farm - No objection

DC/22/2576/FUL – Hare House -

JS – this large storage building was erected without planning permission. A comment was made that the building is visible from the footpath. A discussion then followed however it was felt in this instance, there would be no objection from the Parish Council. However, should future planning applications be submitted in respect of further buildings, this could be viewed as over development of the site.

11 Finance:

Review of Accounts as at 26th July 2022 (previously circulated)

Current Account	£1,048.18
Business Premium Account	£6,743.28
Common Rights Account	£1,960.98
Total Funds	£9,752.44

Comprises:

General Fund	£6,682.67
Common Rights Fund	£1,960.98
CIL Fund	£1,108.79

Accounts were approved, proposed PY, seconded SC

Bank Transactions 17th May 2022 – 26th July 2022

17th May Chq 100514 SALC membership £190.64

17th May Chq 100515 Sutton Memorial Hall Jubilee Fund £250.00

17th May Chq 100516 Sutton Bowls Club – Hall Hire £40.00

17th May Chq 100517 L. Gunson – Clerk's expenses £23.00

The above items had been approved on 17th May 2022, item SPC 3

30th May Standing Order – Clerk's wages £120.00 (old rate)

6th June Interest received (two accounts) total 62pence

10th June Letter sent to Barclays Bank authorising increase in Standing Order for Clerk's wages to a new amount of £174.00 per month authorised by NA and JS

28th June Standing Order – Clerk's wages £174.00 (new rate)

Review of Actual against Budget for year 2022/23

Parish Council donation to The Queen's Platinum Jubilee Celebrations had been allocated to contingency in expenditure

Clerk's wages reflect the new rate from 1st June 2022



Invoices outstanding for payment

Internal Auditor's fee.	£100.00
Sutton Bowls Club – Hire of Pavilion	£20.00
Clerk's expenses.	£41.90 (includes software licence)

The above items were reviewed, authorised and cheques prepared for signature.

CIL Fund

Grant of £1,000 awarded towards security fencing project at the Memorial Hall was still outstanding as the fencing materials were expected to be delivered in early August.

Internal Auditor's Report (previously circulated)

Aside from item 5(a) above, the Auditor made a couple of comments regarding the adequacy of signatures on documentation. However, overall he was satisfied that the statements were an accurate record of the financial affairs.

AGAR Return 2021/2022

The Clerk had made the necessary filing of the Return on 22nd June 2022, well within the due date of 30th June 2022, and had received confirmation from the External Auditors that the Parish Council remained with an exempt status.

- 12 Adopting new Model Code of Councillor Conduct 2020. All relevant documentation had been sent to the Councillors for perusal. It was agreed that the new LGA Model Code of Councillor Conduct as recommended by SALC, should be adopted. Proposed NA and seconded SC. This will be placed on the website.
- 13 Clerk's updated Contract of Employment – this had already been dealt with earlier in the meeting.
- 14 The Queen's Platinum Jubilee update – Everyone agreed this Jubilee event was a great success. IF wanted to minute a vote of thanks to all those involved. The children's painting competition proved to be popular, and the entries will be on show at the Art and Craft Exhibition at the Memorial Hall on 13-14th August. After expenses, there was money left in the fund and it will be discussed at the next Memorial Hall Meeting as to what these monies can be used.
- 15 Traffic Survey Update – AM confirmed that the recent survey had shown that the overall mean speed through the village was 30–34 mph. The bottom line is that Highways feel there is no need for any action. The Church end of the village is more prevalent for vehicles speeding. Any painted signage on the road would have to be at the PC's expense. DG said that the Safe Cam team had been out recently at Sutton Hoo. AM confirmed Speed Watch had two new volunteers and a new monitoring area at the entrance to Methersgate Drive. Recently 22 offenders were recorded, one travelling at 56mph.



16 Thermal Imaging Cameras – Clerk had received information via JM from Suffolk Climate Change Partnership. They are looking to run a project for free use of thermal imaging cameras for Parish Councils etc to carry out heat loss surveys. Clerk to complete a survey to gauge interest by 1st August.

17 AOB. AM – there are shrubs and trees overhanging the footpath across Shop Walk. These will certainly need some maintenance. He will speak to Brian Atkinson to see when he can look at this problem.

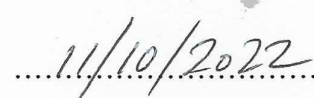
AM – Concealed driveways. A resident has asked if signs could be erected informing motorists of concealed driveways, when entering the village from the Woodbridge direction. The PC felt there should only be one sign, and Suffolk Highways would need to be contacted, as any sign would have to be placed on the grass verge and this would require Highways' permission. AM will speak to the resident.

The meeting closed at 9pm.

Date of Next meeting Tuesday 20th September 2022 at 7pm in the Bowls Pavilion.

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Chairman

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Dated