

SUTTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

held on Tuesday 28th March 2023

In the Bowls Pavilion

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

In attendance: Linda Gunson (Clerk) Linda Candy, Clerk Designate, Cllr James Mallinder (arriving later). One member of the public in attendance.

1. Welcome by the Chairman.
2. Apologies – Peter Youngs.
3. One member of the public in attendance however, didn't wish to raise any issues.
4. Declarations of Interest – MK – neighbour of Hare House and Pettistree Hall. DG – Memorial Hall and CIL Fund.
5. Report from Cllr Andrew Reid (circulated prior to the meeting) – no discussion required.
6. Report from Cllr James Mallinder (circulated prior to the meeting) JM touching on the campaign “pardon the weeds” and the East Suffolk Blooms – the gifting of spring bulbs. New pink bins now in place in various locations for re-cycling of small electrical items. Sutton Heath – a sign has been erected advertising a car boot sale in April, and with live music all afternoon. This is the same area as previously used for off road vehicles last year. Has been flagged up to Planning. Bawdsey – there is a change in the car parking arrangements, which will be installed within the next two months. Closure of Hollesley Surgery – JM wrote to Therese Coffey – but she has refused to have a public meeting. The situation feels like a fait accompli. GF – muntjac deer becoming a real problem in the area – JM agreed but was unsure what could be done. Unfortunately badgers were being killed on the roads but hedgehogs had returned to the area. Four deer had recently been hit on a road locally. JM then left to go on to another meeting.
7. Minutes of the last Parish Council Meeting held on 17th January 2023. Agreed as a true record. Proposed SC, seconded GF.
8. Matters arising:

Flooding continues to be an issue. Pink Cottage, all agreed the new light illuminating the village sign was much improved. The grit bin will need to be moved to the concrete pad where the telephone box stood, then SCC should fill it. SC – walker who had problems with the gate at Methergate Quay had written to the Ramblers Association advising that walkers are being advised to use the proposed coastal path and not the normal established footpath.

SPC 1 (28.03.2023)



9. Planning

DC/23/0293/LBC – Pettistree Hall, Wood Hall Drive – No objection

DC/23/0214/LBC and DC/23/0213/FUL – Ferry Farmhouse,
Ferry Farm Drive – No objection.

Ferry Farmhouse, DC/23/0212/LBC and DC/23/0211/FUL – No objection.

Discussion took place regarding Hare House. From the activity reported, it appears that a business is being conducted from the property, without the necessary apparent permissions. East Suffolk Council, Planning Department have been made aware of the issues involved and the matter will need to be passed to the relevant Departmental Team. There may also be an environmental issue to be raised, as neighbours have reported a large amount of material being burnt, which appear to be relevant to a business connected to the owner. Clerk asked to write to East Suffolk, Planning Dept.

10. Finance:

Review of Accounts as at 28th March 2023 (previously circulated)

Current Account	£1,863.78
Business Premium Account	£2,686.96
Common Rights Account	£1,965.11
Total Funds	£6,515.85

Comprises.

General Fund	£3,441.95
Common Rights Fund	£1,965.11
CIL Fund	£1,108.79

Accounts were approved, proposed AM, seconded JS.

Bank transactions 18th January – 28th March 2023

27th January – transfer £1,500 Business Saver Account to Current Account

30th January - 28th February, 28th March – L. Gunson wages £174.00

6th March – interest received bank accounts £7.27.

Review of actual against budget for year 2022/23

No further exceptional items not budgeted for occurred in the period.

Budget and Precept 2023/24

East Suffolk Council had formally confirmed receipt of the PC Precept Request of £3,500 in line with the agreed budget.

Cheques and Invoices outstanding for payment

No cheques had been issued following the meeting of 17th January 2023.



Outstanding invoices/amounts

Sutton Bowls Club £40.00 hire of pavilion for meetings

L. Gunson (Clerk) expenses £103.99 including renewal of the PC laptop software licence.

Sutton Memorial Hall – contribution towards Defibrillator maintenance costs £102.00

As agreed in meeting of 17th January 2023.

Cheques to be issued as above. Proposed AM, seconded JS.

The Clerk had been notified that the registration under the Data Protection Act was automatically renewed on the 10th March for £35.00 for the coming year.

CIL Fund

The grant previously discussed and awarded to Sutton Memorial Hall for £1,000 towards the costs of fencing for the recreation ground security, is proposed for payment as the project was almost now complete. Proposed GF, seconded NA.

Common Rights Account

Report from NA, who has spent quite some time researching the origins of Sutton village Commoners rights and has managed to get back as far as 1661. The fund was originally managed by a Board of Trustees, however it appears there are no surviving trustees in existence. After a fairly lengthy discussion, the Councillors felt the best course of action would be for a new board of trustees to be set up, and who would then manage the fund. It is intended that the new trustees would be appointed at the Annual Parish Meeting in May.

Barclays Bank – The Clerk had been in correspondence with Barclays Bank who were undertaking an exercise updating business details for the PC. It was noted that the current mandate required changing as the previous Clerk, Nancy Darke, still featured on the mandate. It was agreed in the meeting that this name should be removed. Proposed DG, seconded SC.

Internal Auditor Appointment

It was proposed that the existing Internal Auditor, Ray Kay would be invited to continue in this appointment, proposed NA, seconded DG.

The PC had received confirmation that PKF Littlejohn had been re-appointed as Auditors to East Suffolk Parishes for the next three years. As a small parish, we would not be subject to a full audit, unless selected as part of the 5% of small parishes chosen for a full review. The AGAR reporting would need to be completed by the 30th June 2023.

Parish Clerk/Responsible Finance Officer

The current Clerk, Linda Gunson is leaving the role on 31st March 2023. The new Clerk, Linda Candy would take over from 1st April 2023. Initially, the new Clerk had indicated that she did not wish to undertake the responsibilities as RFO, although this may be encompassed at a later stage. It was proposed by NA and seconded by AM that the role of RFO be undertaken by Cllr DG in the interim period, without remuneration.

11. Annual Policy Reviews (previously circulated to Councillors)

The following were reviewed and agreed and to be adopted by the PC

Model Standing Orders
Model Financial Regulations
Internal Control Statement
Risk Analysis
Asset Register
Data Protection Policy
Suffolk Code of Conduct

Proposed NA, seconded SC

12. Elections 4th May 2023

The Clerk had been informed by East Suffolk Council of the various procedures and timetable for the Elections on the 4th May 2023. Parish Council Elections will take place as this represents four years since the previous Election. Councillors who wish to be re-elected would need to complete their Nomination Forms, which the Clerk had received and these were distributed and signed in accordance with the guidance. The Clerk had arranged to hand deliver all the Nomination Forms to East Suffolk Council, and these would be processed for validity. The PC would be informed after the due date whether more than nine valid nominations had been received, in which case a contested Election would ensue. The additional cost of a contested Election would be estimated at £800, which the PC had not allowed within the 2023/24 budget.

- 13. Correspondence** – Neil Lister at Coast & Heaths has again loaned us some extra litter picking equipment. Coast & Heaths offices are no longer at Dock Lane but now situated in Ipswich. Clerk had written to Neil to thank him for the delivery and collection of the equipment.
- 14. ANPR Camera Survey** – AM discussing figures which will be sent out to all Councillors. These appear to be much the same as the last time the camera was on trial. Andrew Reid who sent the results out, was happy to discuss the figures.
- 15. Village Litter Pick** – SC reporting that the litter pick had been successful inspite of some very inclement weather. However, SC advising there had been instances of aggressive driving by some motorists. Also one volunteer had been working on the verge between Church Farm and the Picnic site corner, when it appeared a motorist deliberately drove through a large amount of standing water, soaking the volunteer, even though she had stood back against the hedge. AM queried whether we should have volunteers litter picking on a road with a National Speed limit. A check should be made regarding our insurance on this point.
- 16. King Charles III Coronation celebrations** – SC confirming a BBQ will take place on Sunday 7th May, from 12.30pm at the Memorial Hall. Tickets will be £10 and U14's will be free.



17. **AOB** – SC – resident had contacted her to complain that an awful lot of bonfires are being held near The Plough public house. These fires can go on for some while. Another property not too far away also held bonfires.

SC – an email had recently gone around the village with a gardener offering his services. However, a parishioner said last Friday her mother had had a gardening man knock at her door, offering his services. After cutting down two bushes in her garden he went on to charge her £200. The parishioner only had £30 on her which he took. Her daughter has filled in an on-line form reporting the incident. The gardener who had sent the original email, was not involved in this episode.

AM – the Pliocene Forest is now complete and the information board will be up within the next two weeks. Barry and his team have done a really good job and will continue to meet to carry out any maintenance.

AM – has everyone received their alternative fuel payment? He is aware that a majority of people have not. Most Councillors confirmed they had received this.

Clerk reminding Councillors they must have the Annual Parish/Annual Parish Council Meetings in May between the dates of 9th and 25th. At that meeting all Councillors should complete a Declaration of Acceptance of Office form. Also within 28 days of the Election, (i.e. 1st June) all Councillors must complete a Registration of Interests form on line.

Meeting closed at 9.30pm.

Date and time of Annual Parish and Annual Parish Council Meeting Tuesday 23rd May at Sutton Bowls Pavilion (TBC)

