**Sutton Parish Council**

**Summary of minutes of Parish Meeting on 30/07/19 in the Bowls Pavilion.**

**Council members present:** Mr. N. Albertini, (chair), Mrs. S. Collins, Mr. G. Franks, Mrs. I. Franks, Mr. D. Gunson, Mr. A. McManus Mrs. J. Schafer, and Mr. P. Youngs, Mr. W. Chapman.

**Other attendees:** N. Darke (clerk)**,**  Cllr James Mallinder (second half only)

**N.B. Summary of points discussed only. Please see web site or contact Sutton Clerk for full minutes**

**Next meeting: 14/01/20 at 7pm, Sutton Bowls Pavilion**

**1– 15/10/19: Apologies for absence:** None

**2 – 15/10/19: Declarations of interest:** There were none.

**3-15/10/19: Minutes of the last Parish Council meeting:** Parish Council meeting: Agreed and duly signed.

**4-15/10/19 - Matters arising from minutes from 14/05/19:**

* Old post office lane – site survey of sewage treatment will be carried out by contractors on 16/10
* Chequer field wires – no information GF to follow up
* Local plan – no progress.
* Concern expressed over decision not to replace highway signs unless dangerous.
* Scottish Power – stated that they would return verges / areas damaged to original standard.
* Sutton Plough: Now open with new owners and internal refit. Concerns raised over parking capacity.
* Community speed watch –20/10/19 community speed watch will recommence for the next fortnight. Procedures to follow up offenders was discussed,

**Action points from last meeting:**

1. Insurance commitment made for 3 years as a `long term undertaking` guaranteed policy.
2. GF wrote to thank Cllr CB.
3. Parish notice board now erected.
4. PY/NA to complete bus shelter repairs before the next PC meeting.
5. Broadband - JM encouraged residents to log when this is not operational.Link shared through parish email to do so: Daniel.wareing@eastsuffolk.gov.uk
6. JM had no further information about road conditions on Woods Lane, although he hopes Andrew Read from highways will offer support.
7. NA information on emergency plan later in minutes.
8. The position re forthcoming change of notice given to clerks of planning (from paper to websiteis unchanged. A number of PCs, including Sutton, are not happy with the new system as it risks lack of clarity. There will be no hard copies sent out but there is going to be training in order to support clerks / parish councils to access alerts.
9. ND responded re concerns raised by Parish Council to planning application for Plough Inn
10. JS formulated an objection to the application for building on the site of the old council offices
11. Laptop was purchased for use of clerk.
12. Ray Kay was reappointed as auditor of Sutton Parish finances.
13. ND re-designed current financial overview sheet to make it more user-friendly and enable inclusion of projected costs (see below) ND to meet with JH (Hollesley Clerk) to discuss systems before next meeting.
14. Mary Warner grant information was added as an addendum to the newsletter:
15. ND applied for membership of Suffolk Preservation Society to be changed from JQ to ND and converted to standing order. SO will start next year.
16. SC will ensure Planning information is added to village newsletter when appropriate to time lines. Email system to be used to send information for further confirmation when the planning committee feel that this is needed in addition to their investigations.
17. Payment was forwarded as a contribution towards expenses for trimming verges

**5-15/10/19: Matters arising – including:**

Footpath subcommittee:

* Council agreed to form the subcommittee, inc DG, JS, GF and SC and AM, at the recommendation of East Suffolk. This will also link to the planning and locality persons within the council.
* hope to walk local public footpaths, recording any concerns such as overgrown, damaged or dangerous paths and any inaccessible areas. They also intend to work on devising some circular walks and a walkers map. Request for support from public circulated to village through usual links.
* East Suffolk can produce some signs but want to survey all local footpaths and produce them all in one go. Currently, signs are often misleading/ absent or don’t indicate a complete route.
* Definitive map of Sutton area needs to be linked to a definitive narrative, which was sent by East Suffolk and a copy is held by GF in the Subcommittee / Planning group.
* Discussion over where/how to best display the village map. To be looked at after subcommittee have worked out circular walks etc. Possibility of producing a small version of the map with walks drawn on, copies to be placed at Village Hall, pub etc. SC to approach DP in Hollesley re collaboration.
* GF thanked JS and SC for their diligence in walking the footpaths in Pettistree and Low Barn areas in order to assess their state of repair.
* Maintenance of footpaths – GF asked if we have any authority to strim or clear these. In theory, should be the responsibility of the landowner to keep them clear but upkeep is the responsibility of the council. Some local areas have a volunteer group, who form a work party to clear paths. JS has spoken to Annette Robinson about bridleways etc. Subcommittee to contact Annette to ask whether we are able to form a maintenance group.

Rest centre training and community emergency planning:

NA has spoken to Keith Fawkner Simpson, who wants a brief document to summarise who will do what and when in an emergency, with contact details. Provision of names will ensure that the council is insured should they need to offer support to local community in an emergency. In particular, they want three names that the district council / emergency responders can contact initially and who can then link with others on the list. SC, NA, PY volunteered. In addition SC to ask DM at Village Hall to be one of these persons as responders will need access to Village Hall etc.

James Mallinder joined the meeting at this point. Points raised above that concerned him were revisited.

* James will meet with Andrew Reid, County Cabinet Member for highways, to discuss concerns re roads damaged. This will include talking to farmers and landowners as he is concerned about state of repair after flooding, harvest etc, especially given distances tractors may travel.
* GF raised concern about erection of concrete kerbs, which make it very difficult to move off the road away from traffic. Not all seem to have a clear reason to be there. Also has seen that the kerbs can tilt larger vehicles and cause accidents.
* Size of potholes are also a concern as they become increasingly deep.
* Shop in Eyke is closing due to lack of custom. JM encouraged support of Sutton Plough to avoid similar.
* GF raised the plastic waste from farmers. JM to consider ways to approach this.

**6-15/10/19: Planning Applications:**

* + DC/19/1190/FUL: Variation in legal agreement in relation to planning permission. Cliff Farm Barn Methersgate Hall Drive. Council had no objections. No objections (ratified by council)
	+ DC/19/3864/FUL: Single storey rear extensions, new windows to end gable and other alterations. 19-20 Sutton Hall Cottages, Sutton Street. Council are considering this application. Deadline 31/10/19. No objections (ratified by council).

**7-15/10/19: Finance – including:**

* Cheques (expenditure and variance) confirmed. Council approved new format for presenting finances.
	+ **Balance reserves**

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| **Account** | **October 2019** | **Sept/Oct 2018** | **Variance (difference)** | **Notes** |
| **Current** | **£22.76** **(after transfer and payment of pending invoices).** | **£274.62** | **£251.86** | **Nearly £1000 more spent since last meeting on new expenses.****£3,853.74 Cost of SID repairs itemised in previous meeting.** |
| **Business Premium Saver** | **£4,276.62****(after transfer to current account)** | **£7,113.12** | **£2,836.50** |
| **Common Rights Fund** | **£1,957.88** | **£1,953.98** | **£3.90** |  |
| **Total** | **£6,257.26** | **9,341.72** | **£3,084.46** |  |

* Parish Council insurance (see above under minutes). Council agreed to take a 3 year `Long Term Undertaking` insurance of assets, which guarantees the rate over that duration. This covers:

Assets – up to £20,000 and public liability. ND to share asset list with council to check its accuracy.

**08-15/10/19: Correspondence:**

* + **PCSOs:** Suffolk Constabulary and the Police and Crime Commissioner are looking to increase the number of partner funded PCSOs within the county. Sutton PC are unable to fund this at this point, or to justify the expense, given the small size of the area.
	+ **Meeting re bus service provision:** (First meeting: 15/10/19 FT Shire Hall) Steve Wickers and Iain Rankine from First Bus will be at the ‘second’ meeting, at the Shire Hall Woodbridge.  This is timed for 2:30pm on Thursday 24th October. JM cannot attend but is encouraging local councils to become involved in discussion. Concern re effect given we are under a climate emergency as a council. ND to request minutes to share at next meeting.
	+ **Meadow Burial enquiry: Sutton Council have no meadow burial sites, so cannot offer support to Clare council.**
	+ **Community partnership consultation:** (East Suffolk, Steve Gallant). Council members are asked to consider attending workshops to decide priorities each partnership should focus on over the next 12 months. 8 workshop dates are offered. Partnerships will inform spending of allocated budget for priorities in local area. Woodbridge, Melton and Deben Peninsula are meeting on 30/10/19, 5.30 at East Suffolk House. NA may attend and feed back to the next parish council meeting. If he is unable to attend, JM can feed back to the council about the discussions that occur.
	+ **Plastic Action Champion training:** (James Mallinder).

18:00-21:00 Friday 18 October—East Suffolk House, Melton

18:00-21:00 Monday 28 October—East Suffolk House, Melton

Part of Greenprint Forum. Requests volunteers to spend 20 hours a year engaging with and helping others to become “plastic clever” through advice, education and/or hands-on activities. Summary of key information sent to parish links

* + **Council tax support letter re consultation:** (East Suffolk: Cllr Steve Gallant)

Consultation to change current system (as of April 2020) of awarding support with council tax bills, allocating support only after other benefits agreed and changing level only if income rises by more than £65 a month. Consultation runs until 3 November 2019. It is accessible at www.surveymonkey.co.uk/r/counciltaxreductionscheme or in paper copy at the Marina Centre in

Council agreed they are happy that this seems to make sense. Details circulated to parish links.

* + **Concern raised by a parishioner re a footpath** from the village to the river via the Sutton Hall area, near Lower Farm. New gates in place, which appear to be ready to close off the existing footpath. Martin Williams from Environment and Transport has looked at the site and emailed his findings. Public rights continue along the track and the new owner states he has no current plans to divert the public footpath onto the new track. Should he, or a subsequent owner, choose to do so, this would go through due process and consultation with the public.

**09-15/10/19 Any other business:**

* JM: Consultation re re-division of parish areas for County Counsellor in local area (email). JM suggests that these match the district councillor wards to enable fluid communication.
* JM coastal path has been consulted and report will follow next year (end 2020, East Suffolk: Linda Gilbert).
* JM local plan will affect us as will impact on roads, transport etc.
* Children Crossing sign on entry to the village (near bus stop) is nearly rusted through. Highways have site where this can be logged. WC to send details to ND to log on highways site.
* Rural caravan is coming to area with warmer homes information. Leaflet to follow. ND/SC to share to village links.