**Sutton Parish Council**

**Summary of minutes of Parish Meeting on 15/01/20 in the Bowls Pavilion.**

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

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

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

**Next meeting: 24/03/20 at 7pm, Sutton Bowls Pavilion**

**1– 15/01/20: Apologies for absence:**

Mrs. I. Franks, Mr. D. Gunson, Mr. W. Chapman: the council accepted the apologies.

**2 – 15/01/20: Declarations of interest:** there were none.

**3-15/01/20: Minutes of the last Parish Council meeting:** agreed and duly signed.

**4-15/01/20: Matters arising from minutes from 15/10/19:**

1. GF followed up on Chequer field wires - no update.
2. PY/NA ensured bus shelter was repaired.
3. ND/SC to write information to be circulated to villagers re broadband concerns: completed. JM recommended villagers contact Open Reach re ongoing access difficulties.

**Action 1 – ND to request representative of Open Reach to come to the next meeting or open meeting for village if not.**

1. ND met with J. Hallet re organisational and financial systems used in other parishes.

SC to approach contact or advise re production of a walkers’ map: see subcommittee report.

1. JS talked to Annette Robinson at East Suffolk re: formation of a working party for clearing and maintain public footpaths: see subcommittee report.
2. Footpath Subcommittee to walk local footpaths and log any concerns/obstructions and to liaise with East Suffolk for resolution: see subcommittee report.
3. Footpath Subcommittee to begin to plan and map circular walking routes: see subcommittee report.
4. SC to talk to Daphne Menear about acting as one of the first contacts on the document provided as part of Community Emergency Plan: DM agreed

**Action 2 - NA to add DM to community emergency plan.**

1. ND to send response to East Suffolk re Sutton Hall Cottages application: completed
2. ND to set up an account at East Suffolk planning with alerts for GF: ongoing.

**Action 3 - ND to complete account set up for planning for GF**

1. ND to circulate asset list to councillors to ensure accuracy in terms of insurance claims: complete.

Asset list confirmed by council members to be accurate.

1. ND to request a copy of the minutes from bus service meeting to share with the council at the next PC meeting/JM to attend and feed back: completed, see full minutes

j) NA to attend Community Partnership consultation and feed back to council / JM to feed back if NA cannot attend: completed, see full minutes/East Suffolk website.

k) ND/SC. ND wrote a summary of `Plastic Champion training` information for SC to circulate.

1. SC/ND responded to email from parishioner re footpath concern.
2. WC/ND. WC to send information/photo of rusted children crossing sign to ND to log on Highways

**Action 4 - WC to send information/photo of rusted children crossing to ND, to log on Highways website before next meeting.**

1. ND to summarised information about warmer homes event for SC to circulate to villagers.

**5-15/01/20: Matters Arising:**

* Footpath sub committee

Leadership of committee has been passed to Brian Atkinson (GF remains key link to the Parish Council). 24 or more individual people as well as two ramblers groups now regularly walk the local footpaths and concerns are reported appropriately to East Suffolk by Chairman.

Several local circular walks are now accessible from website.

**Action 5 – Footpath Committee to respond to Annette Robinson’s response regarding representatives of the Parish Council taking on basic upkeep and determine what is allowable and achievable.**

**Action 6 – SC to raise concerns, with Annette Robinson, over clarity of public footpath signs.**

* Rest centre training and community emergency planning: (see above)
* Litter pick (date and correspondence from Suffolk Norse)

Suffolk Norse have offered £20 and an entry into a draw for £200 for communities that undertake a litter pick between 1st March and 31st May 2020. Date for litter pick set for 21/03

**Action 7 – ND to register with Norse for £20 offered for litter picker groups locally, as well as to borrow equipment. Also order 2 roles of black bin liners.**

* Review internal controls: agreed by all present and duly signed
* Review Suffolk Code of Conduct: agreed by all present and signed
* Annual risk assessment: agreed by all present and signed
* Housing needs survey: See report of needs from Cllr Block. Fen Meadows still not submitted application to build. Planning Permission granted for sign to advertise new builds.
* Report from Cllr James Mallinder ( full report available on request from Clerk)
* Dates: 23/01 Joint Deben Peninsula meeting in Butley.
* Training for planning on 24/1
* 3/2 Green Print planning forum in Lowestoft. JM will report back.
* Woods Lane – JM has heard that there is some resurfacing from next week in evenings, but in patches.
* Butley Chair and JM working on collecting information on flooding and share with the 3 main landowners/ farmers to formulate a plan to counteract flooding, especially on Hollesley to Alderton Road and around Boyton. Also opposite Church Farm, which is new. On SCC website, there is a system where you can log the flooding issue. A photo would be helpful. Copy in Andrew Reid

**Action 8 – ND and JS to send summary of how to log flooding concerns to local parish links.**

* PY raised that between Shottisham and Hollesley there are two ruts from where maize lorries have been swinging wide, which is a danger to traffic. Needs to be redress with those responsible
* Plastic Champion has several volunteers and has been been quite successful
* Plastic waste from farmers raised again with JM. JM will cogitate on how to approach landowners/farmers regarding this issue.

**Action 9 – JM to consider how to raise plastic waste from fields with landowners/farmers.**

**6-15/01/20: Planning Applications:** all present agreed to the following advice to East Suffolk Planning:

* DC/19/4296/FUL

[Construction of outbuilding for uses ancillary to the main house. - 19-20 Sutton Hall Cottages, Sutton Street, Sutton, Woodbridge, Suffolk IP12 3EQ](https://publicaccess.eastsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=Q0CMWQQXFT000)

Advice submitted by Parish Council recommends rejection of application.

* Nut Tree Farm – no objection but may impact on listing so Michelle Coupe, Planning Officer looking at this.
* Signage for Fen Meadow – No objection

**Procedural change to planning applications received:** all present agreed to the following changes:

* ND to inform all of parish council, rather than just those on the Planning Sub Committee.
* ND to write short summary of applications for email to parishioners (and/or placed in newsletter if this is appropriate in terms of date of release). Email to include contact details for parishioners to request a meeting to discuss the planning in more detail.

**Action 10 – ND/SC to share details of any planning applications received through parish links, including the opportunity to meet with the Planning Subcommittee, should any persons so desire.**

**7-15/01/20: Finance – including:**

* Cheques (expenditure and variance) confirmed
* Clerk presented budget for next year, informing a precept request of £3,300 (meaning a slight increase in payment by parishioners. Increase allows additional finance for upcoming Footpaths projects and contingency money for maintenance and repairs of existing property). All present agreed to precept.

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| **Account** | **Jan 2020** |
| **Current** | **300.81** |
| **Business Premium Saver** | **£3,828.67** |
| **Common Rights Fund** | **£1,958,86** |
| **Total** | **6,088.34** |

 **Balance reserves**

**Action 11 - ND to find out precept for Alderton, Hollesley, Shottisham and Bawdsey**

**Action 12 – ND to return precept**

* Common Rights fund origins, purpose and clauses

**Action 13 - NA to investigate purpose of the Common Rights Fund, to ensure correct usage/ retention of monies.**

* **Donations**

Suffolk Neighbourhood watch requested £50. Unanimous decision to decline as not relevant in this area Disability Advice Service – Unanimous decision to award £50 as this group offers information and support that benefits some parishioners.

**Action 14 – ND to write a cheque for DAS, to be signed at next meeting.**

* **Burrell Stanhope Trust** – See full minutes. Used for deserving causes. Now closed.

**08-15/01/20:: Correspondence:**

* + Agenda items for next Joint PC meeting - None
	+ Follow up on letter to Secretary of State for Business Energy and Industrial Strategy Summarising
	+ Solo housing scheme

**Action 15– SC reference in news letter and on notice board to the Solo housing scheme.**

* + Sizewell C: agreed to monitor the situation in terms of its impact on the local community
	+ SALC planning survey (deadline 31/01/19) GC completed this.

**09-15/01/20: Any other business:**

* **Forthcoming Training**

**ND and AM attending Councillor Training Mon 10/02 and 17/01 5.30 – 9, Sutton**

**21.01 Preparing for Audit (ND) SALC 10 – 12.30, Claydon**

**Action 16 – ND/AM to attend training and feed back any changes/information gained that could benefit the council.**