

# Sutton Parish Council Meeting Minutes

## 21st January 2025 at 7.00 p.m. at Sutton Memorial Hall

<b>Attendance</b> Chair Alan McManus, Sue Collins, Mary-Jane King, Helen Cook,	
1.	<b>Welcome By Chairman</b> The Chairman opened the meeting.
2.	<b>Apologies For Absence</b> Ingrid Franks. Nigel Albertini, Jacki Schafer. David Gunson, Linda Gunson
3.	<b>Public Session</b> No members of the public in attendance
4.	<b>Declarations of Interest</b> None
5	<b>Report From Andrew Reid</b> See <a href="#">Website</a>
6	<b>Report From James Mallinder</b> See <a href="#">website</a>
7.	<b>To Approve Minutes of Annual Parish Council Meeting held 26th November 2024</b> Approved unanimously
8.	<b>Matters Arising</b>  The new dog bin for the area between Methersgate Drive and Sutton Hall Drive has now been ordered. Parking on the verges at Methersgate Drive and Sutton Hall Drive - Discussions to be held with the land owner to create restrictions.
9	<b>Planning Applications</b>  DC/24/4430/FUL Proposal: Replacement of existing foul water treatment plant Site address: Tranmer House, Sutton Hoo, Sutton, Suffolk,  No objections raised
10	<b>Finance as at 24th September</b>  <b>Payments received</b>  None

	<p><b>Payments Made Since Last Meeting</b></p> <table> <tr> <td>Clerk's Wages</td><td>£174.00</td></tr> <tr> <td>Interest earned</td><td>£24.05</td></tr> <tr> <td>Interest earned</td><td>£5.04</td></tr> <tr> <td>Interest paid</td><td>£6.99</td></tr> <tr> <td>Clerk's Wages</td><td>£174.00</td></tr> </table> <p><b>Payments authorised to be paid</b></p> <table> <tr> <td>Chq 100549</td><td>£60.00</td></tr> <tr> <td>Chq 100550</td><td>£90.00</td></tr> </table> <p><b>Balance of Accounts as at 21st January 2025</b></p> <p>Current Account - £972.35  Business Premium - £4849.03  Common Rights - £1352.77</p> <p><b>Bank Mandate</b></p> <p>Resolution passed unanimously to add another signatory, bringing the total to 4, to the Bank Mandate to facilitate future payments.</p> <p><b>To approve the purchase of a replacement battery for SID Machine</b></p> <p>The cost of £90 + vat was approved unanimously along with the purchase of two new padlocks at £20 for the secure housing of the SID machine.</p>	Clerk's Wages	£174.00	Interest earned	£24.05	Interest earned	£5.04	Interest paid	£6.99	Clerk's Wages	£174.00	Chq 100549	£60.00	Chq 100550	£90.00
Clerk's Wages	£174.00														
Interest earned	£24.05														
Interest earned	£5.04														
Interest paid	£6.99														
Clerk's Wages	£174.00														
Chq 100549	£60.00														
Chq 100550	£90.00														
11	<p><b>To update the Council on the Deben Ward Parish Council's Meeting</b></p> <p>A meeting was held in November between all the Parish Councils within the Deben Ward to discuss common issues.</p> <p>Poor phone signal - a letter is to be drafted to the local MP, Jenny Riddell-Carpenter highlighting how poor the mobile telephone signal is across the ward.</p> <p>Roads/Highways - a spreadsheet has been created for all parishes to log their Highways issues. Once this has been completed by all a letter will be sent to Highways requesting their plan of action. 45 issues have been highlighted for Sutton</p>														
12	<p><b>To review the Council's internal controls</b></p> <p>Model Standing Orders (2022) - adopted unanimously and these are available on the website  Model Financial Regulations (2024) - adopted unanimously and these are available on the website  Asset Register - reviewed and updated where applicable, this available on the website.  Approve Internal Auditor - unanimously agreed to approach Suffolk Association of Local Councils to become the Council's auditor</p>														

13	<b>To agree and adopt the Parish Emergency Plan</b>  Adopted and agreed unanimously - this will be available on the website in due course
14	<b>To discuss parking on the pavement outside Flagship Housing properties</b>  The Parish Clerk will write to Flagship highlighting the dangers of forcing pedestrians to walk in the road.
15	<b>To discuss the speed limit at B1083 and Heath Road junction</b>  The council was presented with the accident statistics for this junction and despite East Suffolk Council's annual review stating the limit is appropriate the Council agreed to write requesting an extension of the 40 mph to beyond the junction and the 'Give Way' order to be changed to 'STOP'
16	<b>To agree a date for this year's annual litter pick</b>  This year's event will take place starting at 10.00am at Sutton Memorial Hall on 8th March 2025
	<b>Date of next meeting</b>  25th March 2025
Minutes agreed	
Signed ..... (Chair)      Date .....	