

Sutton Parish Council

Minutes of Parish Meeting held on Tuesday 30th July 2019

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.

Other attendees: N. Darke (clerk), J Quilter (training new clerk), Cllr James Mallinder, Mr. H. Swager (resident of Sutton).

1-30/07/19- Apologies for Absence

- Mr W Chapman

2-30/07/19- Declaration of Interest

- There were none.

3-30/07/19- Minutes of the parish council meeting held on 14th May 2019

- Annual Parish Minutes – agreed
- Parish Council meeting: Agreed and duly signed. Although it is noted that it now seems to be the intention of Flagship to sell the new builds on Old Post Office Lane on the open market.

4-30/07/19- Matters arising from minutes from 14/05/19:

- Bus shelter insurance – discussed suggested increase of general premium insurance costs. NA to take this forward.

Action 1: NA to ensure premium for bus shelter is increased.

- Housing on Old Post Office Lane – email received saying they will survey area on 31/07 and then trim following that.
- Housing Survey – JM reported no results at this point. Persons who objected will be notified by letter of a meeting with planning inspectors.
- Grants - GF spoke to someone who looked at wires on Chequer Field and who appeared positive and seemed likely to recommend `under-grounding` of wires.
- GF to write a thank you to Cllr Christine Block for her work over the years.

Action 2: GF to write a thank you to Cllr CB

- Parish notice board is now assembled (PY) and ready to be concreted in.

Action 3: PY to coordinate erection of Parish notice board.

- Leaking bus shelter roof is still awaiting repairs – hopeful this will be actioned by councillors for September.

Action 4: PY/NA to ensure bus shelter is repaired as soon as possible.

- SC received an email 28/07, erroneously stating that the village is now connected to broadband. This is not actually the case, as only half of the village has access.

5-30/07/19 –Cllr. James Mallinder:

1. JM is District Councillor Cabinet Member for the Environment. East Suffolk DC have declared a Climate Emergency. Changes are to make a big difference over time but be sustainable. JM stated that the group needs to go into this slowly and carefully, so that they make use of most up to date thinking and technology.
 2. Report to follow re environmental emissions etc.
 3. JM is currently looking at how to advise local people to make small changes to their life-style choices, which will have an impact on the environment. GF asked what form advice on the green plan may take and JM suggested some of the following may be considered:
 - Green waste – why is there so much?. `Food Savvy` and `Hubbub` websites give good advice concerning how to cook with minimum of waste.
 - `Plastic Champions` through `Green Print Forum`, advising about how to improve recycling e.g. advising village shop to have aluminium recycling bin.
 - Part of the council pledge is about carbon usage.
 - Ideas are being considered re: new housing: `build a house, plant a tree`/ solar-panels on new builds / water-butts given to all new build owners.
 4. The Government are considering separate collections for food waste across the country. However, they could also look at composting. (Several councillors stated that Suffolk did try free compost-waste bins around ten years ago but this was not successful).
 5. Suffolk could also consider policy on cycle racks and electric-car charging points.
 6. Next year, they may possibly look at inviting parish councils to make positive decisions re environmental issues.
 7. `Green Print Forum`, `Plastic Champions` campaign and `Eastsuffolkmeansbusiness.co.uk`, which is a portal for small businesses to help them be greener (card given to clerk) will also have input.
 8. Consultations: Sizewell C, Ipswich bypass, Thorepness due to coastal erosion.
 9. On the 22/08 JM to meet Steve Gallant re local area issues. They are meeting in Eyke, but only have an hour. Council can ask for a voice/subjects to be raised.
 - NA asked JM to mention lack of proper broadband. JM informed that `Frambroadband` possibly filling in gaps in coverage in local area.
- Action 5: JM to raise broadband coverage issues with Steve Gallant on 22/08**
10. Railway station is now charging for parking in Melton.
 11. New council offices do not have sufficient parking for members, which may impact on parking locally, including at Melton station.
 12. JM felt Sutton Hoo is quite isolated from community – JM to meet with them re offers for locals. SC told him that residents of Sutton get free entry with presentation of a utility bill. Current footpath to Sutton Hoo may be inappropriate for local use – JM suggested it needs improving/developing into a cycle path to make it more accessible.
 13. Coastal walk/path – JM aware of issue.
 14. UK Power Networks are offering a free pack with: a room-temperature thermometer; an emergency torch with electric charging point and a pot to be placed near the door with details of any medical needs, which emergency services can readily access. JM has details of how to request boxes – councillors discussed that these possibly could be distributed to vulnerable persons in parish through village breakfast/fete.
 15. Posters given to SC to put up re surgeries for JM, which will currently only be offered in four locations: Bawdsey, Hollesley, Eyke and Bromeswell.

16. Concern raised Bloor Homes and the impact on Woods Lane – Sutton residents don't have any choice about travelling through appalling pot holes, congestion etc.

Action 6: JM to find out and share more information about Woods Lane, as available.

(Nb. Cllr JM left the meeting at this point).

6-30/07/19 - Potential Affordable Housing in Sutton

- Covered in previous meeting with JM – see above amendment to minutes from 14/05/19.

7-30/07/19 - Rest Centre Training and Community Emergency Planning.

- East Suffolk has appointed an officer to coordinate emergency planning for villages. NA has previously spent time planning this under the aegis of the Environment Agency, but things appear to have changed. Questions were asked about the need for a formal plan shared with East Suffolk. (The email implied that the formal registration may be about ensuring the insurance validity of the plan.) The current list of vulnerable persons probably needs updating as several may have moved/died.

Action 7: NA to find out more information about who is coordinating the community emergency plans and what changes need to be made to Sutton's existing plan.

8-30/07/19 - Local Planning Document Update

- Still awaiting approval by inspector.

9-30/07/19 - Joint Parish Meeting Update

Key points from the meeting were summarised as follows (NA attended):

- The meeting raised a possibility that hard copies of planning applications may not be sent any longer and clerks will not be notified – expecting councillors to watch out on web site.
Currently, plans are still arriving in hard copy to clerk. The ultimate decision will be made by the district council. JM was at the Joint Parish Meeting and is aware of concerns raised.

Action 8: NA to email James to clarify the position re change of notice given to clerks of planning applications and what Sutton Parish Council may do to challenge this decision.

- Enabling Communities Initiative. Local people can self-help with Highways issues if they have had appropriate training (a person who had previously attended was not impressed with training). This could include cleaning signs, cutting verges etc. Without training, local workers won't be insured. Hopefully, there will be more appropriate training forthcoming.
- Highway signs will no longer be replaced if fall over, unless this presents a danger.
- Scottish Power have agreed to do some restoration work and will be fairly generous in terms of scale of works, areas of responsibility and money allocated.
- Bus timetables will no longer be replaced at bus stops.
- Melton car park charges (see above).

10-30/07/19 - Planning Applications

- DC/19/2098/FUL - Construction of new car port at Woodhall Barn. This was very large and would impact on a local resident. Owners have agreed to withdraw the application.
- DC/19/2643/FUL - Planning application for the Plough Inn, for construction of two pairs of semi-detached dwellings with associated garaging, formation of vehicular access to Main Road and reorganisation of public house car park. Sutton Parish Council will object due to perceived over development of the site as well as restricted car parking (suggested capacity of 18 spaces). The applicants will need another entrance if houses are to be built, which will cut into this projected number of parking spaces and thus concerns have been raised about the impact on local resident parking and properties. The build is also slightly outside the village envelope. The septic tank will be against one of the houses, which will need an Environmental Health assessment.

Action 9: clerk to respond with concerns raised by Parish Council to planning application for Plough Inn (JS to check content before submission).

- DC/19/2619/FUL - Pettistree Hall stable conversion into 2 residential houses. No objection from local residents and no concerns raised by visit.
- DC/19/2641/FUL - Old Council Offices Melton Hill, East Suffolk Council request for comment from local councils re: application for residential development (100 no units) including 32 no affordable housing units (C3) plus a community space (91 sq.m) (Class D1) and a retail unit (157.7sq.m) (A1/A2/A3), car parking, means of access and landscaping, all following demolition of the buildings on site.

Council discussed that residential housing of 100 units could mean around 400 persons. Concerns were multiple, as follows:

- As there are projected to be 100 units and only 99 allocated car park spaces (underground), this assumes only one car per residential unit. What about visitors and 2 or more car families? Pytches Road junction is always congested. Concern of impact on traffic in local area.
- Effect on doctors and other services including secondary schools (as local secondaries are over-subscribed and Bloor Homes residents are already being allocated to Leiston High School – which is a significant bus journey, so has environmental implications).

Council agreed that JS would formulate an objection to be returned to East Suffolk Council.

Action 10: JS to formulate an objection to the application for building on the site of the old council offices, to be returned to East Suffolk Council.

11-30/07/19 - Finance

- Laptop for clerk, to ensure that Sutton Parish communications and records are timely completed and securely held – Council agreed in principal to this provision. ND confirmed that internet etc, are already present. NA proposed looking at costs of renting versus buying a laptop.

Action 11: NA to research the costs and benefits of renting versus buying a laptop for clerk business.

- New signatories – presently, these are NA, PY, JS and JQ. JQ requested that she be removed. ND would only need it from point of view of checking accounts, not to sign cheques. PY to make ND a signatory. ND to provide details of full name and account number.
 - ND query re on-line banking. Village Hall already have this. The relevant persons could then use a card reader device to authorise payment or perhaps just to check bank statements, withdrawals and payments etc. This would require one member to nominate someone to generate payments (ND would be generator) and at least one to authorise. ND to look into on-line banking once made a signatory.
- Council agreed that Ray Kay be re-appointed as auditor.

Action 12: NA/PY to inform Ray Kay of decision to reappoint him as auditor of Sutton Parish finances, as and when appropriate, on behalf of the council.

- Cheques (expenditure and variance) confirmed. Cheques were agreed before signing at council meeting. Cheques authorised at this meeting, with invoices and cheque stubs initialled were:
 - Cheque number 100467 - Rendlesham Parish Council for calibration of speed gun. £21.15
 - Cheque number 100468 - Mr. Ray Kay for audit of Sutton Council finances. £60
 - Cheque number 100469 - Sutton Recreation Ground and Memorial Hall Trust for use of hall for Annual and Parish meetings. £36
- Council accepted that internal financial controls were affective. Standing Orders to be reviewed at new year meeting.
- Financial Overview for financial year up to 30/07/19 was reviewed. Council requested that the clerk add a budget column to financial overview, to enable easier comparison of projected and actual costs.

Action 13: ND to re-design current financial overview sheet to make it more user-friendly and enable inclusion of projected costs.

Account Balances as of 30th July 2019:-

Common Rights Fund	1,956.90
Business Current Account	866.31
Business Savings Account	<u>3,824.31</u>
Total	£ 6,647.92

12-30/07/19 - Correspondence:

- Sizewell – no comment from council.
- Mary Warner grant – SC to add as addendum to newsletter. ND to give to Sue.

Action 14: SC to add Mary Warner grant information as an addendum to this month's newsletter.

- Suffolk Preservation Society – council agreed for membership to be renewed as a Standing Order.

Action 15: ND to apply for membership of Suffolk Preservation Society to be changed from JQ to ND and converted to standing order.

13-30/07/19 - Any Other Business:

- Emails – council agreed to continue to receive all emails forwarded by clerk.
- Emails – Discussion of whom should have access to Sutton Council email address. Decision: access to remain with solely with the clerk as adding more users may cause confusion.
- The Village Fete – agreed not to have a Parish Council stand. It was suggested that the Village Breakfast may be a better opportunity for a councillor to have a presence.
- Consideration of adding planning application information to the village newsletter. Concerns were raised about the impact of such additional work on editor.

Action 17: SC to consider possible ways of adding planning information to village newsletter.

- Verge cutting around the Memorial Hall road verge. Council agreed to contribute to reimbursing Mr. Roger Ray, covering expenses such as petrol etc. Council agreed to match Village Memorial Hall payments of £40 per annum.

Action 18: ND to ensure payment is forwarded to Mr. R. Ray for expenses incurred when trimming verges, also to ensure completion of invoice for records, signing of cheque etc. as per normal procedure.

- AM – community speed watch has two new volunteers (one approved and one soon to be approved), bringing them to a total of 6 persons (plus an additional honorary member).
- Mr. Swager raised a concern over lack of mention of fete in the meeting. Council explained that they are only nominally involved the fete, as this is the province of the Memorial Hall. Flyers were offered for distribution.
- Thanks were given to JQ for all of her efforts over the last few years in her position as Clerk of Sutton Council, and for her support of the new clerk.

14-30/07/19 - Date of next meeting

- Tuesday 15th October at 7pm in Sutton Bowls Pavilion

Signed _____

Nigel Albertini
Chairman