

## **Minutes of the meeting held on 24<sup>th</sup> July 2018 of**

### **Sutton St Edmund Parish Council held at SSE village hall.**

Present: Cllr M.Coleman (Chairman), Cllr C.Hunn (Vice-Chairman) and Cllr K. Bowman.  
Stand-in Parish Clerk Mrs.C.Mackenzie

Distirct Cllr M.Seymour and County Cllr N.Pepper.

#### **1. Chairman's welcome.**

- a. Chairman Cllr Coleman welcomed everyone.

#### **Public forum for 15 mins.**

#### **2. Apologies for absence.**

- a. None received.

#### **3. Declarations of interest.**

- a. None received.

#### **4. Clerk vacancy.**

- a. It was resolved to instruct Mrs C. Mackenzie to undertake the Parish Clerk administration until such time as interviews had been held for any applications received.

#### **5. Parish Councillor vacancies.**

- a. No applications had been received.

#### **6. Notes of the general meeting held on 24<sup>th</sup> July 2018** had been distributed. It was proposed by Cllr Bowman and seconded by Cllr Hunn and resolved to accept these as a true record of the minutes.

#### **7. Police report.**

- a. Police report had been received. ASBx2.

#### **8. To receive the latest financial report and discuss the outgoing clerks Gratuity payment and final salary.**

- a. It was resolved to instruct the Clerk to pay the gratuity payment due, minus the tax and NI. Also to pay what was owing accordingly. This will reflect in the financial agreement at the next meeting.
- b. Discussions had taken place regarding updating the bank mandate. To take forward to the next meeting.

#### **9. Administration documents.**

- a. To consider the latest Standing order's policy.

#### **10. Village Hall Lease.**

- a. It was resolved to offer the lease as it was currently documented. Proposed by Cllr Coleman and seconded by Cllr Hunn that this be accepted.

#### **11. Playing Field matters.**

- a. Ongoing monthly playing field equipment will continue, although the main ROSPA report was due in August. Clerk to contact them with new email details and ascertain a date for inspection.

Various repairs to the area had been reported and the previous Clerk had contacted local builders, although no one had yet come forward. The current Clerk will speak to a local builder to get prices, but it may be prudent to wait until the full ROSPA report had been completed.

**12. Highways.**

- a. The dropped kerb leading to the playing field had been reported to Highways, although we are uncertain if this comes under their remit and not something the Parish Council is responsible for.

**13. Planning applications.**

- a. The local planning applications had been distributed and any comments due would be dealt with accordingly.

**14. Dates of the next meeting.**

- a. The date of the next meeting was proposed for 25<sup>th</sup> September, although this may change due to Cllrs work commitments.

**15. To resolve whether to move into closed session.**

- a. Not required.

Meeting closed at 8.15pm