



Minutes of the Annual Meeting of Suffield Parish Council Meeting held on
11th May 2022

Suffield Village Hall

Cllr Patrick Mutimer -
Cllr Jack Almey
Cllr Caroline Brett
Cllr David Hawkins
Cllr Helen Almey
Cllr Louisa Inglis
Cllr Morag Neeld

Clerk Wendy Murphy

3 Members of the Public

1 To elect the Chairman and Vice Chairman of the Council for 2022/2023

Cllr Jack Almey was elected as Chairman, proposed by Cllr Inglis and seconded by Cllr Neeld. Cllr Helen Almey was elected as Vice Chairman proposed by Cllr Brett and seconded by Cllr Morag

2 To receive the Chairman's declaration of acceptance of office

Received

3 Declarations of interest & requests for dispensations

None

4 To receive & accept apologies for absence

Apologies received from County Councillor Saul Penfold

5 To approve the minutes of the Suffield Parish Meeting 3rd February 2022

These were approved and signed

6 To discuss matters arising from the minutes

No matter arising

7 Reports from County and District Councillors

None received

8 Financial Matters

- a) The accounting statement for the year ending 31st march 2022 was approved
- b) The AGAR exemption certificate for 2021/2022 was signed
- c) The internal auditor Mo Anderson-Dungar was authorised for 2022/2023
- d) The Queen's Jubilee was discussed but this is also an Agenda item
- e) The following cheques were authorised 100344 Zurich Insurance £321.85
100345 Suffield Village Hall Hire £165.00, 100346 Country Side Recycling £19.80
- f) The balance on the account as at 11th May 2022 is £8107.63
- g) This insurance with Zurich Insurance was agreed for the upcoming year proposed by Cllr Brett and seconded by Cllr Neeld

9 To adjourn the meeting to allow members of the public to speak

No speakers

10 Footpaths/Highways

- a) **SAM 2** – The clerk confirmed that she had been in discussion with Cllr Saul Penfold and he had agreed for £1091.48 from his LMB to go towards the cost of the SAM2, Wendy confirmed that this could be used alongside a parish partnership which will be opened up in July – she will bring more details on this to the next meeting
- b) **Triangle** – it was confirmed that the laurel hedge had been trimmed – Saul Penfold was not present to find out who owned the boundaries to the triangle – this will be addressed at the next meeting. He will also be asked to find out what is happening with regards to the un inhabited house.

11 Planning Applications

The following applications were emailed to councillors and agreed by email

PF/22-0543 – Greenways Brick Kiln Lane – Erection of single storey front and rear extension and loft conversion

Parish Council response – No Objection

PF/22-0809 – Hall Farm Rectory Road – Installation of a dirty water containment tank with floating cover

Parish Council response – No Objection

PF/22-0810 – Hall Farm Rectory Road – Installation of a 50KW ground mounted solar array comprising 3 rows of 68 panels

Parish Council response – No Objection

12 Reports from Groups

None received

13 First Aid Course

It was agreed to ask at the next coffee morning to get an indication of when this should happen. Once decided Wendy will get in contact with Aylsham First Responders

14 Queens Platinum Jubilee

Patrick Mutimer will be making the beacon to be lit on the Thursday and Wendy will arrange for the road to be closed for the Street Party. It was proposed by Cllr H Almey and seconded by Cllr L Ingles that the cost of the jubilee should be split between the village hall committee and the parish council – all in agreement

15 To note items for information/Future Agenda

Cllr Helen Almey has two people that may be interested in becoming councillors – The clerk confirmed that she would need to advertise on the website a notice of vacancy of councillors and if an election is not called after 14 days, then the Parish Council will be able to fill the vacancies by co-option which can happen at the next meeting.

Meeting closed at 20.18

Date of next meeting 17th August 2021 7pm