**Minutes of the Meeting of Thrandeston Parish Council held on 2nd July 2018.**

**Present:**

Councillors Goff Hawes, Jerry Cotter, Andrew Colchester and Alison Murton.

Philip Freeman – Parish Clerk.

Four members of the public.

1. Apologies for absence.
* Councillor S Colchester.
1. Chairman’s opening remarks
* The Chairman welcomed everyone to the meeting.
1. To receive any declarations of pecuniary and non-pecuniary interests from members on any agenda item. To consider any requests for dispensations.
* None.
1. Minutes of the previous meeting held on 9th May 2018.
* The minutes of the previous meeting were agreed as a true record and were signed by the Chairman.

1. Matters arising from the minutes:

**Action Points:**

* Details of the new layout of the junction on the A140 to be sent to Parishioners. Completed.
* Complete annual accounts and apply for exemption. Completed.
* Bank mandate to change details of the Clerk. Completed.
* Topping of the Marsh on next agenda. Completed.
1. Notification of any urgent business.
* None.

Meeting closed at 7.40 p.m.

**Public Forum.**

* There was a discussion of the plans to reduce the number of PCSOs in Suffolk.

Meeting reopened at 7.48 p.m.

1. Correspondence received.
* Various documents from SALC.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department Suffolk County Council.
* One Council Update.
* Further information about the planning application for Marsh Farm.
* Emails about the A140 Eye Airfield Junction Improvements and Link Road.
* Safer Neighbourhood Team Newsletter.
* Post 16 Travel Policy 2018.
* Crime figures.
* Election of Diss Town Mayor.
* Eye Town Council.
* Deed of Grant - Birkett Solicitors.
* Various emails about Progress Power.
* Suffolk Minerals and Waste Local Plan Consultation.
* Town and Parish Liaison Meeting.
* Letter to BT about digging a trench across land owned by the Parish Council.
* Project2025
1. The Common
	1. Report from the Commons Co-ordinator.
* The cattle were grazing on the Marsh.
* This year has been perfect for hay making.
	1. Topping of an area of the Marsh.
* The area which was cut in 2017 will be cut again this year with an additional area to be cut in 2018.
1. Highway matters:
	1. Cutting of grass verges.
* The grass verges are due to be cut during the week beginning 6th August 2018.
* It was agreed that in future the Parish Council may organise the cutting of the grass verges throughout the village in May each year. The roads are very dangerous this year because of the height of the grass etc on the verges and the delay in cutting by the County Council.
* The Clerk will write to local farmers in the Autumn to ask if they are interested in tendering for the work.
1. Finances and financial report.
	1. Balances on Accounts: 30th May 2018.
		1. Current account: £6,897.47.
* The account balance was noted.
	1. Financial report and bank reconciliation.
* Detailed accounts had been given to Councillors, which recorded all items of income and expenditure, and compared them to the budget. The spreadsheet also showed both as a percentage of the budget.
* The accounts were to the date of this meeting and included a bank reconciliation.
* There were no questions from Councillors.
	+ 1. Annual Accounts 2017/2018.
* The Clerk had prepared the accounts and financial reports to the end of the 2017/2018 financial year. The Clerk explained the accounts and the variations from the previous financial year.
* The Accounting Statements and the Annual Governance Statement were unanimously agreed.
* Heelis and Lodge had carried out the internal audit for the Parish Council.
* The accounts were agreed and will be sent to the external auditor.
* The audit report will be discussed at the next meeting. **Action: The Clerk.**
	1. To authorise cheques for signature:

N.B. Cheque signatories to initial cheque stub and invoice.

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| --- | --- | --- | --- | --- |
| **Payee** | **Details** | **Cheque Number** | **Amount** | **Power** |
| P Freeman | Clerk’s Pay and Expenses |  | £237.85 | LGA 1972 S112 |
| HMRC | PAYE |  | £53.59 | LGA 1972 S112 |
| Business Services at CAS Ltd | Insurance Premium |  | £173.84 | LGA 1972 s111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor A Colchester and seconded by Councillor Hawes.
	1. Requests for financial support: None
	2. Receipts: None.
	3. Bank Mandate.
1. General Data Protection Regulation.
* 18 replies had so far been received from people in Thrandeston asking to be included on a list for information sent by the Parish Council. They also had given their permission for the Parish Council to hold their personal data for this purpose. Most people agreed to receive the information by email, but a few opted for it to be sent by post.
* The policies will be added to the website before the next meeting. **Action: The Clerk.**
* The Parish Council will then be compliant.

1. Procedural.
	1. Review of the Asset Register.
* It was agreed to dispose of the Parish Council laptop. The Asset Register was agreed
	1. Risk Assessment.
* The Risk Assessments were agreed.
	1. Standing Orders.
* The Standing Orders had been amended to take into account the General Data Protection Regulation changes and were agreed.
	1. Financial Regulations.
* The Financial Regulations were unchanged from the previous review and were agreed.
	1. Statement of Internal Control and Annual Review of Effectiveness of Internal Control:
* The statement was agreed.
1. Planning:
	1. Applications:
		1. Applications for Discharge of Conditions:
			* Application: DC/18/02041

Proposal: Approval of details reserved by Requirement 18 pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye,

* + - * Application: DC/18/02574

Proposal: Approval of details reserved by Requirement 13 (Construction Traffic) and 14 (Travel Plan) pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye,

* + - * Application: DC/18/02639

Proposal: Approval of details reserved by Requirement 7 pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye,

* + - * Application: DC/18/02693

Proposal: Approval of details reserved by Requirement 11 pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye,

* + - * Application: DC/18/02041

Proposal: Approval of details reserved by Requirement 18 pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye.

It was agreed that the Parish Council would make no comment on these applications.

* 1. Applications – no decisions to date: None.
	2. Planning decisions:
		1. Approved: None.
		2. Refused: None.
		3. Discharge of Conditions: None.
	3. Withdrawn: None.
	4. Appeal by: None.
1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 3rd September 2018.
	* + - There was a discussion of the junction on the A140 that was planned for Brome with access to Thrandeston.

Meeting closed at 8:15 p.m.