

THRANDESTON PARISH COUNCIL

Minutes of Thrandeston Parish Council meeting held at 7.30 pm on **Monday 3 March 2014** in Thrandeston Village Hall.

PRESENT: Councillors David Burn (Chairman), Michael Mortlock (Vice Chairman), Laurence Conroy, Nicky Garrett, Gill Stebbings. Also in attendance PCSO Steven Long (left 19.40) and one member of the public (left 21.50) and Clerk (Sarah Foote)

PUBLIC FORUM

Suffolk Police – a report was read by PCSO Long which detailed one crime since 1 January 2014.

19.39 Meeting opened

1. Apologies for absence

None.

2. Chairman's opening remarks

None.

3. Councillors' Declarations of Interest

None. Councillors were reminded of the requirement for them to individually update their Register of Interests as appropriate. The Chairman informed Councillors that copies of their Registers of Interests were now published on the Mid Suffolk District Council website.

4. Approval of minutes of meeting of 6 January 2014

The minutes of the meeting of 6 January 2014 were unanimously agreed and were duly signed by the Chairman.

5. Matters arising from minutes of meeting of 6 January 2014

449/10A – letters to parishioners regarding the cutting of Little Green still to be sent. *Action: Cllr Conroy.*

449/10B - whilst some of the fallen limb of the Lime Tree had been removed, a rotten section had been left on the ground to naturally decay. It was agreed no further action was required.

447/10C – the tree survey would be undertaken when the trees were in leaf, probably at the end of April. There was a possibility the survey would be available at the Annual Parish Meeting. The survey would include Little Green, The Marsh and Little Green at The Marsh.

447/12 – better weather was awaited before the firewood could be moved from the rail embankment.

447/13 – The Chairman had responded to AMCO regarding the temporary storage of the waste chippings.

447/15 - Village Clean up – a successful event had taken place on 1 March with much rubbish collected. A report would be published in the next Parish Council newsletter. *Action: Cllr Garrett.* The possibility of a further Clean-up for later in the year was discussed and it was agreed that this would be considered at a future meeting. *Action: Clerk to agenda for next meeting.*

6. Planning

a. The following planning applications were considered:

Ref	Location	Application Details
1609/13	Abbey Farm, Great Green	Conversion of barn to residential dwelling, using existing access.
It was proposed and agreed (three votes in favour, one against and one abstention (Cllr Burn due to his membership of the Mid Suffolk District Council Planning Committee) to recommend support for the above application.		
3617/13	Abbey Farm, Great Green	Listed Building Consent of above
It was agreed that no comment would be submitted on the Listed Building Consent.		

b) There were no planning determinations to note.

c) There were no other planning matters.

7. Highways

Rail Embankment – a meeting took place on 16 January 2014 with Suffolk County Council Highways to consider concerns for the drainage, planting and fencing and as a result correspondence had been submitted to Amco for comment. However, to date, a response had not been received from Amco. *Action: Agenda for next meeting to consider the Amco response.*

On other highways matters, the Clerk reported that the potholes near Kiln Farm and by the Pond on Little Green, both on Mellis Road, had been repaired by Suffolk County Council. However, it had been advised that these repairs were temporary and also that permanent repairs, which would take longer and possibly require road closures, would only be carried out by the County Council when the road(s) became a priority for resurfacing or major maintenance. Further potholes on New Road, from Perry Farm through to Abbey Farm and on the lane from New Road to Great Green would also be reported for repair. *Action: Clerk to contact Suffolk County Council.*

Signed
 Clerk
 Date
 6

..... Chairman

THRANDESTON PARISH COUNCIL

Minutes of Thrandeston Parish Council meeting held at 7.30 pm on **Monday 3 March 2014** in Thrandeston Village Hall.

Speeding Traffic –information from the data recorders placed at two locations in the parish, for approximately two weeks, was not yet available from Suffolk County Council via Suffolk Police. However, it was noted that the devices had not been placed in the locations requested and had been placed near to a bend and a junction where traffic would naturally slow. The data could, therefore, not be representative of the perceived speeding in the village.
Action: Clerk to ask Sgt Eaves for comments on the location of the recorders and to acquire data from the original surveys.

8. Footpath and Dog Waste Bin at entrance to Church Lane

It was agreed, three votes in favour, two against, to purchase a dog waste bin (green in colour) to place at the top of Church Lane at a cost of £95.40 + VAT plus an annual emptying fee from the District Council of £25. Cllr Stebbings would provide a post for the bin to be attached to and arrange for the fixing of the bin to the post.
Action: Clerk to order bin.

9. Consultations

The following consultations were considered:

a) Mid Suffolk District Council, Draft Statement of Community Involvement (SCI)

The above consultation was noted.

b) Progress Power Electrical Connection Compound Access Arrangements and Location

Councillors had been provided with a suggested draft response which, along with the consultation document, was debated at length. It was agreed that the Chairman and Clerk would submit the response on behalf of the Parish Council.

Action: Chairman and Clerk.

The Suffolk Preservation Society response to the consultation, which had been received since publication of the agenda, was also noted.

c) Eye Town Council - Eye Neighbourhood Plan Area designation.

The designation map was noted and concern was expressed that only part of the Airfield was included and that the Airfield was an entity in itself with a non-statutory development plan close to adoption. It was agreed to submit a response which would state that before Thrandeston Parish Council could endorse the area which Eye Town Council had designated, the Parish Council would like to enter into a dialogue over the intentions of the plan.

Action: Clerk to submit response to Mid Suffolk District Council.

10. Finance

a) A detailed budget for the 2014/15 financial year was considered by the Council. It was unanimously agreed to adopt the budget for the forthcoming financial year (as appended). It was also agreed that the Precept request would remain as submitted in January 2014. It was noted that the Stewardship Grants would need to be applied for. *Action: Cllr Conroy.*

b) The current financial statement (including bank balances) was noted by Councillors. A copy is appended.

c) It was unanimously agreed to make the following payments:

Amount	Payee	Details	Cheque No	Power
£35.00	Information Commissioners' Office	Data Protection Processor registration - annual renewal fee	100396	LGA 1972 s111 (1)
£20.40	Avocet Consulting	Domain name and email hosting	100397	LGA 1972 s111 (1)

d) Financial Regulations were reviewed and it was agreed that no amendments were necessary.

e) A Statement of Internal Control was adopted by the Council. It was agreed to appoint Suffolk Association of Local Councils to undertake the internal auditor for the year ending 31 March 2014 and their scope of work was considered and approved as adequate.

f) Asset Register was reviewed and it was agreed to add the footpath gate installed in June 2013 at a value of £150 to the register.

g) The Common Working Party – consideration of delegated powers to the working party was deferred to the next meeting. *Action: Clerk to agenda for AGM.*

11. Village Communication

It was agreed that Cllr Mortlock would liaise with the Village Hall Management Committee concerning events being held on Little Green and report back to the council. *Action: Cllr Mortlock.* Discussion also took place about items for the Annual Parish Meeting. *Action: Clerk to send invitations for parish organisations, including Village Hall Management Committee and Parochial Church Council to attend APM on 6 May 2014.*

Signed  Chairman 
 Clerk 
 Date 

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12. Correspondence

The following items of correspondence received since the last meeting were noted.

Date received	From	Subject
20.02.2014	Suffolk Local History Society	Request for a Village Recorder
It was agreed this request should be published on the parish website.		
13.02.2014	Progress Power	Details of local drop-in sessions
09.02.2014	Progress Power	Information on status of local authorities for consultation purposes
07.02.2014	SALC	Precept Referendums
27.01.2014	SALC	Public Transport Seminar
27.01.2014	Mid Suffolk District Council	Confirmation of Precept request
31.01.2014	Mid Suffolk District Council	Town and Parish Newsletter January 2014
03.02.2014	SALC	The Local Councillor Winter 2013/2014 issue.

13. Urgent Matters

Via Cllr Mortlock, Mr Philip Freeman expressed gratitude for the gift he received from Councillors on his departure from the role of Clerk to the Parish Council.

14. Date of next meeting and agenda items – Monday 6 May 2014, 7.00 pm Annual Parish Meeting. 7.30 pm Annual General Meeting. Agenda items for the AGM would include adoption of Health and Safety, Grievance and Equal Opportunities policies. *Action: Employment Committee. Clerk to agenda for AGM.* The meeting dates for the remainder of 2014 were agreed as Monday 7 July, Monday 15 September and Monday 3 November.

22.32 Meeting closed to the public.

15. Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the public and press to discuss matters of confidential business relating to the employment of a Parish Clerk.

It was agreed to appoint the Acting Clerk, Sarah Foote, on a permanent basis to the position of Parish Clerk and Responsible Financial Officer. The hours of work, salary scale and terms of employment were discussed and were confirmed as 12.5 hours per month @ £10.30 per hour (SCP 22) plus holiday pay (£14.27 per month). Additional hours would be paid @ £10.30 per hour as necessary. A contract of employment would be issued to the Clerk. *Action: Employment Committee.*

22.55 Meeting Closed

Signed
 Clerk
 Date 6 May 2014

..... Chairman
