**Minutes of the Meeting of Thrandeston Parish Council held on Tuesday 4th May 2021 by Zoom.**

# Present:

Councillors Andrew Colchester, Anthony Ronchetti, Colin Swinbourne and Alison Murton.

Philip Freeman - Parish Clerk.

Two members of the public.

1. Election of Officers:
	1. To elect a Chairman of the Council
* The Clerk took the chair for this item.
* Councillor Murton was elected as Chairman of the Council, proposed by Councillor Ronchetti. and seconded by Councillor Swinbourne.
	1. To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.
* The Chairman’s declaration of acceptance of office was completed.
	1. To elect a Vice-Chairman of the Council.
* Councillor Rose was elected as Vice-Chairman of the Council, proposed by Councillor Ronchetti. and seconded by Councillor Swinbourne.
1. Appointment to other roles
	1. Responsible Financial Officer
* The Clerk was appointed as the Responsible Financial Officer of the Council, proposed by Councillor Murton. and seconded by Councillor Ronchetti
	1. Commons Co-ordinator
* Councillor Colchester was appointed as Commons Co-ordinator, proposed by Councillor Murton. and seconded by Councillor Ronchetti
1. Apologies for Absence.
	* + Councillor Rose, County Councillor Jessica Fleming and District Councillor David Burn
2. Chairman's Opening Remarks
	* + The Chairman welcomed everyone to the meeting.
3. To receive any declarations of pecuniary and non-pecuniary interests from members on any agenda item. To consider any requests for dispensations.
	* + None.
4. Minutes of the previous meeting.
	* + The minutes of the previous meetings were agreed as a true record and will be signed by the Chairman.
5. Matters arising from the minutes:

**Action Points:**

* Appointment of Councillor Swinbourne to be added to the Parish Council website and send him various forms to complete. **Action: The Clerk.** Completed.
* Councillor Fleming will investigate the right turn restrictions at the junction of the A140 and Thrandeston Road. **Action: Councillor Fleming.** Completed.
* The Clerk will contact the Rural Payments Agency about clearing the area between the two rail bridges to plant wildflowers. **Action: The Clerk.** Completed but no response.
* Councillor Colchester will contact Matt Bird about cutting Little Green for hay in the summer. **Action: Councillor Colchester.** Completed.
* The Clerk will contact Councillor Burn about the planning permission for the land next to Kiln Farm. **Action: The Clerk.** Completed.
* The Clerk will order two dog bins for the footpath which begins at the Mellis Road and Councillor Colchester offered to fit them. **Action: The Clerk and Councillor Colchester.** Completed.
* Cheques to be signed. **Action: The Clerk.** Completed.
1. Notification of any urgent business.
* None.

**Public Forum.**

* Land next to Kiln Farm:

Summary of the Report Mr and Mrs Taylor had prepared for the Parish Council and Mid Suffolk District Council:

* Mr and Mrs Taylor had contacted the Planning Department of Mid Suffolk District Council in July 2020. The officer concerned had agreed to write to them about the situation on the property next to Kiln Farm.
* It appears that recently a gas supply has been connected, a generator is in use and there may be plans for solar panels for electricity to be installed.
* There is no evidence of the use of the land for growing herbs for which planning permission was given,.
* A water treatment sewage plant may also have been installed.
* The Council agreed that this would be followed up with Councillor Burn.

Summary of the Report from Councillor Burn on the land next to Kiln Farm:

* An enforcement officer visited the site some time ago about its use as a residential site.
* The owner is seeking to remain on site if at all possible.
* A follow up visit has been slow, and the officer needs to liaise with the planning team to seek their opinion as to whether there would be any chance that residential use of the site could be approved retrospectively.
* If planning advises that residential use would not be likely to be refused (with appropriate justification), then the user will be invited to submit a formal application seeking retrospective approval for the change of use and any associated works.
* If planning would be likely to refuse such residential use, then Enforcement will ask the user to cease the residential use –informally first but then by way of a Notice if they fail to comply.

The Council was grateful for the update on the situation from Mr and Mrs Taylor and Councillor Burn and will await further developments.

1. Correspondence received.
* Various documents from SALC.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department of Suffolk County Council.
* Constables’ Country
* Suffolk View.
* Cranswick Foods Update.
* COVID-19
1. Report from Committees:
	1. Village Hall Committee
* A report was presented at the Annual Parish Meeting.
1. The Common
	1. Report from the Commons Co-ordinator.
* The latest report was presented at the Annual Parish Meeting.
	1. Transfer of the remaining one fifth of the pond in front of Bramley House on Little Green, to the owner of the property.
* Advice from the Parish Council’s solicitor by phone on the email received from Mr Rickard about the pond:
	+ Confirmation can be given by the property owner that any work for maintenance of the pond will be carried out by him/her this can be done by a letter from the Parish Council to the property owner. However, if the property owner wishes to transfer ownership it is more complicated and would require the property owner to pay the Parish Council's legal fees.
	1. Email from Mr and Mrs Rickard about access across the Common to their property.
* Advice from the Parish Council's solicitor by phone on the email received from Mr Rickard:
	+ A prescriptive right is when someone has used an access for more than 20 years. This is registered with the Land Registry and once registered only applies to the specific use of access to the property. It will have to be completed by the owner of the property and the Parish Council will incur no cost.
* Advice in an email from the solicitor: Access
	+ Based on the information supplied by Mr and Mrs Rickard they would qualify for a prescriptive right. However, it is their responsibility to instruct a solicitor to make the application to the Land Registry. The Parish Council does not need to confirm that they qualify for the right nor are they responsible for making the application.
	+ If the access is registered at the Land Registry, then it is likely that the Parish Council will receive notice of the application. At this point, the Parish Council can either object on the basis that the evidence supplied is incorrect, or they confirm that they are happy for the application to proceed.

In the discussion which followed the following points were made:

* The Council accepted that Mr and Mrs Rickard had a prescriptive right of access to their property due to the length of time they had used it.
* It was agreed that the Council will now wait to hear in writing from Mr and Mrs Rickard about the next stage of the transfer of the pond and the prescriptive right of access.
1. Clerk’s Contract and Holiday Allowance.
* The Clerk had circulated background information on a holiday allowance for the work he does for the Parish Council. It appears that he should have been paid a holiday allowance for some years.
* In addition, his employment contract needs to be updated.
* The Clerk had obtained a model contract from the National Association of Local Councils, and this will be considered in the future.
* It was agreed that the Clerk should be paid a holiday allowance, and this had been calculated using the Government website. He suggested that one year’s back pay was a reasonable settlement, and he will write to the Chairman to confirm this. **Action: The Clerk.**
* The holiday allowance and the settlement of the back pay were agreed, proposed by Councillor Murton and seconded by Councillor Colchester.
1. Red Phone Box – Councillor Swinbourne.
* Councillor Swinbourne had seen a misleading article on BBC News, which referred to a village which already had a red phone box, and it could be decommissioned for £1.
1. COVID-19 measures and impact on our village events.
* Thrandeston Village Hall Committee hopes to arrange an event on 18 July 2021, which would be a picnic, depending on the COVID-19 situation.
* It was agreed there would be financial support from the Parish Council.
* It will include an outside bar and snacks.
* The plan is to get the community together as, hopefully, the restrictions will have been eased.
* The Village Hall Committee will discuss the arrangements at their meeting in the week following this meeting.
* It was agreed that the Parish Council will provide £200 to support this event, proposed by Councillor Swinbourne and seconded by Councillor Ronchetti.
1. Village Litter Pick
* The Parish Council hopes to arrange a little pick and the Clerk will check the impact of the pandemic on the insurance cover for volunteers. **Action: The Clerk.**
* (Subsequently it was agreed to postpone this activity until the grass verges have been cut and it will be discussed at the next meeting.)
1. Highway matters:
	1. Quiet Lanes
* Nothing to report.
	1. Footpaths.
* The footpath signs in Thrandeston need to be replaced and Councillor Colchester offered to erect them.
* The Clerk will report the need for replacement posts. **Action: The Clerk.**
1. Finances and financial report.
	1. Balances on Accounts 29th March 2021.
		1. Current account: £9.455.92
	* The bank balance was noted by Councillors.
	1. Annual Accounts.
* The accounts had been circulated before the meeting and the Annual Governance and Accountability Return was agreed.
* The Council also agreed that the Clerk should send the accounts to the internal auditor - Heelis and Lodge
	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. |  | £247.85 | LGA 1972 S112 |
| HMRC | PAYE |  | £57.60 | LGA 1972 S112 |
| SALC | Subscription |  | £142.56 | LGA 1972 s111 |
| Glasdon | Dog waste bins |  | £278.16 | LGA 1972 s111 |
| Robert Coe | Hedge cutting by railway bridge  |  | £84.00 | LGA 1972 s111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Murton and seconded by Councillor Colchester.
	1. Requests for financial support: None.
	2. Receipts: MSDC – Precept: ££1,250.00.
1. Planning:
	1. Applications:
		* Application for Planning Permission - DC/21/01973

Proposal: Full Planning Application - Change of Use of land for the stationing of 15 holiday lodges

Location: Oak Lodge Retreat, Nicks Lane, Brome and Oakley, Suffolk IP23 8AN

* Following a discussion, it was agreed to support this application.
* It was noted there had been one objection but it should encourage tourism in East Anglia and support local businesses.
	1. Applications – no decisions to date:
		1. Statutory consultation on proposals for Sunnica Energy Farm.
	2. Planning decisions:
		1. Approved:
			+ Application for Advertisement Consent - DC/20/03957

Proposal: Application for Advertisement Consent - Erection of 2No signs each consisting of 14 plate signs advertising Roy Humphrey Group businesses within the Eye airfield industrial complex.

Location: Roy Humphrey Group, Ipswich Road, Eye, Suffolk

* + - * Application DC/19/00667

Proposal: Full Planning Application - direction of 2NO. B8 storage buildings and link extension between buildings 6 and 7.

Location: land on Eye Airfield, Ipswich Road, Eye.

* + 1. Refused: None.
1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on Tuesday 6th July 2021.
	* + - It was reported there had been a fire in a pile of cuttings by the low railway bridge.
			- An unoccupied house on the Mellis Road had been featured in a YouTube video where a person had entered the house and filmed its contents.
			- The Clerk had been alerted to this and visited the owner of the property and advised that the house should be made secure.
			- The Clerk also delivered a letter to the owners and offered the support of the Parish Council.

Meeting closed at 8:17 p.m.