

THRANDESTON PARISH COUNCIL

Minutes of Thrandeston Parish Council meeting held at 7.30 pm on **Monday 6 January 2014** in Thrandeston Village Hall.

PRESENT: Councillors David Burn (Chairman), Michael Mortlock (Vice Chairman), Laurence Conroy, Nicky Garrett, Gill Stebbings, County Councillor Jessica Fleming (left 19.45) and three members of the public and Clerk (Sarah Foote)

PUBLIC FORUM

The parish website editor stated they would welcome ideas from the Parish Council and parishioners for items to be included on the website.

Suffolk County Council, Cllr Fleming reported on the proposed gas power station at Eye Airfield. A meeting involving the Planning Inspectorate, Progress Power and National Grid would be held in Eye on 22 January. It was hoped Councillors would be able to attend to represent Thrandeston.

Cllr Fleming gave details of the Suffolk Primary school applications, Youth Internship places and the Greenest County Awards - all had January deadlines. Cllr Fleming also mentioned the work of the charity Shelter and would email details to the council and the parish website.

19.45 Meeting Opened

1. Apologies for absence

None.

2. Chairman's opening remarks

The resignation of the Clerk of six years' standing, Mr Philip Freeman, was noted. Mr Freeman was thanked for his services to the Parish Council and the Village. In particular, the Chairman thanked Mr Freeman for the support he had given him during his time as Chairman of the Council.

3. Councillors' Declarations of Interest

The Council was granted full, participating and voting dispensations in relation to Precept setting in circumstances whereby the Parish Council would be inquorate for an item (Local Government Act 1972 s101 (1) (a) refers.

At this stage of the meeting, the Chairman and Locum Clerk clarified matters relating to the public forum, legal requirements on the content of minutes of Parish Council meetings and the publication of draft minutes.

4. Approval of minutes of meeting of 18 October 2013

Cllr Conroy proposed to replace the original set of draft minutes with a 'clean' corrected and amended version which had been electronically circulated to councillors on 6 January 2014. This motion was agreed three votes in favour, two abstentions. These minutes were duly signed by the Chairman for inclusion in the minute book.

a) Matters arising from minutes of meeting of 18 October 2013 - there were no matters arising not covered elsewhere in the agenda.

5. Approval of minutes of meeting of 1 November 2013

Cllr Conroy proposed to replace the original set of draft minutes with a 'clean' corrected and amended version which has been electronically circulated to Councillors on 6 January 2014. This motion was agreed three votes in favour, two abstentions. These minutes were duly signed by the Chairman for inclusion in the minute book.

a) Matters arising from minutes of meeting of 1 November 2013

Minute Ref 444/15 - The Chairman reported that he had sent responses to two correspondents who had requested information. There were no other matters arising not covered elsewhere in the agenda.

6. Matters arising from the last meeting – Clerk's report

No report available.

7. Finance

a) Bank balances as detailed in the spread sheets provided by the former Clerk were reported as follows. Bank statements were needed to provide an up to date report. *Action: Clerk to inform Barclays Bank of change of address for Parish Council.*

Countryside Account - as at 2 September = £4,455.17

Current Account - as at 8 November = £1,173.82

Deposit Account – as at 3 September = £252.71

b and c) It was agreed to make the following payments:

Amount	Payee	Details	Cheque No
£386.17	Philip Freeman	Clerk Salary October, November + December 2013	100394
£100.04	HMRC	PAYE Periods 7,8,9	100395

It was also confirmed that the following cheque had been issued

£102.60	Peter Frizzel	Completion of grass cutting on Little Green	100393
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d) There were no receipts to note.

Signed Chairman Clerk

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8. Budget and Precept for 2014/2015

Discussion took place on the current budget and the level of precept. It was noted that DCLG were still to confirm if Precept increases were to be capped for 2014/15. It was proposed to raise a Precept of £2250.00 with a discretionary grant of £40, therefore, submitting a total spending requirement request to Mid Suffolk District Council for £2290.00. It was proposed to form a Finance Committee to discuss the budget in detail and bring a proposal back to the next full council meeting. Agreed four votes in favour, one against. *Action: Clerk to submit Precept Form. Action: Finance Committee to meet to consider detailed budget.*

9. Planning

a) The following item was noted:

Ref	Location	Application Details
t.b.c.	Eye Airfield	Proposed Gas Power Station
Cllr Burn asked for two Councillors to attend the meeting on 22 January. It was agreed this would be Cllr Garrett and Cllr Conroy. <i>Action: Clerk to confirm time and location of meeting to Councillors as soon as received.</i>		

b) The following planning determinations were noted:

Ref	Location	Application Details
2961/13	Rose Cottage, Great Green	Replacement of 5 no. windows on rear and side elevations and association works. Planning Permission Granted.
2908/13	Brome Triangle, Norwich Road, Brome	Use of land for erection of start units (Class B1 (a) use). Planning Permission Granted.

10. The Common

a) Completion of the cutting of Little Green – Cllr Conroy suggested that some areas outside houses which the residents had previously mown were now part of the Stewardship Agreement and should be cut as per the Stewardship Agreement. It was agreed that Cllr Conroy would draft letters to these parishioners and send to Councillors for comment before delivering to parishioners concerned. *Action: Cllr Conroy*

b) Lime Tree on Ampners/Little Green boundary – Cllr Mortlock reported that he had spoken to the parishioner concerned and their opinion was that the Lime Tree was on the Green and, therefore, the responsibility of the Parish Council. It was now for the Council to preserve the remaining tree and deal with the fallen piece.

21.08 meeting closed to ask a member of the public to make comment

The parishioner concerned gave his opinion - the fallen section was between two and three tonnes in weight, quite rotten, but a substantial piece of wood probably 15 metres in length. The remaining tree was still very much alive and need attention at the break point. It was thought there was no immediate danger and professional opinion should be sought on how to keep the tree going for as long as possible.

Another parishioner present offered to chainsaw and clear the branch in return for keeping the wood.

21.14 meeting reconvened

It was agreed to ask for expert advice on longer term solutions for the Lime Tree and accept the offer to remove the fallen branch. It is believed the parishioner had his own insurance to cover the use of the chainsaw, however, it was agreed to check with Parish Council's insurance on cover for volunteers operating chainsaws on fallen tree branches. It was also agreed that the MSDC Tree Officer would be kept informed of actions taken. *Action: Clerk*

c) Boundary trees around Parish Council owned land – given the outcome of the item above, and the Parish Council accepting responsibility for the Lime Tree, it was asked if it would follow that all boundary trees were the Parish Council's responsibility and as such costs could be incurred? It was also asked if the Parish Council would have to assume liability for branches overhanging the Green. The Chairman summarised that ideally a survey of all the trees on the common land was required.

21.22 Meeting closed to ask a member of the public to make comment

A parishioner reported, in his opinion, that The Law of Commons states that no boundary is created by the common but by the owners around it. It is the individual owners who have created the boundary including any trees along it. The Parish Council may feel it has a responsibility but, in this parishioner's opinion, all the boundary trees belong to the properties/land on the boundary. A survey similar to that suggested by the Chairman was available from the parishioner and it was believed that the Assistant Tree Officer at MSDC may also hold a copy.

Meeting reconvened 21.26

It was agreed to use the existing survey, which did not currently include the boundary trees, as a basis to plot all trees on Little Green. This would help to build an inventory that the Parish Council could work through and risk assess each tree. The survey could be extended to include other pieces of the common owned by the Parish Council. *Action: Chairman to receive survey from parishioner.*

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d) Management of the area between the two bridges and Fly-tipping – it was agreed to report the fly tipping on the road between the two railway bridges to the east of the railway line to MSDC. The management of the area was *deferred to the next meeting*. *Action: Clerk. Action: Agenda next meeting.*

11. Communication with residents – the first edition of the Parish Council newsletter had been sent to parishioners with the recent benefice magazine. It was envisaged that further editions would be published during the course of the year. It was also discussed how to submit information to the Thrandeston Parish website. No decisions were made.

12. Storage, processing and distribution of firewood and chippings from the railway embankment

There had been five requests from parishioners for firewood at a cost of £25.00 per cubic metre. It was agreed that Cllr Stebbings would liaise with the parishioners, inform them of the condition of the wood and decide how to move the wood, as soon as possible. The money received would be shared between the Parochial Church Council and the Village Hall. *Action: Clerk Stebbings*

13. Rail embankment works/reinstatement

The Chairman had received communication from AMCO about registering the waste chippings. Details AMCO had requested were where the waste would be temporarily stored pending its use. It was agreed to respond that the original location is the temporary store until the chippings have all been removed by residents for their private use. *Action: Chairman to respond to AMCO*

There was a need to confirm the planting scheme for the hedge. Several concerns had been raised about inadequacies with the way AMCO had left the site. These were detailed as; the French drain not working, hedge being too close to the road at one end and possibly impinging the highway, and the potential for cattle to get out where the hedge had been taken down in another location. It was agreed to ask Suffolk County Council Highways and the Landscape Officer to look at the site. It should also be reported to Highways that the drainage under high bridge had been interfered with when the road was resurfaced and the culvert may need clearing. *Action: Clerk to contact SCC Highways*

14. Highways

a) Vehicles speeding through the village – Cllr Garrett had met with Sgt Eaves who had suggested a speed data recorder be placed at two sites in the village for a maximum period of two weeks. It was agreed to ask the Suffolk Police to proceed with this activity. *Action: Cllr Garrett.*

15. Village Clean-Up

It was agreed that this event would take place on the first Saturday in March, 1st March 2014 and volunteers should meet at 10 am at the Village Hall. *Action: Clerk to inform MSDC of date, ask to deliver bags, and arrange collection of waste.*

16. Footpath and dog waste bin at entrance to Church Lane

Cllr Stebbings provided details of dog waste bins which could be purchased at a cost of £92.00. It was agreed to defer any decision on purchase and possible location of bin to the next meeting. *Action: Agenda next meeting.*

17. Dates of meetings for 2014

It was agreed the Parish Council would meet on 3 March, 12 May, 7 July, 1 September and 3 November 2014.

18. Correspondence

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

Date received	From	Subject
05.01.2014	Mid Suffolk District Council	Precept and Taxbase information
05.01.2014	SALC	DCLG Local Government Finance Statement – Part 1
05.01.2014	SALC	DCLG Local Government Finance Statement – Part 2
05.01.2014	Mid Suffolk District Council	Eye Airfield Position Statement

19. Urgent Matters

a) None.

21.52 Meeting closed to the public.

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

It was agreed to form an Employment Committee of Councillors Conroy, Stebbings and Garrett to work towards advertising, interviewing and appointing a new Clerk. Other Councillors would attend interviews as required. The

Signed Chairman Clerk
Date

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Committee would make recommendations at the next meeting or at an extraordinary meeting if appropriate. In the interim, it was agreed that Sarah Foote would act as Locum Clerk and, therefore, assume the role of Proper Officer of the Council and attend the meeting on 3 March 2014. It was noted that whilst there was a duty to appoint an RFO there was no immediate need to do so. **Meeting Closed 22.25**

Approved at meeting of 3 March 2014

Signed Chairman Clerk
Date