

THRANDESTON PARISH COUNCIL

Minutes of Thrandeston Parish Council Annual General Meeting held at 7.30 pm on Tuesday 6 May 2014 in Thrandeston Village Hall.

PRESENT: Councillors David Burn, Michael Mortlock, Laurence Conroy, Nicky Garrett, Gill Stebbings. Also in attendance County Councillor Fleming (left 20.08), one member of the public (left 21.40), and Clerk (Sarah Foote)

1. Election of Chairman

It was proposed and unanimously agreed to re-elect Councillor Burn as Chairman of the Parish Council. Councillor Burn duly signed a Declaration of Acceptance of Office.

2. Apologies for absence - None.

3. Chairman's opening remarks

Cllr Burn stated that he hoped for an enjoyable and successful year for the Parish Council during which he would welcome greater interaction with the parish as a whole.

4. Councillors' Declarations of Interest

None. Councillors were reminded of the requirement for them to individually update their Register of Interests as appropriate.

5. Election of Officers

a) Vice Chairman – it was proposed and unanimously agreed that Cllr Garrett be elected to the position of Vice Chairman.

b) Responsible Financial Officer – it was proposed and unanimously agreed that Sarah Foote carry out this role.

6. Election to Committees and Working Groups

a) The Common Committee - it was agreed (four votes in favour, one abstention) to form a committee which would be constituted Cllrs Conroy as Chairman, and Cllrs Stebbings and Garrett as members. Parishioners could also be elected to the Committee. The Committee would meet and consider the delegated powers they would like to request at the next Parish Council meeting. Action: Agenda next meeting. Action: Common Committee to meet, Clerk to give public notice of meeting once date decided.

b) Employment Committee – it was agreed that the committee would be constituted Cllrs Conroy, Stebbings and Garrett. Dates of any meetings of the Employment Committee would duly be advised.

c) Finance Committee – it was agreed that this committee would be disbanded. All financial matters would be dealt with by the full Council

PUBLIC FORUM

20.07 Meeting closed. A parishioner made comments regarding the Higher Level Stewardship agreement and grass cutting. 20.09 meeting reconvened

7. Approval of minutes of meeting of 3 March 2014

The minutes of the meeting of 3 March 2014 were unanimously agreed and were duly signed by the Chairman.

8. Matters arising from minutes of meeting of 3 March 2014

449/7 – Cllr Mortlock raised concern for the state of Thrandeston New Road as reported at the last meeting. Action: Clerk to contact County Councillor to ask for her support in requesting repairs.

450/7 – Data recorder from speed checks. Action: Clerk to chase Sgt Eaves for the results.

450/8 – The dog waste bin had been erected.

449/10A – letters to parishioners regarding the cutting of Little Green had been prepared and would be posted. Action: Clerk.

447/10C – the tree survey had been started but not yet completed.

450/9C – Eye Town Council Neighbourhood Plan consultation, a letter had been sent to Mid Suffolk District Council outlining the Parish Council's concern for only part of the Airfield being included in the Plan Area.

9. Procedural

a) The Accounts for year ending 31 March 2014 were accepted by the Council and Section One (Accounting Statement) of the Local Councils' Annual Return for year ending 31 March 2014 was duly completed and signed by the Chairman and Clerk. Section Two (Annual Governance Statement) of the Local Councils' Annual Return for year ending 31 March 2014 was considered by Councillors and duly completed. The internal audit would now be completed and the Annual Return submitted to the external auditors by 26 May 2014.

b) Thrandeston Fuel Money Charity – it was agreed that Cllr Mortlock, as one of the original signatories on the bank account, would contact Barclays Bank to try to obtain a statement for the account. Upon receipt of this, or any other information, the future of this account would be considered by the Parish Council. Action: Agenda next meeting.

c) It was agreed to adopt revised Standing Orders as previously circulated to Councillors.

Signed Chairman
Clerk
Date 7 July 2014

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- d) It was agreed to adopt a Public Participation Policy as previously circulated to Councillors.
- e) It was agreed to adopt a Data Protection Policy and a Model FOI Publication Scheme as previously circulated to Councillors.
- f) Adoption of a Complaints Policy. It was agreed to defer this item to the next meeting. *Action: Agenda next meeting.*
- g) Transfer of Parish Council 'electronic/email' documents from previous Clerk – Mr Freeman had advised that all Thrandeston Parish Council email records for the last six years would have to be individually sent from his computer. It was agreed to seek guidance on the transfer of email documents in the hope that a more simple solution could be found, which would save both Mr Freeman and the Parish Council time. *Action: Chairman and Clerk.*

10. Planning

a. It was agreed it was appropriate to consider the following planning application, which had been received since publication of the agenda:

Ref	Location	Application Details
1182/14	Church Farm, Little Green	Use of land for the siting of three marquees for the holding of events. Retention of marquee pads
It was proposed and agreed, four votes in favour and one abstention (Cllr Burn due to his membership of the Mid Suffolk District Council Planning Committee) to recommend support for this application.		

- b) There were no planning determinations to note.
- c) There were no other planning matters.

11. Village Hall

a) Events to be held on Little Green – Cllr Mortlock reported that the Village Hall Committee had assured him they had the necessary insurance and that they would be applying for a Temporary Event Notice for the sale of alcohol at the Hog Roast event on 29 June. Discussion took place around vehicles, particularly tractors, being driven on the Green. It was noted that the Parish Council, as landowners, had the right to give the lawful authority for vehicles to be driven on the Green but without a written request from the event organiser for this authority to be granted, it would be an offence for vehicles to drive on the Green. Parishioners needed to be assured that it was not that Parish Council's intention to be obstructive but clarity should be sought to ensure that all entities were covered. It was agreed to write to the Village Hall Committee to suggest a meeting which would be, in the Parish Council's opinion, to the mutual benefit of both parties and their relevant insurers. Due to events taking place before the next Parish Council meeting, it was agreed to delegate authority to a Working Group comprising Cllrs Burn, Mortlock and Conroy to progress and resolve the matters relating to granting permission, insurance and licensing. *Action: Clerk to write Village Hall committee to suggest meeting. Cllrs Burn, Mortlock and Conroy to attend meeting.*

b) Correspondence received from the Village Hall Committee regarding maintenance of the car park was considered and it was agreed that this would be discussed further at any meeting organised as a consequence of item 11a above.

12. Cutting of Little Green

Cllr Conroy had been pursuing several options a contractor for the cutting of Little Green and it was hoped that someone would shortly be appointed to undertake the work. The initial cut of the area needed for use by the Village Hall Committee for their event on 29 June would be discussed at the planned meeting with the Village Hall. See 11a above. *Action: Cllr Conroy.*

13. Rail Embankment

Correspondence received from AMCO in response to County Council and Parish Council letters concerning drainage, planting and highway issues was considered and it was agreed to discuss this matters in more detail at the next meeting. *Action: Agenda next meeting.*

14. Insurance

Quotations and policy terms for the renewal of the Parish Council's insurance policy were considered and it was agreed to proceed with Zurich Insurance, via Community Action Suffolk, on a three year long term undertaking at £192.36 per year, a saving of nearly £200 on the existing insurance provider. *Action: Clerk to complete. Cheque No 100406 refers.*

Signed  Chairman 

Clerk

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15. Finance

a) The current financial statement (including bank balances) was noted by Councillors as; Community Account £1,634.61 which included 1st instalment of Precept and the Local Council Tax Relief Grant, Business Account £252.77 and Countryside Account £4,456.29.

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

Amount	Payee	Details	Cheque No	Power
£108.00	Mr P Freeman	Transfer of Parish Council Word documents		
It was agreed (three votes in favour, two abstentions) to defer consideration of this payment until the completion of the transfer of all Parish Council documents (see item 9g above).				
£26.92	Sarah Foote	Clerk's expenses 1 March – 30 April 2014	100402	LGA 1972 s111(1)
£500.00	Ulric Computers	Lap Top Computer and software	100403	LGA 1972 s111(1)
£114.88	Glasdon Manufacturing	Dog Waste Bin	100404	
£128.00	Suffolk Association of Local Councils	Annual Subscription	100405	LGA 1972s111(1)

16. Correspondence

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

Date received	From	Subject
24.04.14	Mid Suffolk District Council	1 st instalment of Precept and confirmation of Council Tax Support Grant
18.04.14	Parishioner	Comments on HLS agreement
04.04.14	Natural England	Changes to receipt of payments w/e Jan 2015
31.03.14	Mid Suffolk District Council	Town and Parish Council newsletter
14.03.14	Mid Suffolk District Council	2014 Village of the Year competition details
13.03.14	Suffolk Association of Local Councils	New Model Financial Regulations in connection to Repeal of s150(5)
12.03.14	Police and Crime Commissioner	Details of public meetings
12.03.14	Suffolk Association of Local Councils	Repeal of s 150(5) of the Local Government Act 1972 (repealing the statutory requirement for two elected members to sign cheques and other orders for payment)
06.03.14	Suffolk County Council, Mid Suffolk District Council and County Councillor Fleming	Responses to Progress Power Consultation - electrical connection access arrangements etc.
04.03.14	Suffolk Association of Local Councils	LAIS 1365 Access to Local Council meeting
03.03.14	Suffolk Association of Local Councils	Annual Training Programme 2014/15

b) It was agreed that all future correspondence received electronically would be forwarded to Councillors as received. Correspondence received by post would be brought along to meetings or if of an urgent nature, would be scanned and emailed to Councillors.

17. Consultations

a) Mid Suffolk District Council/Babergh District Council Planning – new joint draft Local Validation List was noted.

b) Progress Power – proposed gas power station and electrical connection compound including correspondence from Mellis Parish Council and Suffolk County Council. Correspondence relating to this consultation, including Mellis Parish Council's suggestion for joint working, was considered. It was agreed that the Parish Council would be willing to meeting and talk with other parishes (Mellis, Yaxley, Thornham, and Eye) and that Cllr Burn would register the Parish council's interest on the planning inspectorate. *Action: Cllr Burn*

Signed  Chairman 

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c) Suffolk Association of Local Councils - Consultation on a draft transparency code for Parish and Town Councils with a turnover not exceeding £25,000. The Clerk provided Councillors with details of this consultation and the possible implications for the Parish Council which may include the need to publish more information on-line.

18. Urgent Matters

Cllr Garrett asked for items for the next Parish Council newsletter.

19. Date of next meeting and agenda items – Monday 7 July 2014. Apologies were received in advance of the meeting from Cllr Stebbings.

22.22 Meeting closed