**Minutes of the Meeting of Thrandeston Parish Council held on 9th May 2018.**

**Present:**

Councillors Goff Hawes, Andrew Colchester and Sharon Colchester.

District David Burn and County Councillor Jessica Fleming.

Philip Freeman – Parish Clerk.

Six members of the public.

1. Election of officers:
	1. To elect a Chairman of the Council
* Councillor Hawes was elected as Chairman, proposed by Councillor S Colchester and seconded by Councillor A Colchester
	1. To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.
* Councillor Hawes completed the declaration of acceptance of office.
	1. To elect a Vice-Chairman of the Council.
* Councillor Murton was elected as Vice-Chairman, proposed by Councillor S Colchester and seconded by Councillor A Colchester
1. Appointment to other roles
	1. Responsible Financial Officer:
* The Clerk to the Parish Council was appointed as Responsible Finance Officer.
	1. Commons Co-ordinator:
* Councillor A Colchester was appointed as Commons Co-ordinator.
	1. Representative on Energy Power Renewals Liaison Group.
* Councillor Cotter was appointed as the representative on Energy Power Renewals Liaison Group.
1. Apologies for absence.
* Councillors Cotter and Murton,
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 14th March 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:**

* Report due the Highways Department of Suffolk County Council: Completed.
	+ Various potholes.
	+ A missing finger from signpost on Great Green.
* Arrange the Annual Parish Meeting. Completed.
* Details of the new layout of the junction on the A140 to be sent to Councillors. Completed.
* Send Councillors information about the consultation on Suffolk Highways Community Self-Help. Completed.
* Complete annual accounts.
* Bank mandate to change details of the Clerk. Completed.
* Village Litter Pick on 14th April 2018, a notice will be put in the parish magazine. Completed.
* There was a discussion of grazing Little Green:
	+ It was hoped that sheep would be available to graze the area, to improve the quality of the grass.
	+ The late spring and the wet conditions, following a late a cut last year, will have adversely affected it.
	+ There had been a discussion with David Whiting from Natural England and he was happy with this proposal.
	+ There was still a problem finding someone to cut and bake the hay each year.
	+ In response to a question the following point was made:
		- Grazing rights on Little Green had belonged to Peter Murton, John Wyatt and Ted Ling.
1. Notification of any urgent business.
* None.

**Public Forum.**

Following the annual Parish meeting there were no matters for the public Forum.

1. Correspondence received.
* Various documents from SALC.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department Suffolk County Council.
* One Council Update.
* ‘Your Police, Your Say.’
* Funding for first time central heating systems.
* Community Infrastructure Levy.
* Alternative Visitor Information Workshops.
* Natural England.
1. The Common
	1. Report from the Commons Co-ordinator.
* The Marsh is still very wet but should start to dry out with continued warm dry weather.

There are no cattle grazing yet. The area of HK 10 that we topped at the end of summer 2017 is looking good. It will be beneficial to top the area 1079 on the map, (see attached) this year, to achieve similar results, thus maintaining the Marsh within our management rules. Ash and other species are beginning to colonise the area and need to be controlled. Topping would need to take place at the end of the grazing season. The topping carried out last summer was difficult because of the amount of scrub which had established over several years. The next area is not as bad. It would be best to top both areas at the same time to keep them under control.

1. Highway matters:
	1. Plans for highways scheme to improve junctions on the A140 around Eye Airfield.
* This matter was opened to the public:

The following points were made in the discussion:

* There could be a significant problem of access to Thrandeston from the new roundabout at Brome because of its proximity to the to the turning to Thrandeston.
* This could lead to a gridlock as it would be difficult to turn right when travelling from the north.
* It could also lead to ‘rat runs’ through Thrandeston.
* It was agreed that a copy of the plan should be circulated to everyone on the list of contacts held by the Parish Council, with a request for comments. Following this, the Clerk will write to the Highways Department of Suffolk County Council. **Action: The Clerk**.
1. Finances and financial report.
	1. Balances on Accounts: 29th March 2018.
		1. Current account: £6,306.03.
* Councillors noted the current Bank balance.
	1. Financial report and bank reconciliation.
* The end of year accounts to 31 March 2018 were given to Councillors and agreed. It was agreed that the Parish Council would apply for exemption from the external audit due to its low level of financial transactions.
	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 | 100572 | £405.14 | LGA 1972 S112 |
| HMRC | PAYE | 100573 | £80.40 | LGA 1972 S112 |
| SALC | Subscription 2018/2019 | 100574 | £134.62 | LGA 1972 s111 |
| Mr Cotter | Materials to repair notice board | 100575 | £72.30 | LGA 1972 s111 |
| Anglia Book Keeping | Wage service – April 2018 | 100576 | £4.50 | LGA 1972 s111 |
| MSDC | Dog bin emptying | 100577 | £42.00 | LGA 1972 s111 |

* it was agreed to make the payments for the items listed above, proposed by Councillor A Colchester and seconded by Councillor Hawes.
	1. Requests for financial support: None
	2. Receipts: None.
	3. Bank Mandate.
* The bank mandate was signed to include the new Parish Clerk.
1. General Data Protection Regulation.
* The Clerk had begun the work necessary for the Parish Council to be compliant with the requirements of the General Data Protection Regulation.
* The privacy notices will be put on the Parish Council website.
* The current contacts on the Parish Council’s list will be contacted to see if they wish to continue to receive information.
* In addition, a letter will be added to the next parish magazine to give people in the village the opportunity to opt in to this list.
* These actions were agreed.

**Action: The Clerk.**

1. Planning:
	1. Applications: None.
	2. Applications – no decisions to date: None.
	3. Planning decisions:
		1. Approved:
			* Application for planning permission: DC/17/05507.

Location: Marsh Farm, The Marsh, Thrandeston.

Proposal: change of use of land and farm buildings as a wedding venue, erection of kitchen and storage building, following removal of buildings and provision of car parking and access.

* + 1. Refused: None.
		2. Discharge of Conditions: None.
	1. Withdrawn: None.
	2. 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 2nd July 2018.
* None.

Meeting closed at 8:45 p.m.