**Minutes of the Meeting of Thrandeston Parish Council held on 16th May 2019.**

**Present:**

Councillors Jerry Cotter, Tony Ronchetti, David Rose and Alison Murton.

Philip Freeman – Parish Clerk.

District Councillor David Burn.

County Councillor Jessica Fleming

Three 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 Cotter and seconded by Councillor Ronchetti.
  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 Cotter and seconded by Councillor Ronchetti.

1. Apologies for Absence.

* Councillor Colchester.

1. Chairman’s Opening Remarks

* The Chairman welcomed everyone to the meeting,

1. Councillors’ Acceptance of Office.

* Completed.

1. To receive declaration of interest forms from members.

* Completed.

1. To receive completed Code of Conduct from members

* Completed.

1. Minutes of the previous meeting held on 10th April 2019.

* 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:**

* Respond to the Planning Application for the Roundabouts on the A140. **Action: The Clerk.** Completed.
* Respond to the Planning Application for the change of use to the land adjacent to Kiln Farm. **Action: The Clerk.** Completed.
* Ask local farmers for quotations for cutting the grass verges in Parish. The Clerk and Councillor A Colchester will meet to discuss the work to be undertaken**. Action: The Clerk and Councillor A Colchester.** Completed.
* Apply for grit bins once funding confirmed by Councillor Fleming. **Action: The Clerk.**
* Complete Environmental Stewardship claim form. **Action: The Clerk and Councillor A Colchester.** Completed.

1. Notification of any urgent business.

* None.

**Public Forum.**

* Meeting closed at 8:00 p.m.
* There was a discussion of the planning application which was considered at the previous meeting for land adjacent to Kiln farm. Mr and Mrs Taylor were advised to contact the planning department of mid Suffolk District Council.
* Meeting reopened at 8:10 p.m.

1. Correspondence received.

* Various documents from SALC.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department Suffolk County Council.
* Crime rate.
* MSDC Housing Land Supply Situation Review 2019.
* Healthwatch Suffolk.
* Invitation to Eye Town Council Mayor’s Parade and Service.
* Suffolk View.
* CIL Payments
* Move Suffolk Week
* Keep Britain Tidy
* Women’s Cycle Tour
* CAS Parish Council Insurance Policy changes.
* Email from Cllr S Colchester wishing the Parish Council good luck for the next four years.

1. The Common
   1. Report from the Commons Co-ordinator.

* Nothing to report.

1. Neighbourhood Watch

* There was no interest from Councillors in developing the Neighbourhood Watch further.
* However, the Clerk will contact Mr Beatty and ask that the ‘Eye to Eye’ emails should be sent to him and he will circulate them using the Parish Council’s email list. **Action: The Clerk.**

1. Matters Arising from the Annual Parish Meeting

* none.

1. Highway matters:
   1. Cutting of grass verges.
   * Councillor Colchester had requested quotations for the work to cut the grass verges in the parish of Thrandeston and be received two quotations:
   * A & M farm Thrandeston: £264 plus VAT.
   * Robert Coe Agriculture: £910 plus VAT
   * The Parish Council agreed to award the contract to A & M Farm Thrandeston.
   * **Action: The Clerk.**
   * It was agreed to make an application under the Suffolk County Council Community Self-Help Scheme for the work to be carried out between 1 August 2019 and 31 October 2019.
   1. Potholes.

* The Clerk had met a representative from the Highways Department of Suffolk County Council to discuss the quality of the repairs carried out to the surface of Mellis Road.
* The officer from the County Council had explained the process for the repair of the road and informed the Clerk that resurfacing of the Mellis Road was in the highways programme for 2020/2021.

1. Finances and financial report.
   1. Balances on Accounts 29th April 2019.
      1. Current account: £10,455.11
      * The bank balances were noted.
   2. Financial report and bank reconciliation.
      * The final accounts for the 2018/2019 financial year had been sent to Councillors.
      * The accounts were agreed, proposed by Councillor Cotter and seconded by Councillor Rose.
      * It was also agreed that the Parish Council should apply for an exemption from an external audit, proposed by Councillor Ronchetti and seconded by Councillor Rose.
      * It was agreed that Councillors Murton, Cotter and Ronchetti should become the Council’s cheque signatories. **Action: The Clerk.**
   3. To authorise cheques for signature:

N.B. Cheque signatories to initial cheque stub and invoice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payee** | **Details** | **Cheque Number** | **Amount** | **Power** |
| P Freeman | Clerk’s Pay and Expenses | 100597 | £288.93 | LGA 1972 S112 |
| HMRC | PAYE | 100598 | £67.32 | LGA 1972 S112 |
| SALC | Subscription | 100599 | £134.31 | LGA 1972 s111 |
| CAS | Insurance policy | 100600 | £162.40 | LGA 1972 s111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Murton and seconded by Councillor Cotter.
  1. Requests for financial support: None.
  2. Receipts:
     1. Birketts LLP: £1,000.00.
     2. MSDC – Precept: £1,250.00

1. Planning:
   1. Applications:

* Application for Works to Tree(S) in a Conservation Area - DC/19/01782

Proposal:Notification of Works to Trees in a Conservation Area - T1 (Horse Chestnut) Pollard and reduce by 50%

**Location:** School House, Little Green, Thrandeston, Diss Suffolk IP21 4BX

* Application for Planning Permission - DC/19/02267

Proposal: Planning Application - Creation of a temporary access road between the A140 and Leys Lane, Yaxley for use during the construction of the Progress Power Limited Power Station

**Location:** Land Between A140 And Leys Lane, Yaxley, Suffolk

* Following a discussion, it was agreed that the Parish Council should make no comment on these applications.
  1. Applications – no decisions to date:
     1. Application No. DC/19/01563

Proposal:Full Planning Application - Change of use of land and conversion of former equine outbuilding to agricultural/commercial herb processing unit. Improvements to site vehicular access and installation of sewage treatment unit.

Location:Land Adjacent Kiln Farm, Mellis Road, Thrandeston, Diss Suffolk IP21 4BD

* + 1. Various Applications for Progress Power Station listed previously.
    2. A140 Roundabouts and Link Road improvement scheme – response for Suffolk County Council.
    3. 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. Application DC/19/00108

Proposal: Full Planning Application - erection of factory with an adjoining two-storey production office, warehouse extension, a loading dock building, material stockpile and two-storey administration office building. Provision of 9no. caravans for temporary accommodation for seasonal staff. Creation of vehicular access.

Location: Chestnuts Farm, Langton Green, Eye.

* 1. Planning decisions:
     1. Approved: None.
     2. Refused: None.
     3. Discharge of Conditions: None.
  2. Withdrawn: None.
  3. 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 Monday 1st July 2019.

* None.

Meeting closed at 8:45 p.m.