**Minutes of the Meeting of Thrandeston Parish Council held on 1st July 2019.**

**Present:**

Councillors Andrew Colchester, David Rose, Jerry Cotter, and Alison Murton.

District Councillor David Burn.

County Councillor Jessica Fleming.

Philip Freeman – Parish Clerk.

1. Apologies for absence.

* Tony Ronchetti.

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 16th May 2019.

* The minutes of the meeting were agreed as a true record and were signed by the Chairman, with the following amendment Councillor Rose was the cheque signatory not Councillor Cotter.

1. Matters arising from the minutes:

**Action Points:**

* Contact the contractors who quoted for cutting the verges with the result of the process. **Action: The Clerk.** Completed. There was a discussion of the Community Self-Help Scheme put forward by Suffolk County Council and the demands placed on potential contractors. It was agreed that the Council would consider purchasing warning signs if required and that the quality of the work for this year’s cut by the County Council was much improved on previous years.
* Contact Neighbourhood Watch and ask that the information should be sent to the Clerk for distribution. **Action: The Clerk.** Completed.
* New cheque signatories: Cllr Rose and Cllr Ronchetti, in addition to the Chairman. **Action: The Clerk and The Chairman.** Completed.

1. Notification of any urgent business.

* None.

Meeting closed at 7:40 p.m.

**Public Forum.**

Report by District Councillor David Burn.

* There is a new Local Plan and the consultation will begin on 22 July 2019. This has been long awaited and will replace all existing planning policy documents. It has been jointly produced with Babergh District Council and will be in place to cover the period 2018 to 2036.
* The plan will be for Mid Suffolk District Council to build 10,000 homes, 556 per year and there will be a hierarchy of settlements which will provide these houses.

In response to questions the following points were made:

* *The Neighbourhood Plan for Eye includes the number of houses that will be built locally, and the aim will be for 35%, in every development, to be affordable, but this is subject to viability.*
* *There is no chance for younger people to buy houses in hamlets and villages and demographics show that the population is made up of older people. The Council should comment on this problem as it will impact on villages as the population ages.*

Report byCounty Councillor Jessica Fleming.

**Work on A14 -** Highways England is planning to close the A14 in whole or part between J51 (Beacon Hill) and J43 (Bury) at night (8.00 pm – 6.00 am) Mondays – Fridays as follows (to be confirmed): Eastbound A14 will be closed between 8th and 18th July and westbound A14 will be closed between 29th July and 16th August. The official HGV diversion route uses the A143 and A140.

**Ipswich Northern Route Consultation**: Suffolk councils are exploring options for a new road north of Ipswich to link the A14 and A12, potential routes include (1) inner from Martlesham to Claydon, (2) middle from Woodbridge to Claydon, and (3) outer from Melton to the A140 near Coddenham. The public consultation will run from Friday July 5 to Friday September 13, with public drop in sessions:

|  |  |  |
| --- | --- | --- |
| 9 July | Grundisburgh Village Hall, 6 Ipswich Road, Grundisburgh, IP13 6TJ | 1500 - 1900 |
| 10 July | Needham Market Community Centre, School Street, Needham Market, IP6 8BB | 1500 - 1900 |
| 13 July | Woodbridge Community Hall, Deben Annex, Station Road, Woodbridge, IP12 4AU | 1000 - 1500 |
| 16 July | Kesgrave War Memorial Community Centre, Ropes Hall, Kesgrave, IP5 1JF | 1500 - 1900 |
| 17 July | Witnesham Village Hall, Church Lane, Witnesham, Ipswich, IP6 9JD | 1500 - 1900 |
| 19 July | Coddenham Community Centre, Maryday Close, Coddenham, IP6 9SR | 1500 – 1900 |
| 20 July | Ipswich Library, Northgate Street, Ipswich, IP1 3DE | 1000 - 1500 |
| 22 July | Sproughton Tithe Barn Community Centre, Sproughton Road, Ipswich, IP1 5AH | 1500 - 1900 |
| 23 July | Henley Community Centre, Church Meadows, Henley, Ipswich, IP6 0RP | 1600 - 2000 |
| 26 July | Martlesham Pavilion, The Drift, Martlesham, Ipswich, IP5 3PL | 1500 - 1900 |
| 27 July | Claydon and Barham Community Centre, Church Ln, Claydon, IP6 0EG | 1000- 1500 |

Website [www.ipswichnorthernroute.org.uk](http://www.ipswichnorthernroute.org.uk) Queries to [ipswichnorthernroute@suffolk.gov.uk](mailto:ipswichnorthernroute@suffolk.gov.uk)

**Bus Services Review** - Suffolk County Council is meeting with representatives from Suffolk’s bus operators to try to find ways to maintain some bus services without public subsidy following a reduction in public funding. A full list of the affected routes is on Suffolk County Council’s website [**www.suffolkonboard.com**](http://www.suffolkonboard.com/) and includes services where the council is currently paying a subsidy of £12.64 per single ticket which equates to over £25.00 per round trip.

**Pothole Repair Criteria Changing –** You will be pleased to learn that a trial scheme in Ipswich to reassess how potholes are categorised for repair will be applied across Suffolk starting this summer. The new system allows engineers to repair potholes close to each other during the same visit, tackling smaller potholes before they can expand.

**Museum Trainee Grant Programme** - One-year placements are available from October across a number of museum sites in Suffolk. Successful trainees will receive a bursary of £14,400 per year (paid monthly), visit all other partner museums through the extensive training and partner day events, and will be expected to complete a Level 3 Diploma in Cultural Heritage.

Those interested must complete the online application form on the [**Association for Suffolk Museums website**](https://suffolkmuseums.org/) by **Monday 15th July 2019**.

1. Correspondence received.

* Various documents from SALC.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department Suffolk County Council.
* Eye Neighbourhood Development Plan.
* Eye to Eye.
* Enquiry about the Parish Council Website.
* Environmental Stewardship 2018 Claim Payment.
* Parish Register of Interests Query.
* Police Locality Meeting.
* Countryside Stewardship and Environmental Stewardship and Update on your Revenue Claims.
* Parish Council Audit.
* Highway Contractor Consent.
* Bin Collection Day Changes

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

* On a recent early morning visit to the marsh I was happy to hear the drumming of turtle doves. I saw roe dear grazing and a barn owl leaving one of the nest boxes.
* A small group of cattle is grazing the marsh. The scrape is drying out in the warm weather. Poaching by the cattle around the foot drain that feeds the area has also restricted water getting into the scrape, this is to be expected.
* Action is required in some areas of the marsh. The most pressing of which is on the eastern boundary. A bow from a willow tree has fallen onto the marsh but remains partially attached to the tree. This could be a safety risk to walkers and grazing cattle, it would also be an obstacle to future grass management. I recommend the branch be removed from the tree as soon as possible, once it is on the ground it could be cut up and removed from the area at a later date. There are three thorn bushes growing in the wetland area of the marsh which I would recommend being removed before they colonise the area. At this stage they are small enough to dig up by hand.
* The grass will require topping again to the west and north of the marsh, which was originally topped in 2016. This will restrict the growth of volunteer trees. The topping will not be such a big job next time, if we do it before the area becomes too overgrown. 2020 would be soon enough.
* It was agreed that Councillor Cotter and Councillor Colchester should take any action necessary on the branch which has fallen from the willow tree.

1. Highway matters:
   1. Cutting of grass verges.

* See under matters arising.

1. Finances and financial report.
   1. Balances on Accounts 29th May 2019.
      1. Current account: £9,142.59

* Councillors noted the bank balance.
  1. Financial report and bank reconciliation.
* Detailed accounts had been given to Councillors, which recorded all items of income and expenditure, and compared them to the budget. The spreadsheet also showed both as a percentage of the budget.
* The accounts were to the date of this meeting and included a bank reconciliation.
* There were no questions from Councillors.
  1. Annual Accounts 2018/2019
     + The Accounting Statements and the Annual Governance Statement were unanimously agreed.
     + Heelis and Lodge had carried out the internal audit for the Parish Council and were appointed again as auditors for the accounts for the current financial year.
     + The accounts were agreed, and it was also agreed that the Certificate of Exemption will be sent to the external auditor.
     + The audit report was discussed and the recommendations will be implemented.
  2. 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 |  | £253.76 | LGA 1972 S112 |
| HMRC | PAYE |  | £55.73 | LGA 1972 S112 |
|  |  |  |  | LGA 1972 s111 |

* it was agreed that the payments listed above would be made, proposed by Councillor Colchester and seconded by Councillor Cotter.
  1. Requests for financial support: None.
  2. Receipts: None.

1. Procedural. (Attached)
   1. Review of the Asset Register.
   2. Review of the Standing Orders
   3. Review of the Financial Regulations
   4. Review of the Statement of Internal Control.
   5. Review of the Council’s Risk Assessments.

* The documents listed above had been circulated to Councillors prior to the meeting and were unchanged from when they were considered in 2018. The procedural documents were agreed.

1. Planning:
   1. Applications: none.
   2. Applications – no decisions to date:
      1. Various Applications for Progress Power Station listed previously.
      2. 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:
  + 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

* + 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

* + A140 Roundabouts and Link Road improvement scheme – response for Suffolk County Council.
    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 Monday 2nd September 2019.
   * None.

Meeting closed at 8:43 p.m.