

MINUTES OF TROSTON PARISH COUNCIL MEETING Tuesday 4th July 2023 7.30pm at Troston Village Hall

Present: Cllrs: S Rose, P Walton, P Riddick, D Pugson & WS D. Cllr A Speed.

Since the last meeting Cllrs R Balaam and S Woodward resigned from the Parish Council. Their input on the Council will be greatly missed. Suzy Woodward has kindly agreed to continue with the Lottery for the time being. See under item 15.

1. Apologies for absence

Apologies were received from Cllrs J Moffat & C. Cllr R Hopfensperger

2. Behaviour and expectations at meetings

The Parish Council agreed to adopt a behaviors and expectation at meetings policy. This will be shared at the beginning of all meetings going forward.

3. Co-option of new parish Councillor

Des Pugson was co-opted as a new Councillor to the Parish Council. The relevant paperwork has been completed and the Clerk will ensure this is submitted to West Suffolk Council. **Action Clerk**

4. Members Declarations of Interest and Dispensations:

4.1 To receive declarations of interest from Councillors on items on the agenda. None.

4.2 To receive written requests for dispensations for disclosable pecuniary interests. None.

4.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

Minutes The minutes of the Annual Parish Council meeting held on Tuesday 9th May 2023 were agreed and approved as a correct record.

6. Report from RAF Honington: Sqn Ldr M Fixter

To include information on RAF Families Day.

RAF Honington are hosting a Families Day, on 27th July, between 12 noon and 5pm. The event is a ticket only event. The event will be advertised via posters and on social media. The Parish Council have a limited number of tickets to allocate, around 10 for Troston residents. It was agreed that we would wait to for anyone who wants to attend to get in touch and then, if we are oversubscribed, to draw names out of a hat. This draw, if necessary, will take place on Saturday 15th July after 5 pm. Because of the limited number of tickets available we would be limiting tickets to 2 adults per household, if after the closing date there are tickets not allocated these will become available. To enable the Parish Council to process any request for tickets and to fulfil requirements from RAF Honington, details of the following will be required: Photo ID for all adults ideally passport/driving license. Full names of adults (over 18). Address details to confirm that applicants are residents of Troston. Car details, make and registration number. Cllr Rose, who will not be attending the event, will conduct the draw if one is necessary. Cllr Riddick will deliver the tickets to those who are to receive them. Any applications for tickets need to be made to the Clerk.

Action Cllrs Rose/Riddick/Clerk

It has been a very busy time at RAF Honington with work being conducted by the Armed Forces pay review body. There has been an increase in fly-tipping, which is disappointing. The new VAS at the camp is working well, and RAF Honington are very grateful to the Parish Council for the funding they provided towards this. Their presence is making a significant difference. An overhanging tree is being dealt with to improve visibility.

7. Meeting open for questions from the public It is politely requested that this session does not exceed 15 minutes in total.

Richard Balaam came to the meeting and reported that he has seen a snake on the path behind King William house, so to be cautious if walking your dog there. Mr. Balaam said that despite stepping down from the Parish Council, he would still like to be involved in the works at Troston Woods. He, however, no longer wanted to be involved with the installation of the new dog poo bin or with the project looking at the passing places on Ixworth Road. We will ensure that he is involved in any arrangements regarding works at Troston Woods going forward.

A discussion was held around the lottery and Village Hall. Further details regarding these discussions can be found under items 13 and 15 on the agenda.

8. Report from County Councillor: R Hopfensperger.

To include discussion regarding possible signage at the playing field entrance and passing places on Ixworth Road. Cllr Hopfensperger was unable to attend the meeting and these items were deferred until the next meeting.

9. Report from B. Councillor: A Speed

To receive any update on previously agreed grants from WSC.

Cllr Speed is working with West Suffolk and the Clerk to try and facilitate the funding, allocated previously by the outgoing District Council, for the village. Cllr Speed reported that, due to changes to legislation from the Central Government, there is a delay in the Local Plan timeline.

The Clerk will share information regarding our previous submissions for the Local Plan with Cllr Speed, so he is aware of the situation regarding Troston.

Action Cllr Speed/Clerk

10. Finance

10.1 To confirm submission of documents to the external Auditor for year end 2022/23 and notice of Audit posted.

The Clerk confirmed that the AGAR has been submitted to PKF Littlejohn and the notice of audit has been displayed.

10.2 To confirm obligations under the Transparency Code have been met.

The information required for compliance, under the Transparency Code, has been uploaded to the Parish Council website.

10.3 To note and agree payments/income.

The following accounts were noted/approved for payment.

| | | | |
|-------------------|---------|--|-----------|
| Training | Payment | Community Heartbeat trust | £210.00 |
| Annual support | Payment | Community Heartbeat trust | £162.00 |
| VAS RAF Honington | Payment | Coeval | £4,105.20 |
| Administration | Payment | Various | £960.48 |
| newsletter | Payment | Kalkwik | £81.84 |
| Training | Payment | SALC | £72.00 |
| Training | Payment | SALC | £72.00 |
| Grass cutting | Payment | Countryside Conservation & Tree Services | £927.00 |
| WiFi | Payment | BT | £35.99 |
| WiFi | Payment | BT | £35.99 |
| bank charges | Payment | Unity bank | £18.00 |
| VAT repayment | Receipt | HMRC | £1,013.25 |

10.4 Bank reconciliation, budget report and accounts update.

The Clerk provided the Councilors with a bank reconciliation, schedule of payments and budget report for information.

10.5 To confirm registration with HMRC direct payments.

A direct debit instruction was completed to enable HMRC to collect payment, for tax to be paid, directly from our account.

11. Play Area to include:

11.1 To discuss placement of trees on the playing field.

It was agreed to reduce the amount of trees originally planted, behind Fleetwood and Farriers Lodge by removal of every other tree, this works out one less tree behind Fleetwood, one from behind where Fleetwood and Farriers Lodge join, and of the two that we originally planted but removed at the back of Farriers Lodge be replaced by one of the removed trees to be planted at the end of the line. One of the objections raised was the fact that two fruit trees were originally planted, these have now been removed and will be replaced by non-fruit tree. Removal and replanting will take place when season weather dictates.

11.2 To confirm position and required works to wildlife area.

Following Cllr Ballams resignation, the future of the wildlife area was discussed. It was agreed that the best way forward was to try and repress the weeds and prepare the area for replanting. It was suggested that we strim along the edge of the hedge. The Clerk will contact Cllr Moffatt about this and suggest he meets with Peter Kerry to discuss the best way to achieve this and to agree a plan moving forward. The extent of the boundaries needs to be explored further. This will be an agenda item for the next meeting.

Action Cllr Moffat/Clerk

11.3 Play area report, to note any actions.

It was noted that several items in the play area report will potentially need to be addressed going forward. These will form part of the discussion at the November budget meeting.

Action Clerk

11.4 Public Spaces Protection Order consultation

There is a currently a consultation regarding the current Public Spaces Protection Orders. Troston does not currently hold any of these orders, which can be used specifically for dog walkers to try to target and prevent the issue of dog faeces and also to provide dog exclusion areas. These orders are being reviewed later this year and we will be considered if it would be appropriate to have any in Troston.

Action Clerk

11.5 To note damage and repair to white post on the play area.

The white post in the middle of the playing field marking Simon Burgess boundary was damaged. Cllr Moffatt repaired the post and the Clerk informed Simon Burgess of this.

12. Village Maintenance/matters

12.1 To discuss option for works at Troston Woods

It was agreed that a formal plan for works at the wood should be formulated. As mentioned in the public forum Richard Balaam is still keen to be involved in the works in the woods. The Clerk will contact Cllr Moffatt, who was unable to attend the meeting, to discuss a plan going forward. Newly co-opted Cllr Pugson is keen to get involved in any works in the woods as are the other Councilors. It was agreed that some of the ivy needs to be removed, to protect the oak trees and the wooden sculptures need oiling. The idea of a wet area was dismissed, as following discussion in the public forum, this was considered to be too dangerous in this unsupervised area. The Clerk will contact Cllr Moffatt to move the project forward.

Action All

12.2 Emergency Plan, to discuss requirements going forward.
This matter is still in hand.

Action Clerk

12.3 Village Website, to discuss works to site.
The Clerk is meeting with a resident on the 27th of July to look at updating the website.

Action Clerk

12.4 To confirm distribution areas in the village.
It was agreed to put this item on hold until such a time we need to distribute any information.

12.5 Defibrillator awareness session.
A defibrillator awareness session is booked for Saturday 8th July at 10am, all residents are welcome to attend this free training event.

12.6 VAS to discuss location and data download.
The device is being moved regularly and the Clerk shared the information on how to download the collected data, with Cllr Walton. Cllr Walton will collect some data for information.

Action Cllr Walton

12.7 Confirmation that Webnos hold the correct details for the defibrillator checks and confirm.
Cllr Rose has ordered some replacement items and it was confirmed that the details held by Webnos have been updated.

12.8 To confirm purchase of litter picking equipment.
Following the resignation of Cllr Balaam, the Clerk has purchased some litter picking equipment. This will be stored at the village hall and will be available for residents to use. The key for the hall can be collected from Brenda Burrige and she will record details of anyone using the equipment and notify the Clerk so they can carry out the litter picking, within the 30mph zone, and be covered by the Parish Council insurance.

12.9 To receive any update on dog bin for Ixworth Road, including arrangements for emptying.
Last meeting
Due to the additional cost involved in installing and emptying the bin, it was agreed not to proceed with this at this time.

12.10 To discuss concerns raised over overgrown hedges.
There has been some concern raised over an overgrown hedge on Ixworth Road. This has been reported to SCC and is on their program for inspection.

12.11 To receive any update regarding grass cutting/village maintenance.
The items highlighted at the last meeting, the area around the village entrance sign, coming from Ixworth, needing to be cut a bit shorter and the grass on the playing field needing to be cut closer to the hedges, has been addressed. The weeds on the field are an ongoing issue, but it was considered that regular cutting will help address this. The contractor is having problems with securing equipment for the white line the football pitch area. As there are no formal matches played here and those currently using the pitch have not reported this as a problem, it was agreed that this was not a matter of immediate concern. We will however continue to keep an eye on the situation.

13. Village Hall report

Our last meeting included the AGM. All members agreed to stay in the same posts and were thanked for the time they give and the work they do.

Our financial situation remains the same and we are aware of the need to increase bookings in order to boost our income. We will continue to investigate the possibility of putting sound insulation in the main hall.

Members have expressed concern about the condition of the drive following the building work at Whitegates and we have been assured that it will be rectified later in the month.

Our next meeting, we be a Stock Take at 2.00 pm on 4th September our next full meeting will be on Tuesday 17th October at 7.30.

14. Training Update

Cllrs Rose and Riddick have found their recent training extremely helpful. Cllr Pugson would like to sign up for the condensed training now being offered by SALC. The Clerk will make the arrangements for this.

Action Clerk

The Clerk would like to undertake some time management training in October. This was agreed.

Action Clerk

The Clerk has arranged for the recording of the planning training event, by West Suffolk Council, to be sent to her as she is unable to attend the event.

Action Clerk

15. Lottery To discuss future arrangements for the village lottery.

Suzy Woodward has applied for a new lottery license. Currently this has not been received. It is planned that a draw, to distribute the current funds, will be held at a coffee morning. This will take place once the license has been received. Cllr Riddick will be in attendance. Brenda Burrige will speak to Roger Anderson, who has the balls for the draw, and arrange to collect them from him. Once all the funds have been distributed, Suzy Woodward will complete the paperwork for a final return. The current lottery will then be wound up. Suzy Woodward will then canvass the village to see if the lottery is something the residents want to continue with, and if they wish to do so she will make the arrangements to set up a new lottery for the village.

Action Cllr Riddick

16. Planning to also include any applications/decisions received since the agenda was posted.

16.1 **DC/23/0946/TPO** | TPO 355(2003) tree preservation order - seven Norwegian Maples (T1 and T4 to T9 on plan and on order) raise canopies to approximately 10 metres, removing several lower laterals and narrowing canopy; one Maple (T2 on plan and on order) fell; one Maple (T3 on plan and on order) reduce by 33 percent | Maple House Woodsdale Grove. **No objections**

16.2 **DC/23/0977/TPO** | TPO 355 (2003) tree preservation order - 21 Sycamore (within group G1 on plan, within area A1 and trees T10-T24 on order) crown lift to 5.5 metres above ground level | Field House Woodsdale Grove Troston. **No objections**

16.3 Condition of road surface, old garage development.

Following the works to install a new footpath the road, outside the new development, is in a very poor condition. The Clerk will discuss this matter with both West Suffolk Council planning and Suffolk County Council Highways.

Action Clerk

17. Councillors reports and items for future agendas.

Roles and responsibilities and the play area rota will be included on the next agenda.

18. Correspondence for action or information

18.1 Parish Conference, West Suffolk Council 11th July 2023. The Clerk is planning on attending this conference.

19. Date for next meetings. Tuesday 5th September 7pm 2023

A request was received from Cllrs Woodward and Balaam to move the meeting to a Monday. Following both their resignations it was agreed to continue meet on a Tuesday night as this better suited the remaining councilors.

20. To consider the exclusion of the public and press in the public interest for consideration of the following items:

20.1 Personnel Issues. None.

20.2 Legal Issues. None.