

MINUTES OF TROSTON PARISH COUNCIL MEETING held on Tuesday 2<sup>nd</sup> July 2024 7.00pm  
at Troston Village Hall

Present: Cllrs J Moffat, S Rose, P Walton, P Riddick, D Bilverstone & D Pugson

**1. Apologies for absence**

Apologies were received from WS D. Cllr A Speed & SCC Cllr R Hopfensperger.

**2. Co-option of new Parish Councilor**

Unfortunately, prior to signing the Acceptance of Office, Graeme Norris decided he did not wish to join the Parish Council. Therefore, we continue to carry a vacancy.

**3. Members Declarations of Interest and Dispensations:**

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

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

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

**4. Minutes** The minutes of the Annual Parish Council Meeting held on 7<sup>th</sup> May 2024 were agreed and approved as a correct record.

**5. Report from RAF Honington:**

To receive report from Sqn Ldr DM Williams and any update regarding Families Day.

We welcomed Sqn Ldr DM Williams to our meeting. He is Sqn Ldr Mark Fixters' replacement. The Honington RAF Families Day will be held on 25<sup>th</sup> July, from midday until late. The Parish will be allocated a limited number of tickets. The event will be advertised, and residents will be asked to contact the Clerk to request a ticket. Cllr Rose will include something in the newsletter and Cllr Bilverstone will put something on Facebook, and the noticeboard, once further information is received. Cllr Riddick offered to collect the tickets, once allocated from The Hive and deliver them to residents. There will be a requirement for residents to provide contact information, the Clerk will liaise with Sqn Ldr DM Williams regarding exact requirements.

**Action Cllrs Bilverstone/Rose/Riddick/Clerk**

Sqn Ldr DM Williams reported that the Gliding School will be flying most weekends. From 7<sup>th</sup> to 11<sup>th</sup> August. The east end of the flying field will be being used for some model airplane flying. An RAF A400M aircraft will be operating from RAF Honington, conducting essential Air Mobility Force training, on the following dates / times: 10 JULY 1700-1900 hrs and 11 JULY 2000-2200 hrs. There is going to be a major crash exercise in September, more details will be available on the RAF Facebook page closer to the date.

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

A member of the public raised the option of having an additional dog poo bin in Ixworth Road. This matter has been discussed previously. At the time a Councillor and resident of the village had offered to empty the bin, free of charge. Unfortunately the member left the Parish Council. It was therefore decided not to pursue this as there were considerable cost implications. Also we were unsure if West Suffolk were willing to add new bins to their collection rounds. The Clerk will look into current costs and the availability of collection by West Suffolk and report back at the next meeting.

**Action Clerk**

It was reported that there is some graffiti in the bus shelter. Cllr Pugson will try and remove this.

**Action Cllr Pugson**

## 7. Village Hall report

To receive any report from the Village Hall, including the Village Halls position regarding the free portrait of the King and update on soundproofing for the hall.

We considered the views of the PC and the Community and agreed that Bob will put the picture of the King up in the Hall. As this was our AGM election of Officers took place . As no one was resigning or wanted to swap jobs no changes were made.

Bookings remain steady. Financially things are showing a slow improvement and indications are that we will break even this year. The windows have been cleaned, the boiler serviced and the Insurance paid. We are waiting for quotes for electrical testing and repairs to the outside lights. There is some concern about the condition of the windows in the new part of the building and they will need attention or replacement in the near future. The contractor is ready to proceed with the sound insulation as soon as we are able to give him the go ahead.

We reviewed the Health and Safety policy and made changes as necessary. We discussed the Testing Schedule to ensure that we are compliant with requirements. Members were asked to visit the Village Website and make suggestions as to how the Village Hall section could be improved and updated. We meet on 21st August to review the contents of the filing cabinet in the meeting room and our next full meeting will be on 29th October.

## 8. Report from County Councillor: R Hopfensperger.

To receive update regarding possible signage at the playing field and village entrances, confirmation of grant towards VAS.

Cllr Hopfensperger did not attend the meeting. The Clerk will continue to pursue the items noted above.

**Action Clerk**

## 9. Report from D. Councillor: A Speed

District Cllr Speed sent his apologies as he was unable to attend the meeting. He confirmed that he would be able to make a contribution of one third of the costs of the sound insulation for the Village Hall.

## 10. Finance

10.1 The following accounts were approved for payment/noted.

Administration	Payment	Various	-£1,199.99
% for Planning training	Payment	Barningham Parish Council	-£35.00
		Countryside Conservation & Tree	
Grass cutting	Payment	Services	-£864.00
annual subscription	Payment	SALC	-£267.60
Training Diana Bilverstone	Payment	SALC	-£118.80
newsletter	Payment	Kalkwik	-£50.40
		Countryside Conservation & Tree	
Grass cutting	Payment	Services	-£972.00
Padlock for children's play	Payment	Peter Riddick	-£25.27
WiFi	Payment	BT	-£35.99
TAX calculated with software			
to	Payment	HMRC	-£259.05
Tree donation	Receipt	Demant	£300.00
Hall hire	Payment	Troston Village Hall	-£80.00

10.2 Schedule of payments, bank reconciliation and budget report.

The Clerk provided a Schedule of payments, bank reconciliation and budget report for the Councillors information. It was agreed that as Cllr Bilverstone was now the Chair, that she should be added on as a signatory at Unity Bank.

**Action Clerk**

10.3 To confirm submission of Certificate of Acceptance to PKF and confirmation of works to fulfill compliance with Transparency Code regulations.

The Clerk confirmed that she has submitted the required documentation to the external Auditor, PKF Littlejohn. She has also uploaded all the documentation required, under the Transparency Code, to the Parish Council website.

## **11. Play Area/Field to include:**

11.1 Play area report, to note any actions and discuss/agree quotes for works to be carried out. The Clerk provided the Councillors with two quotes for the play area repairs. One from Ngfplay and one from Mortimer Contractors. These were both quite expensive and it was agreed that Cllrs Walton and Pugson would put together a working party to do some repair work to the log climber and we will ask Peter Kerry to re-visit his quote for the slide steps. The day before the meeting West Suffolk Council contacted us to ask that we disable the zipwire, by removing the seat and chain, as it was found to be unsafe. The Councillors would like the opportunity to discuss these concerns with the West Suffolk Play Area Manager. The Clerk will set up a meeting to discuss the problem. It was recognised that required works could well be very expensive. **Action Clerk**

11.2 To discuss options for goal mouth repair.

Following a suggestion by Cllr Walton, the Clerk investigated an option to use grass matting for the goal mouth. The company that the Clerk contacted, Pitchcare, did not recommend the use of this material for a goal mouth. They said that they would not recommend putting anything down in a goal mouth except for seed, top dressing and fertilizer to try and maintain the turf that is there as opposed to placing a product which could interfere with play or cause injury. The councillors were unsure if this was accurate information so it was agreed that in addition to discussing the zipwire issue with the West Suffolk Manager, we would ask his opinion on the use of this product in a goal mouth. If he was supportive of this suggestion, we will go ahead with this as a solution to the issue of erosion in the goal mouth. As an alternative Cllr Bilverstone suggested that we put another socket in and swing the goal round, to enable to damaged grass an opportunity to recover. It was understood that this is something that other football fields use. As we are no longer white lining the area, due to the ongoing cost use, this could be a practical solution if the matting is not viable. Either way we want to be ready to make a decision and move forward at the September meeting. **Action Clerk**

11.3 To receive any update regarding the wildlife area.

Cllr Moffat is struggling to keep on top of the weeds in the wildlife area as they are growing quicker than the flowers. He will see what he can achieve this year but fears he is waging a battle with the stinging nettles and they are currently winning. **Action Cllr Moffat**

11.4 To discuss application for Public spaces Protection Order (PSPO) for the children's play area. The Clerk has been in touch with the Officer at West Suffolk Council to start the application process. The Clerk will continue to pursue this application. **Action Clerk**

## **12. Village Maintenance/matters**

12.1 To discuss works at Troston Woods, to include the extent of the Parish Council boundary, to confirm the status of the WhatsApp group, to confirm planting of bulbs/ hollyhocks and other works.

Cllr Bilverstone and Cllr Pugson will meet with Graeme Norris to discuss and understand the extent of the boundary at Troston woods. **Action Cllrs Bilverstone/Pugson**

Cllr Pugson will ensure that the details for the Troston Woods WhatsApp group are correct moving forward. **Action Cllr Pugson**

It was agreed that a working party would meet to address some issues at Troston Woods. This working party will meet on Saturday 27<sup>th</sup> July at 10am. Cllr Rose will include this information in the newsletter and Cllr Bilverstone will put a notice on the noticeboard and something on Facebook. It was agreed that two posts will be placed at the entrance to the woods, near the pig farm to limit vehicle access and that, if possible, the noticeboard will be moved closer to the entrance of the woods. A budget of up to £100 was agreed for materials. A general tidy up will also take place. It was asked that a new copy of the map is put on the noticeboard. The bluebell bulbs, provided by Cllr Bilverstone have been planted by Cllr Moffat. The foxgloves are looking amazing.

**Action Cllrs Bilverstone/Rose/Pugson/Riddick**

12.2 To confirm purchase of new VAS, following confirmation of funds from SCC R Hopfensperger.

We are still waiting for confirmation of the grant from Cllr Hopfensperger, the Clerk will continue to follow up on this. Due to previous issues with grants being offered and then not being forthcoming, it was felt important that this was confirmed before any order is placed. A complaint has been received to about how often the current device is moved and charged. The Councillors felt that they were happy both with the regularity of the devices movement and the charging arrangements. They were grateful for the work that is done to keep it operational.

12.3 To receive any updates regarding the village website.

Cllr Pugson continues to do work on the website. He has suggested that we have Councillors bio's on the site, also he is keen to have a page about the Troston economy to highlight local businesses and services. The Councillors would like to sign off on any new information/pages before they go live. The Clerk will make sure the Chairmans details are correct on the site.

**Action Cllr Pugson/Clerk**

12.4 To discuss outcome of site meeting with SCC Highways engineer and works to village gateway.

It is understood that the engineer has put in a request for 2 x Playground signs for erection near the play area entrance.

Cllr Walton reported that both entrance gates need repairing. It was agreed that Cllr Walton should carry out the repairs and that he should keep and submit any receipts/invoices for the works.

**Action Cllr Walton**

12.5 To receive feedback on Councillors Community Self-help training, (Chpt 8).

Both Cllr Pugson and Riddick attended the Community Self-help training. They successfully completed the written theory test but unfortunately they were unable to complete the manual section of the course so will not be awarded the full qualification. The Clerk will chase up the certificates awarded for their theory completion.

**Action Clerk**

12.6 To receive request for use of parking, on the playing field, in September.

Troston Bellringers have asked to use the playing field again for parking, for an event planned for September. The Parish Councillors are happy for them to use the field as long as the ground is not wet. Cllr Walton will arrange to remove the rails to allow access on the day. Cllr Rose will confirm the details with the bellringers and ask what time they need access. The Clerk will check with Simon Burgess to confirm that he is happy for them to use his area of the field.

**Action Cllr Walton/Rose/Clerk**

12.7 To discuss newsletter content, in particular regarding the use of pseudonyms.

There has been some upset caused by an article in the newsletter, under a pseudonym. As the Parish Council fund the publication, the Clerk will write to the editor to ask that no reports submitted under a pseudonym, or anonymously will be include going forward.

**Action Clerk**

12.8 To receive feedback, and extend thanks for the D Day tribute.

Thanks were extended to Cllr Walton and Jane Harland who positioned the silhouettes for the D Day tribute. They looked great.

12.9 To confirm status of reported Hemlock by playing field.

This has been investigated and is not considered to be an issue.

12.10 To receive any update on village grass cutting.

The Councillors are all happy with the grass cutting. It was agreed that we should ask the contractor to cut our side of the hedge at the children's play area.

**Action Clerk**

### **13. Clerks Report.**

13.1 To receive Clerk's resignation and discuss plans for their replacement moving forward.

The Clerk has tendered her resignation. She will remain in post to assist with the recruitment process and any hand over until the end of September. Any assistance after this time will need to be paid. The Chairman and Clerk will work on the job advert and this will be advertised with SALC, on the website, Facebook, Noticeboard and in the newsletter. The cut off for applications will be Sunday 21<sup>st</sup> July. Interviews will be held, in the Village Hall, with Cllrs Bilverstone/Walton and the Clerk.

**Action Chairman/Clerk**

13.2 To discuss option for .Gov domain name and to confirm councillors new email addresses.

Community Action Suffolk (CAS) have now been accepted on to the government approved list as host for .Gov domain names, this means they are able to offer the .Gov domain name, and associated emails, and take advantage of the £100 government grant. This means we can have a .Gov domain name for £18 for the next two years. After that it will be £138 for two years. It was agreed that we would take up this offer. We will also need at least one .Gov email addresses, it was further agreed to set one of these up for the Clerk at a cost of £24 per year.

**Action Clerk**

**14. Planning** To also include any applications/decisions received since the agenda was posted. None received.

### **15. Councillors reports and items for future agendas.**

15.1 It was noted that the telephone box is in a sorry state of repair. This issue and ideas for it's future use will go on the agenda for discussion at the September meeting.

**Action Clerk**

### **16. Correspondence for action or information**

The Coffee Caravan has been in touch again about visiting the village. Brenda Burrige said they would be welcome to come to the Village Hall and asked that the Clerk pass on her contact details so she can make some arrangements for a visit.

**Action Clerk**

**17. Date for next meeting.** Tuesday 10<sup>th</sup> September 2024 7.00pm

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

18.1 Personnel Issues. None.

18.2 Legal Issues. None.