

MINUTES OF TROSTON PARISH COUNCIL MEETING Monday 7<sup>th</sup> March 2022 7.00pm at Troston Village Hall

Present: Cllrs G Norris, P Johns, J Moffat, S Rose, B Burridge, C.Cllr R Hopfensperger

**1. Apologies for absence.**

The Parish Council were sad to receive notice of Roger Anderson resignation from the Parish Council, due to personal reasons. Cllr Anderson felt he did not really have the time to devote to parish council matters. He will continue to take an interest in what is going on and has said we are welcome to contact him about any issues where his input might be helpful. His knowledge and wise counsel will be greatly missed. The Clerk will send a formal note of thanks and appreciation.

**Action Clerk**

Richard Balaam was co-opted on to the Parish Council at the end of the meeting. The relevant paperwork was signed and the Clerk will submit this to West Suffolk.

**Action Clerk**

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

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

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

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

3. Minutes. The minutes of the Monday 10<sup>th</sup> January 2022 Parish Council meeting agreed and approved as a correct record.

**4. Report from RAF Honington:**

RAF Honington propose to hold a Parish Council Liaison Meeting at RAF Honington on Tue 5 Apr at 1800. They will look at changing the title at some point as they also extend the invite to their immediate landownership and to WSC District Councillors too. It was confirmed that the Chairman, Cllr Norris will attend. The Clerk will confirm his attendance.

**Action Clerk**

Families Day is to be held on 28 Jul – the format is still unclear and it will not be publicized widely. Invitations will be via the PC organisations so as to provide initial vetting. Post Covid, the Station is temporarily back to normal. There is to be an Annual Formal Reception on 21 Jul – details will come out in about 4-6 weeks. The Station celebrates its 85<sup>th</sup> in May 22. On 9 Jun – RAF Honington will take part in the Freedom Parade in Bury St Edmunds celebrating the 50<sup>th</sup> Anniversary of its award. A full Parade will be held in the early evening with a sunset ceremony at Athenaeum.

5. Meeting open for questions from the public. 2 members present.

Concerns were raised about parking in the village. This matter is an agenda item and will be discussed under item 10.

A resident has asked for clarification about walking on the field behind the playing field. This response has been received from the land owner:

‘What a super surprise that someone has asked for permission / clarification about an issue. This is indeed a rare event. The top end of Pear Tree field is now part of a funded agri / environment stewardship agreement - and has been since I purchased it. As it is not "mountain, moor, heath or down" it is ineligible for public access. This is most significant at this time of year, the beginning of the nesting season. I would urge everyone to look up, and read THE COUNTRYSIDE CODE, which explains the expectations of landowners, farmers, and the law of what is and is not acceptable in the countryside. I would also urge all parishioners to familiarise themselves with the footpath, bridleway, byway network in any area where they wish to get out and about. Please will you thank (the resident) for me, for showing kindness and courtesy in seeking clarification on these issues.’ Regards, John Browning.

**6. Report from County Councillor: R Hopfensperger.**  
Cllr Hopfensperger did not attend the meeting.

**7. Report from B. Councillor: S. Brown**  
Cllr Brown did not attend the meeting.

**8. Finance.**

8.1 To consider payments.

8.2 Bank reconciliation and accounts update.

balance beams, lillies	Payment	Tramar	£697.00
Admin	Payment	Various	£682.09
newsletter	Payment	Kalkwik	£127.20
newsletter	Payment	Kalkwik	£54.72
white line, tree removal	Payment	Tramar	£60.00
WiFi	Payment	BT	£35.99
WiFi	Payment	BT	£35.99
Grass cutting	Payment	Tramar	£550.00
VAT repayment	Receipt	HMRC	£5,039.62

8.3 To discuss current banking arrangements

The clerk feels that the current banking arrangements are not in line with our standing orders. We are also charged a fee to bank with Unity Bank. The Clerk suggested a change to Barclays would ensure we are compliant with our standing orders and would be free. It is not clear if Barclays are still accepting Community accounts. The Clerk will investigate this and also look at Lloyds as an option. **Action Clerk**

8.4 To discuss arrangements for end of year accounts

The clerk has made arrangements to take the accounts to the internal auditor in April. Cllr Rose will carry out an internal review for the Parish Council prior to the accounts being taken to the internal auditor.

**Action Cllr Rose/Clerk**

**9 Play Area to include:**

9.1 Update on installation of new equipment in children's play area and gate modification.

The clerk provided a new rota and updated checklist to the Councillors. It was commented that the newly installed equipment looks good.

**10. Village Maintenance/matters**

10.1 Parking Concerns in the village.

The Councillors were reminded that they have to be careful when sharing data and that permission must be sought before any data, containing personal information, is shared.

The issues of poor parking was discussed again. The pub will be asked if they could put up a notice, perhaps on the door, asking their customers to park responsibly.

**Action Clerk**

10.2 Emergency Plan, update from Cllr Norris.

Cllr Norris has done some work to confirm contact details and to check what equipment would be available, in the event of an emergency. He will update the plan.

10.3 Storm damaged tree, Livermere Road. To note its removal.

Tramar removed the tree that came down in the recent storms. The Parish Council were grateful to them for doing this so promptly.

10.4 Update on litter picking equipment purchase/ 10.5 Option to purchase additional VAS for the village

It was agreed that if funding was not available for both the Parish Council would rather have funding towards a new VAS. The Clerk will continue to pursue this matter with both Cllrs Brown and Hopfensperger. **Action Clerk**

10.6 To agree date for first aid training.

Either the 21<sup>st</sup> or 28<sup>th</sup> May, in the afternoon, were put forward as a date for the first aid training. The Clerk will put these date to the organiser and confirm the number of people who can attend. **Action Clerk**

10.7 To confirm grass cutting arrangements 2022/23

It was proposed that we stay with our current contractor, Tramar, as we are happy with the work that they do. However, it was felt some elements of the contract need to be looked at. The Clerk will set up a site meeting with Tramar to confirm the contract going forward. **Action Clerk**

10.8 Village Hall update.

The Clerk confirmed that the village hall needs insurance, separate to the Parish Councils cover. The Clerk further confirmed that the amount they pay is a similar amount to other village halls in the area.

Income is still being exceeded by outgoings, however there are sufficient funds available in the account for this at the moment. Due to HSBC charges now being levied on the account it was agreed to look at alternative banking arrangements. It was noted that the Village Hall will re-start Coffee Mornings on 15<sup>th</sup> and 29<sup>th</sup> March and then on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays each month thereafter. Other groups seeking to hire the hall are the Sewing Ladies, 2 family events on Saturdays and the Bee Keepers. It was agreed to leave the Covid information in the hall for the time being.

3 quotes for the upgrading of the oil tank to meet legal requirements, were considered. After a full discussion a decision was made to go with SJL Plumbing at a total cost of £3650 plus £730 VAT. Prices to buy a table/umbrella/stand will be sought. The problems with the windows will be addressed as soon as possible. A meeting will be arranged to review H & S Policy, Risk Assessment and HSE checklist. The First Aid kit will be replaced. The next meeting will be Tuesday 26 April 2022 at 7.30pm.

#### **11. To review and discuss Parish Councils policies and documents, to include:**

The Standing and Financial orders, Risk assessment and the Asset Register were reviewed and agreed. There is going to be a new Code of conduct, this has not yet been published. The Clerk is doing some work to the asset register and will circulate for agreement. **Action Clerk**

#### **12. Lottery**

To discuss the future of the village lottery.

Cllr Burridge is working on this and will get the balls etc. from Roger Anderson. Richard Balaam, once co-opted, will help Cllr Burridge. **Action Cllr Burridge**

#### **13. Planning**

13.1 DC/22/0211/HH single storey front and rear extension, 5 Garden Fields Troston.

**No objection.**

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

Defibrillator checks. As Roger Anderson has now left the Council Cllr Rose agreed to take on the required checks. The Clerk will contact The Community Heartbeat Trust to set up Cllr Rose on the webnos checking site. **Action Cllr Rose/Clerk**

Cllr Norris has been struggling for content for the regular newsletter. It was agreed that this should become a more occasional publication.

It was agreed that a piece would be put on Facebook, giving details about the role of the Parish Council and asking if anyone would be interested in joining. Cllr Johns will write something and circulate prior to publishing.

**Action Cllr Johns**

#### **15. Correspondence for information**

Jubilee Torch relay.

There is to be a torch relay in Suffolk for the Queens Jubilee. It will be coming through Troston on Sunday 15<sup>th</sup> May. We have been asked if we would like to nominate a worthy individual, for their service to the community, to carry the torch. The Parish Council felt that Jane Harland would be an ideal candidate for this role. The torch bearer will be transported by rickshaw which is equipped to carry passengers of all ages and abilities. The Clerk will contact Jane Harland to see if she would like to carry the torch for Troston.

**Action Clerk**

**16. Date for next meetings**. Annual Parish meeting to be followed by the Annual Parish Council meeting 9<sup>th</sup> May 2022.

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

17.1 Personnel Issues.

17.2 Legal Issues.