

Present: Cllrs J Moffat, S Rose, P Walton, Suzy Woodward & P Riddick

1. Apologies for absence

Apologies received from: Cllr R Balaam & SCC Cllr R Hopfensperger.

2. Co-option of new Parish Councillor

3. Members Declarations of Interest and Dispensations:

3.1 To receive declarations of interest from Councillors on items on the agenda. Cllr P Walton declared an interest in item 16.1 on the agenda. He left the meeting for the discussion.

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 Tuesday 10th January meeting 2023 were agreed and approved as a correct record.

5. Report from RAF Honington: Sqn Ldr M Fixter

Sqn Ldr M Fixter will soon be sending out a date for the annual Parish Council meeting here at Honington – I suspect sometime after Easter to align calendars. We have had a letter from Gp Capt. Holland as he left on posting in January to help inform on changes at the Station which to the outside looking in effectively make no difference.

There is no major events to tell the Parish Council about that will see activity aside from the gradual work up of the glider squadron at weekends to be able to fly Air Cadets during school holidays too. Sqn Ldr M Fixter is looking forward to the date for the VAS installation soon from Rob.

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

7. Report from County Councillor: R Hopfensperger.

Cllr Hopfensperger was unable to attend the meeting.

8. Report from B. Councillor: S. Brown

Cllr Brown was unable to attend the meeting.

9. Elections To discuss procedures for the upcoming Parish Council elections

The Clerk provided information to help the Councillors complete their nomination papers. Once finalized the Clerk will take them into West Suffolk Council.

After an election, all candidates must submit a declaration and return of expenses, even for a nil return. This is regardless of if they are elected or not. The Clerk will make these documents available at the May meeting.. The deadline for receipt of candidates' expenses is Thursday 1st June.

10. Finance.

10.1 To record completion of internal Audit review for year end 2022/23

Cllr Rose completed the internal audit review for the Parish Council.

10.2 To confirm payments, to include donation for Churchyard and VAS contribution.

The following accounts were approved/noted.

Payment	Various	administration office	£719.13
Payment	Kallkwik	Newsletter	£41.04
Payment	Tramar	Grass cutting/Playing Field	£70.00
Payment	BT	BT	£35.99
Receipt	Troston Parish Lottery	Other	£507.90

A request for two years' worth of grant payment was received from the church for the grounds maintenance. After discussion it was agreed that the second donation should be paid in the new financial year.

10.3 Bank reconciliation, budget report and accounts update.

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

10.4 To confirm appointment of external audit for YE 2023

It was confirmed that we will use Trevor Brown to carry out our audit for the year end 2023. The Clerk will take the accounts to the auditor on 12th April 2023.

Action Clerk

10.5 To note S137 amount for 2023/24

The Department of Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023/24 is £9.93. The act enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

10.6 To discuss banking mandate update.

This matter is still in hand.

10.7 To confirm compliance with the Pension Regulator.

The Clerk is carrying out the required work to ensure we are compliant with the pension regulator.

Action Clerk

10.8 To review, update and agree the following documents: Standing and Financial orders, Risk assessments, Code of Conduct, Asset Register, Clerks contract, documents circulated.

The above documents were reviewed, updated where required and agreed.

Action Clerk

11. Play Area to include:

11.1 To discuss placement of trees on the playing field.

There was a good turnout for the recent tree planting on the playing field. We have however received complaints about some trees that have been planted. Some of the trees are replacements for ones that had been planted previously but had not survived. One of the residents did not want fruit trees near the bottom of their garden. Another resident was concerned about the trees growing large and of blocking their light. We will seek advice from a tree Specialist and ask him to recommend some suitable alternatives for planting for that area and discuss the options with the residents who have raised the concerns.

Action Clerk

11.2 To confirm position and required works to wildlife area.

It was agreed that the new wildlife area should be near the children's play area near to the rear or Fleetwood. The area will be covered to remove the weeds, to avoid the use of weedkiller.

Volunteers to help with the project will be sought via Facebook once more plans have been made.

Action All

11.3 Play area report, to note any actions.

The condition of the zip wire will be monitored.

11.4 Play Area Inspections – West Suffolk Council Service Level Agreement, to confirm continued arrangements for 2023/24.

West Suffolk Council confirmed that they would continue to carry out monthly play inspections, free of charge, for the next year.

11.5 To receive an update on the leaking water pipe on the Playing Field

Councillor Moffett will have a look at the tap and carry out any repairs necessary.

12. Village Maintenance/matters

12.1 Update on meeting at Troston Woods, to include the supply of wood chippings for the paths.

A meeting was held in Troston Woods with several Councillors and Peter Kerry from Countryside Conservation and Tree Services to discuss any works that needed undertaking and any project we may potentially want to take forward. The woods seem to be looking after themselves well and there were no real areas of concern. It was suggested that we may want to flail some of the whips to allow other trees to flourish in the area with a lot of poplars and perhaps take out some of the larger trees. It was suggested that we should plant some wildflower bulbs, snowdrops, bluebells et cetera in late September/ October. Mr Kerry will be providing some wood chips for the paths. The project to provide a pond was discussed. A clay liner would be required. The Clerk will follow this idea up and investigate funding. The wooden sculptures need to be treated. It was agreed that a WhatsApp group should be set up so that those interested in helping at the woods could communicate easily. The periphery of the woods needs some work, we need to get the Ivy off some of the smaller bushes and trees.

Action Clerk

12.2 Emergency Plan, to discuss requirements going forward.

This matter is ongoing.

12.3 Village Website, to discuss options to update.

A resident in the village has made contact and is happy to do some work on the website. The

Clerk will arrange to meet with the resident to discuss what needs to be done, after the elections.

Action Clerk

12.4 To confirm distribution areas in the village.

It was confirmed the distribution areas for the counsellors, listed in the minutes, were correct.

12.5 Defibrillator, to discuss potential for training session.

The Clerk has been trying, for some time now, to arrange some first aid training. This has proven difficult to set up. She is in the process of arranging a defibrillator training session for another parish. It was agreed that this was something the Parish Council would like to take part in. The Clerk will look at dates and make some arrangements.

Action Clerk

12.6 To confirm grit spreading procedure for residents.

The Clerk has some grit spreading advice for residents and will put a link to it on the website, on Facebook and in the newsletter.

Action Clerk

12.7 .Speedwatch, to discuss the potential for a Speed watch group for the village.

Unfortunately Great Livermere Parish Council are struggling to find enough volunteers to make a speed watch group in Great Livermere viable. It was agreed to put a piece in the newsletter to see if there are enough volunteers to set up a group in Troston.

Action Cllr Rose

12.8 Village Grass cutting, to agree contract for 2023/24.

After discussion it was agreed to offer the contract for grass cutting to Peter Kerry, Countryside Conservation and Tree Services for the 2023/24 season. This was in no way a reflection on the previous grass cutting contractors but purely decision based on cost. We have been very happy with the service that we have received from Tramar over the last few years and would not hesitate to use them again in the future if the situation changes.

Action Clerk

12.9 Confirmation that Webnos hold the correct details for the defibrillator checks

This was confirmed.

12.10 To confirm use of litter picking grant or to return.

It was agreed to purchase some litter picking equipment, for use by residents, with the grant provided by Suffolk County Council rather than return, and lose, the grant. **Action Clerk**

12.11 To discuss any arrangements to celebrate the Kings Coronation.

The hall is being offered free of charge, for anyone who wants to organize an event for the Kings Coronation. It was suggested a 'bring your own picnic', as seen for the Queens Jubilee, might be a nice event to have again.

13. Village Hall report Circulated.

The Village Hall welcomed Suzie to the Committee as PC representative.

Below is a summary of the VH Committee meeting held last week. Financially we continue to hold our own. Our outgoings for the last two months were £3678.53. This includes payment for decorating the hall and for filling the oil tank. Normal outgoing expenses total £483.83 and income for the same period was £525.

Regular and occasional private bookings are gradually increasing.

We agreed changes needed for the VH Insurance policy, information requested by the Suffolk Joint Emergency Planning Unit and details requested by the Council for the May Elections.

Plans for the future include changes to make the sheds more efficient following the removal of the oil tank, organising display boards for essential information and replacing pictures and to plan a stocktake in August. We are also beginning to investigate the possibility of installing sound absorbers in the main hall as there have been a number of comments about the quality of the room acoustics.

If anyone would like to use the Hall for Coronation linked activities please contact Sue Bishop.

Thanks to all our Committee members for the voluntary work they are doing to maintain and help to secure the future of the Village Hall. There is a lockable noticeboard in storage, the village Hall asked if the Parish have any objections to the hall using this noticeboard. As the Parish Council had no knowledge of the existence of the noticeboard, they had no objection to the Village Hall using it.

14. Training Update

To receive an update on Councillor Training with SALC and update on Clerks Microsoft 365 training

The Clerk has been advised that it could be beneficial to sign up to a file sharing program. This would be an added expense that at present was not thought necessary as the system we have at the moment works well enough. The next session, on Apps, should hopefully be more helpful. It was noted that any Councillor training would take place after the upcoming elections.

15. Lottery

To discuss future arrangements for the village lottery.

The money has been received into the Parish Council account from the lottery. This amount to £507.90. The application has gone in for the lottery licence. It was agreed to do the outstanding draws and then see if there is an appetite for it to continue before carrying on.

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

16.1 DC/23/0184/HH Cross Dykes The Street Troston. Conversion and extension of existing detached

garage to form annex and bike store, including a link to the house and the provision of a pitched roof. See also under item 3.1 **No objection.**

16.2 To receive information on the landscaping timescale for the old garage site.

The planning officer has spoken to the contractor about the outstanding landscaping. They have assured him that they will be carrying out the work once the weather improves.

16.3 Update to West Suffolk Local Plan timeline.

West Suffolk Council, through its officers and a working group comprising a cross-party mix of councillors, has been making good progress in reviewing the submissions submitted from the preferred options consultation. They have looked at the various evidence, and have had ongoing conversations with infrastructure providers and stakeholders to help test the deliverability of sites within the plan period and understand any barriers that would at first need to be overcome.

This has informed their ongoing work in the drafting of planning policies and the selection of sites for housing and employment. All of this has been in readiness for consulting on the submission draft plan, the final stage before it is sent to the planning inspectorate.

Given the significant progress that the council has already made with the evidence base already submitted, they will not be inviting or accepting the submission of any further sites.

West Suffolk council are, however, making a small adjustment to the West Suffolk Local Plan timetable. This is so the next stage of the draft can include changes to the National Planning Policy Framework (NPPF), which are part of a national policy consultation announced by Government shortly before Christmas. Any changes to the NPPF are expected to be published in the spring and will inform the preparation of local plans. This means that rather than consulting on the submission draft in the spring, they will consult in the latter half of the year. The Government's consultation on the NPPF includes suggested transitional arrangements for those authorities that are preparing local plans. This encourages local authorities to continue preparing local plans and for them to be submitted to the Inspectorate by the 25 June 2025 at the latest.

16.4 To note withdrawal of DC/22/1499/HH conversion and alteration of existing cart lodge to Land adjacent 17 Common Lane Troston.

16.5 DC/22/2147/FU L Whitegates, The Street, Troston. Change of use from dwelling to guest facility has been granted planning permission by West Suffolk Council. There are conditions attached, including the requirements regarding arrangements.

17. Councillors reports and items for future agendas.

A request for a dog poo bin by Ixworth road has been made this will go on as an agenda item for the next meeting.

Action Clerk

18. Correspondence for action or information

18.1 We have received correspondence to do with a Councillors conduct. On the advice of SALC we have been informed that, as the individual was not acting in the capacity of a Parish Councillor at the time of the allegation, it is not a matter for the Parish Council.

19. Date for next meetings. 9th May 2023 7.30pm to be preceded by the Annual Parish Meeting at 7pm

20. To consider the exclusion of the public and press in the public interest for consideration of the following items: 20.1 Personnel Issues. 20.2 Legal Issues.