

Present: Cllrs G Norris, P Johns, J Moffat, S Rose, B Burridge, R Balaam & Suzy Woodward

1. Election of Chairman

Cllr Johns nominated Cllr Rose for the position of Chairman, this was seconded by Cllr Moffat. Cllr Rose accepted the position of Chairman.

2. Chairman's Declaration of Acceptance of Office

Cllr Rose completed the Declaration of Acceptance of Office.

3. Election of Vice Chairman

Cllr Johns nominated Cllr Norris for the position of Vice-Chairman, this was seconded by Cllr Balaam. Cllr Norris accepted the position of Vice-Chairman.

The Parish Council expressed their gratitude for all the years that Cllr Norris had given to the role of Chairman.

4. Apologies for absence

Apologies for absence were received from DC S Brown C.Cllr R Hopfensperger

5. Co-option of new Parish Councillor

Suzie Woodward was co-opted on to the Parish Council. The relevant paperwork was completed. The Clerk will submit this to West Suffolk Council. **Action Clerk**

6 To elect Council Officers and Representatives to outside bodies

Cllr Burridge was elected as the Parish Councils representative for the Village Hall. Cllr Norris will continue to act as the liaison for the Ixworth Patient Association.

7. Members Declarations of Interest and Dispensations:

7.1 To receive declarations of interest from Councillors on items on the agenda. Cllr Rose declared an interest in item 14.2 on the agenda.

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

7.3 To grant dispensations as appropriate under Section 33 of the Localism Act. none

8. Minutes The minutes of the Monday 1st March 2021 agreed and approved as a correct record.

9. Report from RAF Honington: Sqn Ldr M Fixter

Sqn Ldr M Fixter was unable to attend the meeting but sent the following report:

With 1 Sqn RAF Regiment now deployed on routine ops in Cyprus, the Station seems very quiet but we will enjoy hosting visitors from several countries in a wide variety of training events throughout the Summer.

Airfield activity will start to increase at weekends with the return of Air Cadet Gliding starting in Jun/Jul this year – they will also provide gliding to cadets in academic holiday periods.

Some key feedback on events:

9 Jun QJP – we are keen to enjoy as much support on 9 Jun 22 as RAF Honington parades the 50th anniversary of our Freedom (now of West Suffolk). There will be comms going out on this in the run up to it. Start 1830.

9 Jun QJP – After our Freedom Parade there will be a large scale Sunset Ceremony on Angel Hill, BSE at 1930.

RAF Honington Families' Day will be 28 Jul and will take place on the sports pitches outside of the wire. Whilst we do not see a big security issue we are being very cautious that it is not widely advertised in the event that several thousand people from across the Region show up thinking they are all our neighbours and the event isn't looking to deliver that size. People in Lavenham and Ipswich were certainly not happy that they couldn't come along to 2019. Please keep it as 'details available from your Parish Council Reps'.

RAF Honington Annual Formal Reception 21 Jul – normal protocols and invites will be sent out in the next few weeks.

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

A resident has expressed concerns about vehicles parking on the bend, often on the pavement, opposite the old Skid's garage site. Vehicles parking there push road users out in to the road. This is a particular problem when deliveries are being made to the site and large vehicles extend into the road. The Clerk will write to the construction company to ask if their signage could be increased, to warn of the site entrance and also to ask that, if they are parking on the pavement opposite, that they stop doing so.

Action Clerk

11. Report from County Councillor: R Hopfensperger.

To include update on funding for litterpicking equipment versus new VAS.

Cllr Hopfensperger has agreed to fund 50% of both the litter picking equipment and a new VAS for the village. As discussed below it is unlikely that funding will be approved for works to the passing places. Cllr Balaam will get some quotes for the works that need to be done. **Action Cllr Balaam**
Below is a copy of Cllr Hopfenspergers Annual report:

I paid for the commissioning of a speed survey to look at the extension of the speed limit to encompass the entrance of the playing field above are the results and below is the response from the officers:-

I have had a look at the requested extension of the 30mph speed limit.

As the requested extension is purely into open countryside it will not meet the criteria to justify an extension as the road is straight at this point and drivers have clear visibility of the speed limit signs.

A clear built up area with almost continuous frontage development numerous facilities generating pedestrian / cycle activity – schools, shops, PH, play areas etc.	Vehicular entrance to play area – no other facilities – Not sufficient to meet criteria
Collision History	No injury Collisions in the last 5-years – Not Met
Existing Traffic Speeds	Typical speeds for rural village, but 85 th percentile speeds high at point of the entrance to the play area – Current speeds not likely to be justification to move speed limit on their own. - Marginal
Numerous junctions or accesses	Single junction – Not Met
Significant pedestrian activity throughout the day	No footways or warning signs so no evidence to drivers of significant pedestrian activity – unlikely to be met
A clear village character with 20 or more houses	Open countryside – Not Met
If fewer than 20 houses extra allowance to key buildings such as a church, shop or school	No Buildings – Not Met

I have assumed that the new vehicular access to the play area meets the current visibility criteria to enable vehicles to enter and leave safely.

Based on the above, with the exception of the speeds being slightly higher at the vehicular entrance to the play area, there does not appear to be a significant justification to extend the 30mph speed limit.

So unfortunately we will need to look at how we can improve the safety through signage or other options, we can discuss this.

Ixworth Road

These are the initial comments I received from the safety officer who reviewed the comprehensive report from Roger Anderson:-

The report makes interesting reading.

My team is unaware of how the better provisions on Bluegate Road came about, and whether they were developer funded or from other funds, however they would have been expensive and the only budget for improving the Heath Road passing places would be from parish precept or grants the parish council can secure (e.g. your LHB or Locality budget).

I would suggest that there are many similar single track roads all over Suffolk but conversely there are very few hardened passing places.

If there was unlimited funds then we could commission our design team to carry out a feasibility study into Heath Road. This would include site visits, measurements of the road and verge width, clarification if the dirt passing places are within the highway boundary, a search for any underground services that might affect any hardening of the surface, sightlines towards oncoming traffic, a preliminary design for a passing place(s) and an idea of the works costs. However, recent estimates for a similar scheme were prohibitively expensive for another parish and that scheme was not taken forward.

Has the parish council debated this yet and come to a view?

My view is that the proposals may be desirable but they are not essential.

Perhaps we can discuss options going forward.

Paddock Way Flooding

I continue to chase a solution for this issue and I've passed on the resident's suggestion of a elbow bend in the pipe in the ditch.

Locality Budget

I've contributed locality funding to purchase an additional mobile VAS, litter picking equipment,

Highway Issues

Highway Issues do tend to be the majority of the issues I deal with, I would recommend that anyone that can to report highway issues via the reporting tool, if you feel that you are not getting the response you require or that there is a particular delay, please do report them either to myself or Vicki and I can ensure that they are escalated for action.

I've had successful highways site visit recent with the community engineer for other areas to discuss issues and come up with an action plan with advice from him. I will look at carrying one of these in Troston as this proves more effective when you can discuss issues on site and try and unblock some of the long standing issues.

12. Report from B. Councillor: S. Brown

To include update on funding for litterpicking equipment versus new VAS. Unfortunately Cllr Brown was unable to attend the meeting and his report arrived too late to be read out but is included below..

Funding – Very happy to provide funding in support of the purchase of: Litter Picking Equipment and Vehicle Activated Sign.

Housing – I've contacted the planning team with regards to Troston being included with future housing developments plans in West Suffolk. Discussions are in place about a suitable time/date to meet in the village.

Tax Rebate Grant - The Rebate Grant is for £150 and is for band A-D households to help toward the increased costs in energy bills. The money doesn't have to be paid back. Please check the website for further details <https://www.westsuffolk.gov.uk/counciltax/council-tax-rebate-grant.cfm>

Free Summer activities – West Suffolk Council is delivering a range of free holiday activities aimed at supporting the most vulnerable families and children in the Country. Those on free school meals, pupil premium or where there is an identified need outside of these criteria can apply for free holiday activities and healthy food at a range of venues and offers across the district. For any more information including support to book spaces please contact Hana at families.communities@westsuffolk.gov.uk

Wheelchair Accessibility in taxis consultation - West Suffolk Council is consulting the public on proposals to remove Wheelchair Accessible requirements for taxis – for further details please visit West Suffolk taxi policy consultation 2022.

13. Finance.

13.1 The following accounts were approved/noted.

Payments

Wreath donation	Royal British Legion	£30.00
annual subscription	One Suffolk	£60.00
Admin	Various	£629.76
annual subscription	SALC	£337.01
annual subscription	Mijan	£50.00
Internal Audit	Trevor Brown	£220.00
Bin emptying	West Suffolk Waste	£665.60
WiFi	BT	£35.99
Receipts		
Precept	West Suffolk	£14,000.00

13.2 Bank reconciliation and accounts update.

The Clerk prepared a bank reconciliation, schedule of payments and budget report for the Councillors

13.3 End of Year Accounts.

13.3.1 To discuss the Report by the Internal Auditor.

The internal audit report was discussed. The recommendation to publish the updated Asset Register on the website was noted and will be actioned. **Action Clerk**

13.3.2 To approve and sign the AGAR for 2021/22

The Annual Internal Audit Report (page 4), followed by the Certificate of Exemption (page 3), Section 1 – Annual Governance Statement (page 5) and Section 2 – Accounting Statements (page 6) were approved and signed. The Clerk will make the relevant submission to the external auditors and ensure we are compliant with the publication requirements. **Action Clerk**

13.4 Update on banking arrangements.

The Clerk has discovered that the account we currently hold with Unity bank can be set up for a two step process to authorise payments. We need to remove some obsolete members and complete some new paperwork, advising of the new authorised members. The Clerk has this matter in hand. The financial standing orders will be updated to reflect these changes. **Action Clerk**

14. Play Area/Playing Field to include:

14.1 To consider request to use the Playing Field car park for crepe stall.

A resident has asked if they can use the Playing Field car park to set up their crepe stall-caravan. In principle the Parish Council are very supportive but, in order to be compliant with their

insurance, they need to have sight of some of the applicants documents before they can allow the use of the car-park. Once the Parish Council are assured that insurance and food safety requirements are fully covered, they would be happy for the car-park to be used for a 6 week free trial. At the end of this trial, if the applicant wishes to continue, they would be looking at setting up some form of rental arrangement. The Parish Council would also insist that the applicant provides waste disposal facilities for their customers, and not fill up the bins at the playing field which the Parish Council have to pay to have emptied. They will expect the area to be left in the condition it was found in and that any rubbish is taken away with you at the end of each session.

14.2 To discuss arrangements for access to the playing field, to include update from Pear Tree Close regarding the Private Road status.

Following the use of the Pear Tree Close gate to enter the playing field the following points were clarified to avoid confusion in the future.

1. Pear Tree Close is completely a private road
2. Pedestrians can walk through to the play area and then on to the larger playing field through the play area gate. Otherwise the main entrance, on to the field is at the edge of the village
3. The wider access, on the corner by No 6, the grey house, is NOT for maintenance vehicles or contractors - the Parish Council did not want to pay part of the service/upkeep fee, so it was agreed that contractors would use the main field entrance at the edge of the village. The Pear Tree access has been left for emergency vehicle access use, as per the planning approval.
4. There is definitely no parking for anyone other than residents or residents visitors on the roadway past the public house entrance.

It was agreed that a combination lock would be purchased to secure the gate at the entrance to the field.

Action Cllr Johns

14.3 Update on repairs to play equipment.

To include bin emptying.

The bin in the children's play area had not been emptied. The Clerk has reported this to West Suffolk Council. It was reported that it had been emptied that day.

Cllr Johns has carried out a temporary repair to a damaged post in the play area. The Clerk will contact Tamar to look for a more permanent solution.

Action Clerk

Cllr Balaam has greased the roundabout and it is now moving smoothly again.

The Clerk will update the play area rota, including the new Councillors.

Action Clerk

15. Village Maintenance/matters

15.1 To discuss date for first aid training.

Unfortunately the first training can not be accommodated on any of the dates we had put forward. It was agreed to look at some dates for July. The Clerk will speak to the village hall about availability.

Action Clerk

15.2 To confirm grass cutting arrangements 2022/23

The Clerk met with the grass contractor to confirm the grass cutting arrangements for 2022/23. She is just waiting for a map, from the Contractor, before circulating the updated contract for information.

Action Clerk

15.3 Jubilee event, torch relay update.

The Clerk has received further information about the Festival of Suffolk Torch relay. Sunday 15th May. So far we have not found any one who would like to take part.

15.4 To discuss arrangements for Village Hall WiFi

With six months left on the current Wifi contract left to run it was asked if this is a service that is used enough to justify the expenditure over just over £350 per year. Cllr Burrridge will take this question to the village Hall Committee.

Action Cllr Burrridge

15.5 Update on defibrillator reporting

Cllr Rose has taken over the regular reporting of the Defibrillator status

15.6 Bus noticeboard timetable update.

Resident Amanda Ketch, with the help of Cllr Moffat, has update the timetable on the bus noticeboard.

16.7 Village Hall update

FINANCIAL REPORT.

Income from 1st March to end of April was **£2,777**. Covid Grant of **£2,667**, **£60** - 6 weeks Pilates and **£50** - 2 private functions. Without the Covid Grant we would have struggled.

Expenditure for the same period was **£1,220.38** which was made up of our annual insurance of **£796.84** (our biggest annual singular regular outlay and in line with other halls. Need to check details are being followed). 6 months water bill of **£29.73**, **£220** for 2 years of accounts examinations, **£153.75** for cleaning, **£12,16** bank charges and **£7.90** for a new First Aid Kit. Expenditure over the rest of the year will tail off.

Current Funds = £26,528

Bank Account – paperwork all submitted we are just waiting for Lloyds Bank to process it. The old account remains open to pay in any income.

Independent Examiner – 2020 and 2021 accounts have been done by Karen Gaught.

Smart Meter – Bill now been received and we are £229 in credit.

Defibrillator – Belongs to the Parish Council.

BOOKINGS

Gradually building. Coffee mornings and Pilates are regular bookings. Sewing group booked in May, Bee Keepers in July and a family gathering are all upcoming events.

An enquiry has been received for a free use of the marque for a charity event out of the village. It was decided that we needed to charge for hire so that we had a contract with the hirer and therefore redress in the event of damage and the hirer was fully aware of their safety responsibilities. Hire is £75 + £75 deposit.

Jubilee – the play equipment is freely available for any event in the village (advertised in last Newsletter) The Hall is also available free of charge.

MAINTENANCE

Concerns expressed regarding condition of the back lawn.

New posts and chain beside the patio look good.

White lines need to be painted on the ground to define parking spaces.

The latest quote received for new oil tank was approved and the go ahead given for the insulation

Purchase of round garden seat with easy access and up to £300 was agreed.

REVIEW OF H&S POICY, RISK ASSESSMNET AND HSE CHECKLIST.

HSE Checklist – possible dates agreed for small group to meet and go through the paperwork. BB, BH and SB will need to sign once completed.

NEXT MEETING

This will be on Tuesday 28th June at 7.30pm in the VH. This will be the AGM.

The Coffee morning is still be invitation only due to concerns over Covid. If information about activities is shared with the Clerk she will put them on the Parish Council Website.

Action Cllr Burrridge

17. To agree and adopt new Code of Conduct.

17.1 To include a discussion around decision making, communication and sharing information. This document was circulated, discussed and agreed for adoption.

18. Planning To also include any applications/decisions received since the agenda was posted.

18.1 West Suffolk Local plan, update on allocation of sites for Troston

West Suffolk Council have said that as a Troston has limited facilities that they could not support a large number of houses, even through the production of a Neighbourhood plan. A smaller development of 5 or less houses may be possible. Although it was acknowledge that this situation may change, this is the current situation. The Piggery site landowner and his planning consultant felt that this situation could be influenced by the Parish Council. The Parish Council felt unable to commit to any action that might alter this current status until the views of the wider population had been sought. To this end the landowner and planning consultant will arrange a public event to gauge public opinion before any further action is taken. The Clerk will provide the planning consultant with contact details for the village hall and the councillors will help with the distribution of any information, relating to the event, to the residents of the village. **Action Clerk**

18.2 DC/22/0211/HH 5 Garden Fields, single storey front and rear extension b) render of existing walls c) replacement roof tiles d) timber cladding to lower half of existing dwelling. To note approval by West Suffolk council

19. Councillors reports and items for future agendas.

19.1 Councillor Training. To discuss options for online training.

Cllrs Rose, Moffat and Woodward would like to partake of some online Councillor training. The Clerk will set this up. **Action Cllrs Rose, Moffat and Woodward & Clerk**

19.2 lottery

Cllrs Burridge and Norris will meet to discuss the current banking arrangements. The Clerk agreed to be a back up signatory on the bank account. Cllrs Rose and Woodward volunteered to help with the lottery. **Action Cllrs Burridge, Norris, Rose, Woodward & Clerk**

20. Correspondence for information

None received.

21. Date for next meetings. 4th July 2022

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

22.1 Personnel Issues. None

22.2 Legal Issues. None.