



TROSTON PARISH COUNCIL

MINUTES OF TROSTON PARISH COUNCIL MEETING MONDAY 13TH JULY 2020 @ 7:30 VIA VIDEO LINK

Present: Cllrs G Norris, P Johns, M Merchant, R Anderson, J Moffat, Sqd Ldr M Fixer and WSC S Brown

1. Apologies for absence

Cllr B Burridge & Indi Saunders

2. 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

3. Minutes The minutes of the Monday 2nd March 2020 agreed and approved as a correct record. Notes from zoom meetings agreed for information.

4. Meeting open to the public

None present, although the following questions had been put forward prior to the meeting: Do we need signs about walking too close to homes where residents are trying to self-isolate? Councillors believed advice on social distancing had changed since the question and there was no need to place a sign on Common Lane.

Does the Council have a list of potential contractors when seeking tenders? Yes, a list of established contractors that local Parish Councils have worked with is used to shortlist. The list includes local people who have expressed an interest plus those on the TrustATrader Directory.

Can the Parish provide sheltered seating on the playing field and young children's play area? This was considered to be a possibility, Cllr Johns to look at possible suppliers.

5. Report from County Councillor: R Hopfensperger did not send a report or attend the meeting. It was agreed that the Clerk should continue to chase Cllr Hopfensperger about moving the 30mph restriction, at the Gt Livermere end of the village and have a sign warning about children playing at

Action Clerk

6 Report from WS. Councillor: S. Brown

Troston site Piggery – there is a date allocated of October to begin the Consultation Period for the West Suffolk Local Plan. This is to be undertaken ahead of any matter relating to Troston Piggery. Once more details are confirmed in October, he will inform the Parish Council.

Abbecroft Leisure will be able to open its facilities from 25th July, which has received financial support from West Suffolk Council during the Coronavirus period to enable it to continue and be prepared for offering services to the public. It'll be great that we are now beginning to use the services they offer at the leisure centres and in the communities. Much needed for our physical and mental health during the current time.

West Suffolk Council have the powers for parking enforcement and issuing notices for illegal parking. This applies to all towns and villages. Consideration will need to be given by the public that whereby if they have parked in a place previous to April '20 without challenge, noting it was the Police who would administer and were of stretched resources, West Suffolk Council have suitable resources in place and will be administering in town and villages.



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West Suffolk Council call handlers on the Home But Not Alone initiative answered 1,344 calls on the Home But Not Alone line since 30th March. As you know these calls are on a range of issues from people needing food, medicine and support, including those coming out of hospital and those who feel isolated. We have a Full Council meeting on Tuesday 14th July, I shall report back at the next meeting of specific matters arising.

There is a good funds available with my Locality Budget, if there is anything the village wishes to do that will help bring it together and maintain good health, along with a good community spirit. All ideas are welcomed. It was suggested that some new bins and benches would be welcomed in the village. Cllr Johns will look into this.

Action Cllr Johns

7. Report from RAF Honington

Currently we are working towards reopening our community and youth groups in September – to change of course! Dates are not yet confirmed but will be published on our HIVE Facebook page in due course. We do not yet have a date for the community coffee shop to reopen, but it is likely to be takeaway only when it does. I will keep you posted. Our families' day has been postponed until September and is likely to be very scaled back affair, no confirmed plans or dates are in place yet. The Co-Responder team at RAF Honington has received 2 Double Staffed Ambulances (DSA) on Station in order that they can assist the East of England Ambulance Trust (EEAST). Following an intensive clinical upskills course, designed to bolster their existing skills, 6 members of the Station Co-Response team are now working directly in support of the NHS. There will be a small event to recognise 311 Squadron for their work in Afghanistan. Copies of the Camp Newsletter can be read on the Honington Home Page <https://www.raf.mod.uk/our-organisation/stations/raf-honington/> RAF Honington News incl Honington Herald <https://www.raf.mod.uk/our-organisation/stations/raf-honington/news/>

8. Progress reports. For information, from:

8.1. Chairman.

8.1.1 Update on corona virus.

There was no update directly on the corona virus but Cllr Norris provided a report from Cllr Burrige regarding the village halls arrangements during Covid - 19 The purchasing and fitting of signs and equipment are well underway. Cllr Burrige will see Sue next Friday to confirm arrangements and conditions for hirers. The following week they will all meet again to chart their progress on their checklist and to finalise instructions and documentation. They have received the £10,000 small business support grant which will help to pay the bills until business builds up again. They thought the PC should know we are trying to be pro-active and in control. The village hall appears to be overwhelmed with work, it was asked if they time had come to look at employing a handyman. Sqd Ldr Mark Fixer said the new regiment of gunners would be looking to do some jobs in the community in the next few months. Cllr Merchant suggested that some local youths may be interested in helping out with some odd jobs during the holidays. Cllr Burrige also sent a report on the Village Hall Committee Meeting on the 6th July. Actions suggested by ACRE were reviewed and appropriate health safety plans agreed to enable the use of the Hall again. An increase of £10 in the hire price would be implemented to cover cost of cleaning materials and signage. By the end of August, Coffee Mornings are hoped to be re-introduced Cllr Norris will speak to Cllr Burrige about these suggestions.

Action Cllr Norris



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8.2 Clerk:

8.2.1 To agree and adopt risk assessment.

It was agreed that following a change to the item involving online payments, adding a requirement for the chairman to sign them off prior to the Clerk raising the payments, that the assessment should be adopted. The Clerk will make the changes and send it out for final approval. **Action Clerk**

The Clerk will be sending out revised copies of the standing orders and financial standing orders for Consideration. **Action Clerk**

8.2.2 Webinar training.

The Clerk is attending a 45 minute webinar on accessibility regulations for online public services. The fee to attend the session is £25 +VAT which will be £6.25 for each parish.

8.2.3 Update on website improvements

The Clerk is liaising with Daniel Jamie regarding the current website. She will keep the Councillors updated on progress

9. Finance.

9.1 To consider payments. To include: 8.1.1 Admin. 8.1.2 KallKwik, Tramar
The Following accounts were approved for payment.

	Admin	£982.67
newsletter	KallKwik	£165.00
grass cutting	Tramar	£175.00

9.2 Bank reconciliation and accounts update

The Unity bank website was experiencing problems. This information is follow. **Action Clerk**

9.3 To approve section 1 followed by section 2 of the 2019/20 AGAR

Section 1 followed by section 2 of the 2019/20 AGAR was approved and signed ready for Submission **Action Clerk**

10. Footpath Leaflet

10.1 Update on the footpath leaflet.

The leaflet has been printed incorrectly so will be re-printed at no extra cost. Boxes of leaflets had Been received and copies made available in the phone box which was acting as a village information centre We are looking at getting a large map mounted on a board. A copy of the map will go on the website, with a link from Facebook. **Action Clerk/Cllr Johns**



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11 Play Area to include:

11.1 Signage for play area following latest Government advice.
The Clerk will look at prices for a larger, more permanent sign.

Action Clerk

11.2 To formally agree grass cutting tender

Four contractor were approached to tender for the grass cutting at the play area. We received two tenders with two contractors deciding not to tender. The two who provided tenders were very close on price. It was agreed to go with the contractor who would trim around the equipment rather than weed kill. It was noted that watering the hedge-row and trees on the playing field would also form part of the grass cutting contract. It was formally agree to go ahead with Tramar for the village maintenance
The Clerk is preparing a contract for approval.

Action Clerk

11.3 To discuss outstanding play equipment issues with Urban Forestry/Simon Burgess.

The representative from Urban Forestry did not turn up for the meeting. Simon Burgess is going to weed treat and replant the wildflower area, the ongoing maintenance will be undertaken by the grass contractor. Simon Burgess also agreed to repair/replace the damaged fence.

The play equipment will have an on-going maintenance program, including an annual treatment, again the will be undertaken by the grass contractor. There will be a bollard placed at the entrance to the playing field, at the bottom of pear tree close, that will drop down for emergency access. Some of trees are dead by the recycling bins near the playing field car-park. The Clerk will speak to Simon Burgess about this. Cllr Brown will also make enquiries.

Action Clerk/Cllr Brown

12. Planning

12.1 DC/20/0913/HH | Householder Planning Application - single storey side extension | 14 Common Lane Troston. **No objection.**

13. Councillors reports and items for future agendas.

The Village Newsletter was delivered last week gave a report on the number of cases of coronavirus in our area - and details on help agencies to contact.

Cllr Merchant made a request for a litter bin at Troston woods. We will look at the possibility of installing bins at either ends of the woods.

Action Clerk

The pig farm has been very smelly recently. As agreed Cllr Anderson will write to Piggy Green.

He will send a copy of the correspondence to the Clerk to keep on file. **Action Cllr Anderson**

14. Correspondence for information

14.1 British Horse Society. Historical Research Volunteers sought in the Eastern Region. Circulated.

14.2 Code of conduct consultation. Circulated

15. Date for next meetings. 7th September 2020