

THORNDON PARISH COUNCIL ANNUAL MEETING

Minutes of Meeting held at Thorndon Village Hall on 9 May 2013

Present: Cllr Bartlett, Cllr Cattermole, Cllr Hayward, Cllr Ravenhill (Chairman), Cllr Theobald, Cllr Taylor and Cllr Tucker

Also present: Mrs A Thompson (Clerk), PCSO S Johnson, Mr C Tilbury, Mr M Sillett, Mrs C Aldous and Mrs C Owen

Meeting Opened 20.27

1. Election of Officers: The existing Chairman, (Cllr Ravenhill), Vice Chairman (Cllr Le Gros) & RFO (Clerk) were proposed, seconded & re- elected.

2. Apologies for absence and declarations of interest:

Apologies for absence: Cllr Botwright and Cllr Le Gros

Declarations of pecuniary and non-pecuniary interests: None

3. Open Meeting to Public – 20.29

The Chairman asked members of the public to detail which particular agenda item, if any, they had an interest in. No interests were specified.

Meeting closed to Public – 20.30

4. Approval of the minutes of the meeting of Thorndon Parish Council held on 4 April 2013 and Extraordinary Planning Meeting held on 11 April 2013

The minutes from the meetings held on 4 April 2013 and 11 April 2013 respectively were agreed as an accurate record and signed by the Chairman

5. Action Points/matters arising from those minutes

Summary of Action Points from Last Meeting		
04.04.13 - 01	Email SERCO with copies to both Dr D Poulter MP and County Cllr A Stringer	Complete
04.04.13 - 02	Cleaning village signs	Deferred to September/October

04.04.13 – 01 **04.04.13 – 01** On 08.04.13 Cllr Bartlett wrote to SERCO (copies of this email were circulated to Councillors) since when there has been protracted correspondence. On 13.04.13 Cllrs Ravenhill and Hayward attended the North Area Meeting for SALC at Eye and discussed the proposal that SALC could form a communications link with Suffolk Community Healthcare (SERCO). SERCO held a public meeting at Eye on 30 April which Cllrs Ravenhill and Bartlett attended. The local manager from SERCO was due to be at that meeting, but was not present on the night. Following this meeting Cllr Bartlett contacted SERCO to convey the disappointment felt by Councillors. SERCO have now confirmed they will be present at the next SALC North Area Meeting to be held in Eye on 12.06.13. Cllrs Ravenhill, Bartlett and Hayward will attend this meeting with a view to establishing a means of communication between SERCO and the local community. SERCO's stated aim is to achieve an improved quality of service. If this is the case, SERCO do need to receive feedback from the community and it is felt that the Parish Council network is the ideal medium through which to receive comments. The meeting on 12.06.13 will be key in establishing whether SERCO are serious about engagement. Councillors will review the position following this meeting.

Meeting opened to Public 20.55

6. Reports

6.1 County Councillor's Report: Cllr Stringer was not present at the meeting but did provide a report, a copy of which is attached.

6.2 District Councillor's Report: Cllr Tilbury was present at the meeting and delivered his two reports, copies of which are attached.

6.3 Police Report: PCSO Johnson from the Police was present at the meeting and delivered his report, a copy of which is attached.

Meeting closed to Public 21.10

7. Planning

7.1 Planning Applications:

- **Planning Application 1007/13**

Proposal: Continued use of former agricultural land as tennis court for private use. Resurfacing of the tennis court and erection of replacement perimeter chain link fence to height of 2.75 metres at Green Farm, Hestley Green, Thorndon. The application was supported.

- **Planning Application 0806/13**

Proposal: Erection of 1 no. detached dwelling with integral garage on land to rear of Rowans, Clint Road, Thorndon. The application was supported.

7.2 Approvals:

- **0610/13** – Creation of first floor over existing bungalow. Insertion of 5 no dormer windows. Erection of single storey side extensions incorporating single garage following demolition of existing outbuilding and extension at Havenholme The Street Thorndon.

7.3 Refusals: None

7.4 Listed Building Consent: None

8. Clerks Report

8.1 Financial Update: The current balance is £13,218.03.

8.2 Payments to be made:

Date Rcvd	Payee	Purchase/Service	Amount (£)	VAT/IPT	Total (£)	Agreed/ Declined	Chq No. (& ref)
09.05.13	Mrs D Crisp	Internal Auditor Fee	22.50		22.50	Agreed	100541 (13/14 - 01)
09.05.13	Thorndon Village Hall	Hire of Hall	108.00		108.00	Agreed	100542 (13/14 - 02)
09.05.13	SALC	Annual Subscription	276.00		276.00	Agreed	100543 (13/14 - 03)
09.05.13	Community	Annual	30.00		30.00	Agreed	100544

	Action Suffolk	Subscription					(13/14 - 04)
09.05.13	MSDC	Dog & Litter Bin Emptying Service	165.00	33.00	198.00	Agreed	100545 (13/14 - 05)
09.05.13	Mrs A J Thompson	Salary Month 1	405.00		405.00	Agreed	100546 (13/14 - 06)
09.05.13	HMRC	PAYE	101.20		101.20	Agreed	100547 (13/14 - 07)
		TOTAL	£1,107.70	£33.00	£1,140.70		

The Clerk confirmed the following:

- The Bank Mandate at Barclays Bank plc is operational and a cheque book has been issued.
- Two new deposit accounts have been opened at Barclays, one for the Play Area monies, the other for the Village Shop as instructed at the meeting held on 04.04.13.
- Whilst the Clerk had instructed MSDC to remit the precept to the Barclays account, they had not done so and the same has been remitted to Bank of Ireland.
- Bank of Ireland requires a different Bank Mandate form to be completed to that supplied and completed in April, following agreement as to who the new signatory would be. The Parish Council cannot draw any cheques on this account until the Bank Mandate is operational.
- Bank of Ireland have promised to telephone the Clerk to confirm that the Bank Mandate is up and running at which point the request to close the Bank of Ireland accounts can be given in writing. The Clerk has prepared a letter of instruction for the Bank of Ireland to close the accounts and transfer the closing balances to the Barclays accounts.
- To ensure that the above payments are made at the earliest opportunity, the Clerk proposed that a cheque for £2,000.00 is issued on the Bank of Ireland and paid into the Barclays account. This was agreed.

8.3 Annual Audit: The Annual Audit is now due and the accounts have been audited by the Internal Auditor. The return has been completed. The Clerk identified the differences at Section 1 and the Parish Council confirmed the annual governance statements at section 2. The Audit was duly signed by the Clerk and Chairman.

8.4 Financial Figures: It was agreed to distribute these to Councillors on a three monthly basis.

8.5 Play Area: On 17.04.13 Cllr Tucker met with Action Play and Leisure Limited at the Play Area to ascertain what repairs required to be undertaken. Cllr Tucker produced a schedule of works together with costs which was circulated to all Councillors before the meeting. Of the works listed, some have been completed by Charles Coulson, Keith Faulkner and Cllr Tucker. However there are 3 items which do need to be addressed ahead of the RoSPA inspection in September relating to the roundabout and see saw. The schedule includes a provision for the cost of labour. In the light of the works already undertaken, Cllr Tucker will clarify whether this cost is still applicable, and if so confirm the amount thereof.

Action Point 09.05.13 - 01

9. AOB and Meeting opened to the Public 21.40

9.1 Cllr Hayward raised the issue of a possible gas burning plant on Eye Airfield and 'Open Day' being held on 18 May next at which more information can be obtained.

9.2 Mrs Owen confirmed that the old Notice Board on her property has now been removed.

Meeting closed to the Public 21.44

10. Next meeting date was confirmed as Thursday 6 June, 2013, 8.00pm.

MEETING CLOSED 21.45

Summary of Action Points for Next Meeting		
09.05.13 - 01	Confirm costings for Play Area repair works	PT