

THORNDON PARISH COUNCIL MEETING

Minutes of Meeting held at Thorndon Village Hall on 5 September 2013

Present: Cllr Hayward, Cllr Le Gros (Vice Chairman), Cllr Ravenhill (Chairman), Cllr Theobald, Cllr Taylor and Cllr Tucker

Also present: Mrs A Thompson (Clerk), Mr A Stringer, Mr C Tilbury, Mr M Sillett, Mrs C Aldous and Mr C Brand

Meeting Opened 20.00

1. Apologies for absence and declarations of interest:

Apologies for absence: Cllr Bartlett, Cllr Botwright and Cllr Cattermole

Declarations of pecuniary and non-pecuniary interests: None

2. Open Meeting to Public – 20.02

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 – 20.03

3. Approval of the minutes of the meeting of Thorndon Parish Council held on 4 July 2013

The minutes from the meeting held on 4 July 2013 were agreed as an accurate record and signed by the Chairman

4. Action Points/matters arising from those minutes

| Summary of Action Points from Last Meeting | | |
|--|--|---------------------|
| 06.06.13 – 01 | Speak to F A Edwards re the overgrown hedge on Thwaite Road | AT/MR |
| 06.06.13 – 02 | Contact Mr C Beach to suggest he attends the Parish Council meeting in September re self-build eco housing | PB |
| 06.06.13 – 03 | Speak to Mrs W Coulson re the parking of cars between the school and Church | Complete |
| 06.06.13 – 04 | Speak to MSDC re the overgrown footpath a the rear of the Village Hall | Complete |
| 04.07.13 – 01 | Write to Action Play and Leisure to resolve roundabout issue and costs | Complete |
| 04.07.13 – 02 | Review and cost options for enforcement of speed limit in The Street | JH & P Taylor c/fwd |

06.06.13 – 01 The Clerk has been unsuccessful in her attempts to contact Mr Edwards, and after her last conversation with him it is possible that the land has now been sold. Cllr Ravenhill will endeavour to speak to Mr Edwards at his place of business.

06.06.13 – 02 Cllr Bartlett has been in touch with Mr Beach and it was agreed that he should be invited to attend the next Parish Council meeting on 3 October next.

06.06.13 – 03 Cllr Ravenhill has spoken to Mrs W Coulson, who in turn confirmed that she would speak to the School Head. Today, the first day of the Autumn term, saw all cars parked within the school premises. The situation will continue to be monitored.

06.06.13 – 04 Cllr Taylor has spoken to Alastair McVeigh at Suffolk County Council who advised that the County Council only regularly cut category 1 footpaths. It is believed that this footpath does not fall within category 1. The County Council will, however, deal with standing crops and so the footpath will be inspected when crops are next planted. Otherwise a working party is to be established to ensure the footpath is kept clear. The Clerk will confirm that the Parish Council's insurance covers those undertaking such work. Alternatively, the County Council have confirmed that they can attend at the time that clearance works are executed in which case their insurance will cover the works. **Action Point 05.09.13 - 01**

04.07.13 – 01 There has been no response to the Clerk's letter to Action Play and Leisure. Given the imminent inspection of the Play Area by RoSPA it was agreed that the roundabout should be recovered with Cllr Hayward agreeing to travel to Carleton Rode to collect it. Cllr Tucker will telephone Action Play and Leisure to advise that a party is coming to retrieve the roundabout. **Action Point 05.09.13 - 02**

04.07.13 – 02 Cllr Hayward is to email his summary of the options considered to all Councillors ahead of the next meeting when the same can be discussed in more detail.

Meeting opened to Public 20.30

5. Reports

5.1 County Councillor's Report: Cllr Stringer was present at the meeting and delivered his report, a copy of which is attached.

5.2 District Councillor's Report: Cllr Tilbury was present at the meeting and delivered his report, a copy of which is attached.

5.3 Police Report: No representative from Police was present at the meeting but a report supplied, a copy of which is attached.

Meeting closed to Public 20.40

6. Planning

6.1 Planning Applications: None

6.2 Listed Planning Applications: None

6.3 Approvals:

- **1577.13** Erection of a garden room at Greenacres Hestley Green Thorndon. Permission has been granted.

6.4 Refusals:

- **0759.12** Refusal of Construction of a Biomass Renewable Energy Plant comprising buildings plant and process materials storage including boiler house, two straw fuel storage barns, wood fuel storage barn, exhaust stack, air cooled condensers, site access, hard standing and vehicle manoeuvring areas with weighbridge, silos, filters, control room, staff welfare facilities, surface water drainage, perimeter fencing and site landscaping including landscape bund to the A140 frontage. Mendlesham Renewable Energy Plant, Norwich Road, Wetheringsett-Cum-Brockford

6.5 Listed Building Consent:

- **1478.13** Replacement of 17 windows at Heron Chase Hestley Green Thorndon. The application was supported.

6.6 Other: None

7. Clerks Report

7.1 Financial Update: The current balance is £13,996.47.

7.2 Payments to be made:

| Date Rcvd | Payee | Purchase/Service | Amount (£) | VAT/IPT | Total (£) | Agreed/ Declined | Chq No. (& ref) |
|-----------|---------------------------|----------------------|----------------|--------------|----------------|------------------|---------------------|
| 05.09.13 | BDO LLP | External Auditor Fee | 40.00 | 8.00 | 48.00 | Agreed | 100555 (13/14 - 14) |
| 05.09.13 | Mrs C Rich | Village Records | 63.37 | | 63.37 | Agreed | 100556 (13/14 - 15) |
| 05.09.13 | HMRC | PAYE | 103.56 | | 103.56 | Agreed | 100557 (13/14 - 16) |
| 05.09.13 | Mrs A J Thompson | Salary Months 4 & 5 | 414.24 | | 414.24 | Agreed | 100558 (13/14 - 17) |
| 06.06.13 | Action Play & Leisure Ltd | Play Equipment | 515.00 | 103.00 | 618.00 | Deferred | |
| | | TOTAL | £621.17 | £8.00 | £629.17 | | |

7.3 The Annual Audit has now been concluded and the annual return was approved and accepted by the Parish Council.

7.4 The Clerk confirmed that NALC have confirmed an increase in salary scales and hourly pay rates for part time Clerks, which for the Clerk is a rise of £0.30p on the hourly rate.

7.5 The Parish Council has now received £1,000.00 being the prize money awarded to the Neighbourhood Watch Co-Ordinator, Mr C Brand. He suggested that the money could be used to purchase 10 reflective 'Neighbourhood Watch' signs at £25.00 each and possibly for the purchase of marker pens for each household in the Village.

7.6 The installation of a canopy to provide a shaded area for the Play Area was discussed and Mr C Coulson has offered to install the same if the materials are supplied. Cllr Le Gros suggested that there could be a redundant bus shelter in Eye which, if available, would be a long lasting and stable provision. Cllr Le Gros is to make enquiries. **Action Point 05.09.13 - 03**

7.7 The quarterly review of the responses to the Village Questionnaire was made:

Post Box in centre of Village: No progress.

Pot Holes: Issue addressed.

Road Signage Cleaning: Complete.

Speeding: Following the collection of traffic data, the Parish Council is to consider what measures to implement at the next meeting.

Hedge Cutting: Issue addressed.

More Affordable Housing: Mr C Beach is to attend the next Parish Council meeting to moot some ideas against the background of a cutback in government funding for social housing.

It was agreed that since most of the issues raised have now been addressed, it is appropriate to prepare and circulate a new questionnaire in the New Year.

7.8 Cllrs Hayward and Tucker have been looking into the necessity of preparing a Parish Plan for the Village. There are two types of Parish Plan, a Disaster Plan which is a community emergency plan for dealing with incidents such as flooding, loss of electricity or major

weather. The plan would list the potential hazards, assess the likelihood of such an event occurring and adopting a strategy for dealing with such an incident. The other plan is a Neighbourhood Plan where the Parish prepare a statement as to what they want to happen in respect of any future development in the parish. In view of an ongoing appeal in connection with a planning decision in Mendlesham it was agreed to defer further discussion on this until February 2014 by which time the appeal should have been decided and the impact of Neighbourhood Plans will be clearer.

7.9 Cllr Ravenhill asked the Clerk to propose a procedure to adopt when appointing contractors or placing orders. **Action Point 05.09.13 - 04**

7.10 Cllr Ravenhill reported that no more meetings with SERCO are scheduled.

8. AOB and Meeting opened to the Public 21.30

8.1 Cllr Hayward put forward the idea of providing a car park facility in the Village to cater for large events at the Church such as weddings and funerals. It was confirmed that this issue is to be discussed at the forthcoming meeting of Thorndon Town Trust on 11 October 2013 and the decision of this meeting is, therefore, awaited.

8.2 The Clerk has received an invitation to submit the village newsletter into the annual competition run by SALC. Whilst the 'Village Life' was entered a couple of years ago, receiving feedback that the same did not have any items of interest for the children in the Village, it was agreed to enter the 'Village Life' again to see what the feedback is this time. Cllr Hayward confirmed that he had tried to include input from the children through contact with the school, but nothing had been received.

8.3 Mr C Brand made a report on behalf of Neighbourhood Watch.

Meeting closed to the Public 21.39

9. Next meeting date was confirmed as Thursday 3 October, 2013 at 8.00pm.

MEETING CLOSED 22.40

| Summary of Action Points for Next Meeting | | |
|--|---|---------------|
| 06.06.13 - 01 | Speak to F A Edwards re the overgrown hedge on Thwaite Road | AT & MR |
| 06.06.13 - 02 | Contact Mr C Beach to suggest he attends the Parish Council meeting in September re self-build eco housing | PB |
| 04.07.13 - 02 | Review and cost options for enforcement of speed limit in The Street | JH & P Taylor |
| 05.09.13 - 01 | Clarify what insurance cover there is for individuals undertaking general maintenance work around the Village | AT |
| 05.09.13 - 02 | Retrieve roundabout from Action Play and Leisure | JH & P.Tucker |
| 05.09.13 - 03 | Establish whether a bus shelter is available for the Play Area | JLG |
| 05.09.13 - 04 | Procedures for appointment of contractors/placing orders | AT |