

THORNDON PARISH COUNCIL ANNUAL MEETING

Minutes of Meeting held at Thorndon Village Hall on 3 May 2018

Present: Cllr Bartlett, Cllr Bridge, Cllr Cattermole, Cllr Farquhar, Cllr Jenkins, Cllr Ravenhill (Chairman) Mr I Smith and Cllr Taylor (Vice Chairman)

Also present: Mrs A Thompson (Clerk), Mr A Stringer, Mr G Horn, Mr M Sillett, Mrs C Aldous, Mr T Fox, Ms C Lane, Mr S Middleton and Mr C Brand

Meeting Opened 20.20

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

2. Apologies for absence and declarations of interest:

Apologies for absence: Cllr Hayward

Declarations of pecuniary interests: None

Declarations of non-pecuniary interests: None

3. Meeting opened to Public – 20.24

The Chairman asked members of the public to detail in which particular Agenda item, if any, they had an interest. An interest was expressed in Planning Application DC/18/00802.

Meeting closed to Public – 20.09

4. Approval of the minutes of the meetings of Thorndon Parish Council held on 5 April 2018

The minutes 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		
08.09.16 - 01	Identify landowners of blocked watercourses	RJ c/fwd
08.09.16 - 03	Seek update on Kerrison redevelopment	PB c/fwd
03.11.16 - 01	Arrange public meeting to discuss neighbourhood plans with a representative from Mid Suffolk District Council	JH c/fwd
05.01.17 - 01	Consider making Freedom of Information request to Post Office Ltd re mobile Post Van	PBr c/fwd

02.02.17 - 01	Report flooding on Thwaite Rd using Suffolk County Council's online reporting tool & speaking directly to Richard Porter at Highways	RJ & PB c/fwd
02.03.17 - 01	Monitor Faster Broadband	Complete
13.07.17 - 01	Consider criteria for self-assessment of new VAS pole on High Street	Complete
07.09.17 - 02	Compile list of sign in the village which need to be replaced	MR c/fwd
04.01.18 - 01	Land Registry mapsearch snapshot of Thorndon	AT c/fwd
01.02.18 - 01	Arrange for a representative from Lacy Knight Scott to attend a Parish Meeting to discuss management of the 'set aside'	Complete

08.09.16 – 01 Cllr Jenkins has now got an old map which he is in the process of annotating.

08.09.16 – 03 Cllr Bartlett has been in contact with John Howard. He confirmed that the refurbishment works have started and are on schedule. Mr Howard anticipates that 6 units will be available to market by Christmas.

05.01.17 – 01 Cllr Bridge is to pass his paperwork relating to the Mobile Post Office van to Cllr Ravenhill.

02.03.17 – 01 Cllr Bartlett reported that the second box, P7 was connected at the end of March and that residents can now apply to have their broadband upgraded. Cllr Ravenhill thanked Cty Cllr Stringer for all his efforts on behalf of Thorndon Parish Council in securing the service.

13.07.17 – 01 In the absence of Cllr Hayward the Clerk read an email received by Cllr Hayward from Suffolk Highways which advises that the application for an additional pole has been approved and that a Risk Assessment will now be undertaken, a process which takes 4 – 6 weeks. Once this has been completed an order will be placed after which Highways have 14 weeks in which to complete the works.

01.02.18 – 01 Cllr Bartlett has received a response from Lacy Knight Scott to an invitation on behalf of the Parish Council to attend a meeting and report on the plans of Kerrison Trust for the management of the set-aside land. The response advises that Kerrison Trust do not feel it appropriate for such a meeting either now or in the foreseeable future. Councillors noted the position but felt that some investigation into the rights and responsibilities of the Kerrison Trust for the set-aside land should be undertaken and Cllr Taylor confirmed he would look into the position. **Action Point 03.05.18 – 01**

Meeting opened to Public 20.56

6. Reports

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

6.2 District Councillor's Report: Cllr Horn was present at the meeting and delivered his report.

Meeting closed to Public 21.08

7. Planning

7.1 Planning Applications:

- **18.00802:** Application for erection of a single-storey three bay cart lodge with exercise/storage room at Threeways The Street Thorndon. Councillors voted to support this application.
- **18.01613:** Application under section 73 of the Town and Country Planning Act. 3368.15 (outline) and 1001.17 (reserved matters): erection of detached dwelling and garage. Construction of new vehicular access without compliance with condition 1 of 1001.17 (approved plans and documents) to provide front extension. Councillors voted to support this application.

7.2 Listed Planning Applications: None

7.3 Approvals:

- **18.01259:** Erection of a two storey rear extension at Rydal House High Street Thorndon
- **18.00712:** Change of use of barn to dwelling with access (retention of works) on barn adjacent to Hestley Hall Thorndon
- **18.00847:** Discharge of conditions application for 17.05894 – condition 5 (refuse bins and collection areas), condition 7 (landscaping scheme) and condition 8 (timescale for landscaping) on land at Stoke Road Thorndon

7.4 Refusals: None

7.5 Listed Building Consent: None

7.6 Other: None

8. Specific Agenda Items:

- Cllr Smith raised concerns about the visibility at the crossroad junction of Clint Road and The Street and also the junction of Stanwell Green and The Street ("Threeways"). He asked what, if anything could be done to improve the same given the number of new dwellings for which planning consent has been granted many of which are now in the course of construction and the increase in traffic through the village the same will inevitably generate. He suggested that installing one mirror at each site should be sufficient and considered, but Cty Cllr Stringer advised he would not support such a proposal. It was agreed that the Clerk would contact Highways Engineering Department asking that an engineer undertake a site visit through Cty Cllr Stringer with a request that Cllrs Bartlett and Smith be present at that meeting. **Action Point 03.05.18 – 02**
- Cllr Smith referencing the lack of mobile telephone signal in the village suggested that a mast could be placed in the Church tower which installation could generate a significant amount of revenue for the South Hartismere Benefice. Evidently this is a suggestion which the Parochial Church Council

have already discussed and they have agreed to undertake a feasibility study. Clearly this is a matter to be properly addressed by the Parochial Church Council and Cllr Smith agreed to keep the Parish Council updated on the progress of this matter albeit he has no authority to make any decisions on behalf of the Parish Council in this regard. Attention was drawn to an email received from a villager seeking assurances on the potential impact on residents' health that any mast could have particularly given the proximity of the Church to the village school and residential dwellings.

9. Clerks Report

9.1 Financial Update: The current balance is £33,987.90

9.2 Payments to be made:

Date Rcvd	Payee	Purchase/Service	Amount (£)	VAT/IPT	Total (£)	Agreed/ Declined	Chq No. (& ref)
03.05.18	Mr R Fiebelkorn	Additional Grass cutting	£61.00		£61.00	Agreed	100800 (18/19 - 04)
03.05.18	SALC	Annual subscription	£321.71		£321.71	Agreed	100801 (18/19 - 05)
03.05.18	MSDC	Litter & Dog Bin emptying	£405.00	£81.00	£486.00	Agreed	100802 (18/19 - 06)
03.05.18	Mrs D Crisp	Internal Auditor fee	£35.84		£35.84	Agreed	100803 (18/19 - 07)
03.05.18	HMRC	PAYE	£51.78		£51.78	Agreed	100804 (18/19 - 08)
03.05.18	Mrs A J Thompson	Clerk's salary & expenses	£207.12		£207.12	Agreed	100805 (18/19 - 09)
03.05.18	Mrs A J Thompson	Refund re cycle rack	£48.00	£9.60	£57.60	Agreed	100806 (18/19 - 10)
		TOTAL	£1,129.91	£90.60	£1,220.51		

8.3 Councilors approved the annual audit which has now been passed by the internal auditor and completed the Annual Governance and Accounting Statements.

8.4 On 25 May next new General Data Protection Rules ('GDPR') come into effect and will affect Parish Councils. The Clerk confirmed that all data for Thorndon Parish Council held by her are on an encrypted memory stick and that all emails are password protected. She also confirmed that whilst the GDPR require a Data Protection Officer to be appointed, an amendment to the legislation has been tabled exempting Parish Councils from this requirement. The Parish Council does need to review the village website to ensure that it complies with the new regulations and C Brand needs to ensure when circulating emails on behalf of the Parish Council that the same contain a footnote advising recipients how to be removed from the circulation list if they no longer wish to receive emails from him.

8.5 A letter from the Area Network Change Manager for The Post Office has been received apologising for the temporary cessation of the mobile Post Office van

service in October 2017 explaining that it followed the resignation of the previous Postmaster and inability, to date, of the Post Office to recruit a replacement. The Post Office remain confident that the service can be restored just as soon as the Postmaster vacancy can be filled. Cty Cllr Stringer mentioned that the Post Office in Mendlesham has a new Postmaster who runs a couple of other outlets as well and seems keen to expand his business. He suggested that, if no significant progress is made using the current route it might be worth approaching the Postmaster at Mendlesham to see whether he would be prepared to take on the provision of the Mobile Van service.

9. AOB and Meeting opened to the Public 22.04

9.1 Cllr Jenkins advised that the batteries for the VAS need replacing and asked for authority to acquire two replacement packs, which Councillors authorised.

9.2 Cllr Taylor has received concerns that children are digging holes in a pathway on private land adjacent to the Play Area to make an undulating cycle track. There are also reports of solvent abuse. There is little the Parish Council can do to assist as the activity is on private land.

9.3 The Clerk enquired as to whether the Parish Council have a Tree Warden to which the answer was 'no'. Cllr Smith will investigate the responsibilities of such an appointment with a view to taking on the role. **Action Point 03.05.18 – 03.**

9.4 Mr Brand delivered his report for Neighbourhood Watch and asked whether another pole for the VAS could be installed on Clint Road. This question will be referred to Cllr Hayward for response. **Action Point 03.05.18 – 04.**

Meeting closed to the Public 22.18

10. Next meeting date was confirmed as Thursday 7 June 2018 at 8.00pm.

MEETING CLOSED 22.19

Summary of Action Points for Next Meeting		
08.09.16 - 01	Identify landowners of blocked watercourses	RJ c/fwd
08.09.16 - 03	Seek update on Kerrison redevelopment	PB c/fwd
03.11.16 - 01	Arrange public meeting to discuss neighbourhood plans with a representative from Mid Suffolk District Council	JH c/fwd
05.01.17 - 01	Consider making Freedom of Information request to Post Office Ltd re mobile Post Van	PBr c/fwd
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13.07.17 01	Consider criteria for self-assessment of new VAS pole on High Street	JH c/fwd
07.09.17 - 02	Compile list of sign in the village which need to be replaced	MR c/fwd
04.01.18 - 01	Land Registry mapsearch snapshot of Thorndon	AT c/fwd
03.05.18 - 01	Determine whether and where the Kerrison Trust's obligations and responsibilities under the Countryside Stewardship and other Government schemes are in the public domain	PT
03.05.18 - 02	Write to Cty Cllr Stringer requesting a site visit from the Highways Engineering Department to see whether the visibility splay at the junction of Clint Road, Thwaite Road and The Street can be improved	AT
03.05.18 - 03	Investigate the role of Tree Warden	IS
03.05.18 - 04	Ask Cllr Hayward about the feasibility of another pole for the VAS on Clint Road	AT