

**MINUTES OF THE MEETING OF TROSTON PARISH COUNCIL ON
MONDAY 7th MARCH 2016 COMMENCING AT 7.30 PM**

	<p>Members Present: Councillor Graeme Norris chaired the meeting along with Councillors Brenda Burridge, Richard Walker, Roger Anderson, Peter Johns and Richard Balaam. 5 members of the public were present.</p>	
1.	<p><u>Apologies for absence</u> Councillor Peter Hay had sent his apologies.</p>	
2.	<p><u>(i)To receive members Declarations of Interest (ii) Council to consider any new written requests for dispensation</u> There were no declarations of interest and no requests for dispensation.</p>	
3.	<p><u>Acceptance of accuracy of minutes of previous meeting on Monday 4th January 2016</u> The minutes from the last Parish Council meeting on Monday 4th January 2016 were signed as an accurate record of the meeting. Proposed Councillor Brenda Burridge, seconded Councillor Peter Johns , unanimous decision.</p>	
4.	<p><u>Lottery</u> Councillor Richard Walker thanked the collectors and confirmed that enough funds had been collected for the 1st lottery draw on 11/3/16. He is still looking into an A frame notice board and a table tennis table.</p>	
5.	<p><u>Reports:</u></p>	
5.1	<p><u>Police Report</u> – No crimes to report for Troston but police advised to make more effort regarding Neighbourhood Watch.</p>	
5.2	<p><u>County Councillor Rebecca Hopfensperger</u> – was not at the meeting.</p>	
5.3	<p><u>Borough Councillor Simon Brown</u> updated everyone on the brown bin charge, the increase in council tax for the first time in 7 years, the Eastern Relief Road and approval for a new school and 500 new homes, the West Suffolk Operational Hub consultation which has now finished. Simon is looking into funding for Heath Wood. The Council meeting was closed to allow public participation:</p>	
6.0	<p><u>Parishioner’s comments and questions</u></p>	
6.1	<p>The issue of dog fouling was raised. A refurbished dog bin will be put in the village to see if that helps.</p>	
6.2	<p>Residents were upset that the playground is still fenced off with no sign of the new playground being opened. The big metal gate is loose on it’s hinges and the ‘playground closed’ sign is damaged. Councillors Graeme Norris and Roger Anderson offered to re-hang the gate and safety fence.</p>	GN /RJ
6.3	<p>The roads into Troston are in bad repair. Residents were urged to report pot holes online.</p>	
6.4	<p>The BT manhole cover on The Street has been damaged – the Clerk will report.</p>	LJH
6.5	<p>All items will be included in the newsletter. The Council meeting was re-opened.</p>	
7.0	<p><u>Projects and matters arising from the previous meeting:</u></p>	
7.1	<p>(a) Installing village gates on Ixworth Road – these have now been installed. The 30mph speed signs are at different heights. The clerk will raise this with Suffolk County Council.</p>	LJH

<u>7.2</u>	(b) Repair of Heath Road – It has been acknowledged that the repairs are inadequate and Councillor Rebecca Hopfensperger has asked for them to be refilled.	RH
<u>7.3</u>	(c) Update on purchasing a vehicle activated sign with Gt Livermere and the location of the mounting poles - the VAS has been ordered and paid for, with the invoice split between Troston and Gt Livermere Parish Councils . The Council adopted and signed Suffolk County Council’s Memorandum of Understanding for using the sign. Proposed Councillor Roger Anderson, seconded Councillor Graeme Norris, unanimous decision.	
<u>7.4</u>	(d) Update on The Bull Site – An appointment has been made with the solicitors to progress this matter. It was confirmed that there is a covenant on The Bull between Greene King and the purchaser that it will remain a public house.	
<u>7.5</u>	(e) Specification for grass cutting in the village – The Council were happy to accept Councillor Richard Balaam’s kind offer to cut the grass and Councillor Graeme Norris will provide the Clerk with a map of areas to be cut. (f) Further information on the Community Governance Review – It was confirmed that there are no changes to Troston’s boundaries.	GN
<u>8.0</u>	Local issues not already covered	
<u>8.1</u>	(a) Village Hall – Councillor Brenda Burrige confirmed the financial details; making the most of the Parish Council’s ability to reclaim VAT and using this to make the village hall work more efficiently was discussed. A grant of £500 was requested from the Parish Council to help with the running of the hall. This was proposed by Councillor Richard Balaam and seconded by Councillor Peter Johns, unanimous decision. This amount will be held in a reserve by the Parish Council until needed. Borough Councillor Simon Brown encouraged the Village Hall to apply for some of his locality budget. Bookings are down so the management committee are looking at promoting the hall. Residents will be asked what sports they would like to see available following an initiative with Sports Suffolk. There have been 2 resignations from the committee and these are being advertised. Providing wifi at the hall was discussed.	RH LJH
<u>8.2</u>	(b) Update on the playing field – An appointment has been made with the solicitor to progress this matter.	
<u>8.3</u>	(c) General Maintenance – Councillor Peter Johns gave details of the free litter picking volunteer pack.	
<u>8.4</u>	(d) Schools – There had been no report from Honington. Councillor Brenda Burrige and The Clerk had attended an open event at Ixworth Free School.	
<u>8.5</u>	(e) RAF Honington – The youth club would like to use the wood for some events.	
<u>8.6</u>	(f) Heath Wood, Footpaths and bridleways – Grants have been applied for to improve facilities in Heath Wood, including maintenance of paths, fencing and gates, general safety and to purchase wooden sculptures and signs. Local farmers have been contacted by Suffolk County Council regarding permissive footpaths in Troston. Councillor Rebecca Hopfensperger had confirmed that there is no Right of Way registered behind King William	GN

subscription			
Westcotec – Vehicle Activated Sign	245	£ 1,605.00	£ 267.50
Unity Trust – Troston Parish Council	246	£ 500.00	
HMRC	247	£ 88.20	
Total		£ 2,602.92	£ 267.50

- 9.10** (c) **Bank reconciliation for January to be checked against bank statements and agreed.** This was completed by Councillor Roger Anderson.
- 9.11** (d) **Update on the Council opening a bank account with Unity Trust –** The bank account opening form was signed by Councillors Graeme Norris, Brenda Burridge, Peter Johns & Roger Anderson. Councillor Peter Hay to also sign at a later date.
- 9.12** (e) The clerk confirmed the level of fidelity insurance as £150,000 which covers the Parish Council when the precept is received.
- 9.13** (f) **Council to consider extra funds needed for the Troston Social Club –** This figure is not yet known.
- 9.13** (g) **Council to consider reimbursing Councillor Richard Balaam for expenses incurred when carrying out landscape maintenance –** the clerk advised the Council that Councillor Balaam could claim for his expenses for undertaking land maintenance but not for his time. This will be reviewed in September.
- 9.15** (h) Councillors were given a list of expenditure over £100.
- 9.16** (i) The Council resolved to appoint Mrs LJ Harley as their Responsible Financial Officer. Proposed Councillor Brenda Burridge, seconded Councillor Peter Johns, unanimous decision.
- (j) The Council resolved to pay a proportion (1/4) of the Clerk's membership to Suffolk Association of Local Councils, with Gt Barton Parish Council. Proposed Councillor Richard Balaam, seconded Councillor Richard Walker, unanimous decision.
- 10.0** **Good Governance**
- 10.1** (i) **Council to re-adopt the Suffolk Model Code of Conduct 2014 –** The Council resolved to re-adopt the Suffolk Code of Conduct. Proposed Councillor Richard Balaam, seconded Councillor Richard Walker, unanimous decision.
- 10.2** (ii) **Council to review risk assessments in place for audit purposes –** A review of all the risk assessments had been carried out and the Council updated. These included setting in place a system for checking Heath Wood after periods of bad weather.
- 10.3** (iii) **Council to consider adopting an equal opportunities policy and a constitution, for grant applications –** The Council resolved to adopt the Equal Opportunities policy and The Constitution. Proposed Councillor Roger Anderson, seconded Councillor Graeme Norris, unanimous decision.

LJH

<p><u>10.4</u></p>	<p><u>(iv) Council to consider depositing any legal documents/trust deeds etc with a solicitor</u> – The Council were happy for the Clerk to go ahead and deposit the following legal documents with Gross and Co Solicitors:</p>		
<p>15.12.1986</p>	<table border="1"> <tr> <td data-bbox="544 344 791 535"> <p>Lease and Trust Deed relating to Troston Church Hall</p> </td> <td data-bbox="791 344 1442 535"> <p>(1) St Edmundsbury and Ipswich Diocesan Board of finance (2) The Parochial Church Council of St Mary, Troston (3) The Parish Council, Troston</p> </td> </tr> </table>	<p>Lease and Trust Deed relating to Troston Church Hall</p>	<p>(1) St Edmundsbury and Ipswich Diocesan Board of finance (2) The Parochial Church Council of St Mary, Troston (3) The Parish Council, Troston</p>
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<p><u>10.5</u></p>	<p><u>(v) Council to consider amending the wording in their Standing Orders, to reflect the change to financial controls and procurement issued by NALC</u> - The Council resolved to change the wording in their Standing Orders to reflect the change to the threshold when procuring a public works, public services or public supply contract. In Standing Orders 18a(v) : “procurement policies (subject to standing order 18(c)) including the setting of values for different procedures where a contract has an estimated value of less than £25,000”. This was changed from £75,000.00. In Standing Order 18c: “Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d).” Proposed Councillor Roger Anderson, seconded Councillor Brenda Burrige, unanimous decision.</p>		
<p><u>11.0</u></p>	<p><u>Clerk’s report including correspondence received and action taken</u> The Clerk had nothing further to report. Details of the 3 items of correspondence received were circulated.</p>		
<p><u>12.0</u></p>	<p><u>Any other business</u> Councillor Graeme Norris circulated a new format for the financial figures for Councillors to review. The clerk agreed to complete the Village Hall’s form for non-domestic rating. The Council agreed they were happy for the Clerk to work extra hours to help with the administration of the Village Hall.</p>		

13.0 **Date of next meeting**

The next Parish council meeting will be on Monday 9th May 2016.
There being no further business the meeting finished at 10.05pm.

.....Sign & Date

.....Print name.

CHAIRMAN

Signed as confirmation that they are a true record.

DRAFT



14th March 2016