

TOSTOCK PARISH COUNCIL

Minutes of the Ordinary Council Meeting to be held on Monday, 11th September 2023 at Tostock Village Hall

**Members of the MSDC Infrastructure team attended from 6.30 pm to brief
councillors on CIL – funding, reporting etc.**

Present: Councillors Baully, Blundell, Callow, Cobbold, Kearsley, Lebbon. Malcom and Storey (Chairman)

Attending; SCC Cllr Any Mellen, MSDC Cllr David Bradbury, 7 members of the public

- 23.09.01 Appointment of a Meeting Clerk. **Resolved that the Chairman of the meeting should be appointed to be clerk of the meeting and to produce draft Minutes.**
- 23.09.02 **Noted and accepted** Apologies for absence were received from Councillor Cross.
- 23.09.03 **Noted:** that when any Members' Declarations of Local Non-Pecuniary Interest and/or Disclosable Pecuniary Interest in subsequent agenda items were invited Councillor Baully and Councillor Storey declare non-pecuniary interest in Agenda item 8.2 in that they are both related to a Trustee of the Village Hall, and Councillor Blundell declared an interest in Agenda item 8.2 as the Parish Council representative on the Village Hall Committee and Councillor Malcom declared an interest in the same agenda item as she is a member of the Village Hall Committee.
Councillor Blundell declared a non-pecuniary interest in Agenda item 11.3 Stone Cottage – as next door neighbour.
- 23.09.04 **Resolved: that the Minutes of the Parish Council Meeting held on 24th July be agreed as a true record.**
- 23.09.05 **Noted:** reports from County and District Council Ward Members. These have been posted on the village website.
- 23.09.06 **Noted:** the meeting received a report from Cllr Storey regarding recent correspondence sent and received:-
6.1 Email and Facebook reports regarding Speeding, and proposals to be considered regarding measures to reduce speeding and improve safety. Resident Kathy Sharkey presented her concerns to the Meeting.
6.2 Highways – concerns raised by email regarding the Bridge on Church Road, reported to SCC Highways. Resident Liz Kearsley presented her concerns to the Meeting
Resolved – that Tostock Parish Council support measures to be pursued in relation to reducing speed and increasing the safety of Tostock residents. These measures include but are not limited to:-

Speedwatch – noted that Kathy Sharkey is collecting volunteers and liaising with authorities on this

Additional Speed Indicator Device and data loggers – noted that Mr Howells will present costs and delivery times to the next meeting.

Speed and Safety Team at SCC- the Chairman to communicate the concerns raised and liaise with Cllr Mellen regarding the use of his Local Highways Budget (LHB) towards other measures, including white lines.

6.3 Footpath concerns. Email from a resident regarding the footpath from the northern end of Flatts Lane to the Drift and Church Road. **Noted: the Chairman to request information on SCC action regarding Footpath 10.**

6.4 Email from Tina Newell resigning as Parish Clerk

6.5 Email regarding allotment allocation.

6.6 Compliment emailed to SCC re Highways work in Tostock.

6.7 Email to the Speed and Safety Team at SCC re Highways measures that could be introduced in Tostock.

23.09.07 **Resolved: that the proposal by Cllr Vanessa Malcom for a 6 foot cube craft structure to be erected on The Green alongside the Christmas tree be approved.**

23.09.08 **Noted:** discussion on matters brought forward from previous meetings and agree outcomes as indicated:-

8.1 Mr Howells had provided some input to Agenda item 6.1 and agreed to bring to the next meeting a cost and delivery timescale for an additional Speed Indicator Device (SID) and two data loggers. He reported that he now had volunteers to help him when moving the SID.

8.2 Report from Cllr Blundell regarding the Village Hall, and in particular in relation to the request for financial support agreed in principle at the meeting on 24th July.

Councillor Blundell had sent a report to Parish Councillors prior to the meeting. He expressed a number of concerns with the proposals being put forward. Graham McDowell, Chairman of the Village Hall Committee, was able to answer some of these concerns but it was **Noted** that – **In order that Tostock Parish Council are able to meet their Fiduciary duty to the residents of Tostock , that Tostock Village Hall provide 2 years Village Hall accounts and a 5 year Business Plan, before any grant from CIL money will be paid by Tostock Parish Council. A response from the Village Hall Committee to the Questions raised by Councillor Blundell will be produced at the November 2023 meeting of Tostock Parish Council together with an update on progress.**

The Parish Council recognised that the last two years have not been normal years in terms of the income of the Village Hall (Covid has had an effect on hiring but grants to counter that effect have been received from government). The questions raised by Cllr Blundell are listed in an addendum to these draft minutes.

8.3 Report from Cllr Callow re Standing Orders. It was **Resolved 1. that Tostock Parish should adopt the NALC standing orders from now on.**

2. that Cllr Callow will review the policies that are relevant to Tostock and bring the most up-to-date and relevant policies to the January 2024 meeting.

Councillor Callow will work with the new Clerk to bring these forward. The list of NALC standing orders are in an addendum to these draft minutes.

- 23.09.09 **The following payments were noted and authorised:-**
Oli Holland (litter picker) £41.25, Gipping Press (Chronicle) £381.00 x 2 = £762.00, Mid Suffolk District Council (Parish Election) £1433.41, Peter Dow £312.50.
- 23.09.10 **Noted** - the following planning decisions as notified by MSDC,:
- 10.1 Application for Listed Building Consent - Renovation works and alterations. Old Rectory Norton Road Tostock Bury St Edmunds Suffolk IP30 9NU. Application. No: DC/23/03181 Status: Granted
- 10.2 Discharge of Conditions Application for DC/20/03364 - Condition 10 (EPS Licence for Bats), Condition 11 (Ecological Appraisal) and Condition 12 (Biodiversity Compensation and Enhancement Strategy). Old Rectory Barn Norton Road Tostock PE30 9NU. Application. No: DC/23/03030. Status: Granted
- 10.3 Application for Listed Building Consent - Installation of new fibreglass flat roof incorporating new roof lantern and associated works. Old Rectory Norton Road Tostock Bury St Edmunds Suffolk IP30 9NU. Application. No: DC/23/02497 Status: Granted
- 10.4 Householder Application - Erection of single storey rear extension at 3 Park Cottages Church Road Tostock Bury St Edmunds Suffolk IP30 9PE. Application. No: DC/23/02486 Status: Granted
- 23.09.11 **Noted:** the following planning applications for discussion and actions as appropriate:
- 11.1 Application under Section 19 of The Town and Country Planning Act 1990 for Listed Building Consent DC/20/03365 - Change of use and conversion of barn to 1 No. 4 Bedroom, dwelling- To vary Condition 2 (Approved Plans and Documents) -To enable changes to roof materials, walls (lean to), plinth, windows and doors; Installation of Air Source Heat Pump, Condition 3 (Fenestration Details), Condition 4 (Rooflight Details), Condition 5 (Slate), Condition 6 (Brickwork), Condition 7 (Eaves and Verges), Condition 8 (Verges) and Condition 9 (External Flue)
Address - The Barn North Of The Lodge Norton Road Tostock Bury St Edmunds Suffolk IP30 9NU.
Application. No: DC/23/03931, Validated: Mon 21 Aug 2023, Status: Awaiting decision
- TPC NO OBJECTIONS**
- 11.2 Application under S73a for Removal or Variation of a Condition following grant of Planning Permission DC/20/03364 dated 26/10/2020. Town and Country Planning Act 1990 (as amended)- Change of use and conversion of barn to 1 No. 4 Bedroom, dwelling- To vary Condition 2 (Approved Plans and Documents) To enable changes to roof material, walls (lean to), plinth, windows and doors and position of flue; Installation of Air Source Heat Pump. Address - The Barn North Of The Lodge Norton Road Tostock Suffolk IP30 9NU

Application. No: DC/23/03929, Validated: Mon 21 Aug 2023, Status: Awaiting decision

TPC NO OBJECTIONS

11.3 Householder application - Erection of single storey extension (following the demolition of existing garden room)
Address - Stone Cottage The Green Tostock Bury St Edmunds Suffolk IP30 9NY

Application. No: DC/23/04129, Validated: Tue 05 Sep 2023, Status: Awaiting decision

TPC NO OBJECTIONS

11.4 Application for Outline Planning Permission (Access Points to be considered, Appearance, Layout, Landscaping and Scale to be Reserved) Town and Country Planning Act 1990 (as amended) - Erection of 3 No self-build dwellings with garaging.

Address - Land Fronting Flatts Lane Tostock

Application. No: DC/23/02229, Validated: Mon 12 Jun 2023, **Status:**

Awaiting decision

TPC have submitted OBJECT

- 23.09.12 To note public comment or question on any matter of Council business (maximum 3 minutes per speaker) – None
- 23.09.13 To consider any other business from Councillors or the Meeting Clerk for information, to be noted or for inclusion on a future agenda:
The Old Post Office – progress to be checked and reported to November meeting.
- 23.09.14 To agree the date for the next meeting as 14th November 2023 at 7.30 in the Village hall.
Proposed meeting dates for 2023 and 2024 are:-
14th November 2023
9th January 2024
12th March 2024
14th May 2024
9th July 2024
10th September 2024
12th November 2024
- 23.09.15 **Resolved: that in view of the confidential nature of the business to be transacted regarding Employment of Parish Clerk that members of the Press and Public be excluded**
- The public left the meeting at this point
- 23.09.16 **Resolved: that Doug Reed be appointed as Clerk and RFO to Tostock Parish Council from 01.10.2023 at LGA Spinal Column Point 21, Scale Range LC2, currently set at £15.02 ph, for approximately 6 hours per week to include attendance at evening meetings and that a supplement of £6.00 per week be paid in consideration of home office costs.**

23.09.17 **Resolved: that the meeting readmit members of Press and public.**

23.09.18 Noted: the meeting closed at 9.05

ADDENDUM TO MINUTES OF MEETING 11.09.2023

Questions raised by Councillor Blundell under Agenda item 8.2

1. The building has two important elevations. The South elevation gives a view to the main southern area of the playing field, but the East elevation is blocked off by the Stores. This is a valuable view over the Children's play area and the Tennis court for parents to watch their children while sitting in the lounge with tea/coffee etc. This is therefore a poor choice of position for the stores.
2. The proposed store areas should be based on advice from the various bodies who will use the stores i.e., Brownies, Wedding Planners, Play Group, Bowls Club, Etc and I have not seen such lists.
3. The Car Park area on the North/West corner of the building could be considered as a site for storage facilities. It would give easy load/unloading from the Carpark and close access to the main Hall. Fire access could be maintained along the North boundary of the site with a covered walkway (Optional) linking to the old entrance area, thus allowing free Fire access to the North side of the building. Alternatively, if the area between the hall and the North boundary is not required for fire access then this area could also be used for a storage area.
4. Furthermore, while Stores ideally need to be adjacent to the Hall area, it may be that they could be positioned as a separate building to the South side of the Patio area. This would be particularly suitable for mowers and ground work equipment.
5. The proposed Meeting Room is half the size of the existing Meeting Room which has sometimes proved cramped and small. The alternative use of the main Hall in winter, would require considerable extra heating. The Meeting Room is a useful, rentable space, and should be adequate, comfortable and functional.
6. There is no Plant Room shown on the drawing. If full electrical heating is not employed, then Modern heating by Heat pumps Air to Air or ground source, do require more space than equipment did in the past. A Plant Room should be provided and ideally situated near the kitchens/WCs and the associated outside equipment.
7. The present outside area between the Tennis court and the Main Hall is a somewhat unkept eyesore but could be upgraded to a small garden or children's golf area etc as part of the main project.
8. Is there a catering requirement plan on which to size the Kitchen facilities? This needs to meet future needs of the Business Plan Forecast. This unit could be an important revenue source especially in connection with Meetings, Weddings and Functions etc.
9. Is there is a business forecast stating the number and size of Functions, (Number of people licensed to use the Hall)? If so, have the Toilets been sized to meet these future requirements?

10. Is there a drawing showing details of the proposed enlargement of the Carpark and has this been sized for future needs?

ADDENDUM TO MINUTES OF MEETING 11.09.2023

Standing Order List as raised by Councillor Callow under Agenda item 8.3

On reviewing various Parish Council Standing Orders Cllr Callow discovered that many use the NALC (National Association of Local Councils) 2023 standard template, as follows:-

1. MEETINGS
2. DISORDERLY CONDUCT
3. MEETINGS GENERALLY
4. CHAIRMAN OF THE MEETING
5. VOTING
6. QUORUM
7. COMMITTEES AND WORKING GROUPS
8. ORDER OF BUSINESS
9. EXTRAORDINARY MEETINGS
10. RULES OF DEBATE AT MEETINGS
11. PREVIOUS RESOLUTIONS - REVOCATION OF DECISION
12. VOTING ON APPOINTMENTS
13. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE CLERK
14. MOTIONS FOR A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE
15. HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION
16. DRAFT MINUTES
17. CODE OF CONDUCT AND DISPENSATIONS
18. REGISTRATION OF INTERESTS
19. CODE OF CONDUCT COMPLAINTS
20. PROPER OFFICER
21. RESPONSIBLE FINANCIAL OFFICER (RFO)
22. ACCOUNTS AND ACCOUNTING STATEMENTS
23. FINANCIAL CONTROLS AND PROCUREMENT
24. CASUAL VACANCIES
25. HANDLING STAFF MATTERS
26. MANAGEMENT OF INFORMATION
27. RESPONSIBILITIES TO PROVIDE INFORMATION
28. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION
29. EXECUTION AND SEALING OF LEGAL DEEDS
30. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS
31. DATE OF ADOPTION

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