

TRIMLEY ST MARTIN PARISH COUNCIL

You are hereby summoned to attend the meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 7 March 2017 at 7.30 p.m.

**Caroline Ley, Parish Clerk
01 March 2017**

Public Session

Please Note: residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting).
- Public Question Time

Parish Council Meeting

1. To Receive Apologies for Absence

2. To Receive Declarations of Interests

For Councillors to declare any interests in matters on the agenda.

3. To Receive and Determine Requests for Dispensations

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

4. To Approve the Minutes of the Meeting Held 7th February 2017

To approve the minutes of the meeting held on 7th February 2017

5. To note the current position in relation to the Felixstowe Branch Line Improvement Project

To note the current position in relation to the Felixstowe Branch Line Improvement Project. On 22 February Alex Kirk, Sheery Sassoon and Hollie Radcliffe gave a presentation to members of the Parish Council and colleagues from Trimley St Mary PC when it was confirmed that early in March Network Rail will apply to the Secretary of State for Transport for an order authorising the level crossing closures, the changes to the public rights of way and construction of the new bridge. There will be a statutory consultation period of 42 days to which period two extra days will be added to allow for Easter. The Parish Council will be included in the formal consultation process. Note that the design of the bridge for which approval will be sought is broadly the same as that originally proposed. An alternative design proposed by Bidwells had not been adopted. The option of an underpass was considered by Network Rail, but ruled out following an engineers' report.

6. To conduct a Review of The Council's Governance Risks

To review the Council's Governance risks. The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis. (Annexe A).

7. To conduct a Review of Risks

To conduct a review of risks

8. To Comment on the Following Planning Applications

To Comment on the following planning applications:

DC/17/0591/FUL Erection of shed replacing existing rotting structure in the rear garden (Annexe B)

DC/17/0619/FUL: Erection of part single/part two storey side/rear extension (Annexe C)

9. To Receive an Update on the Innocence Farm Proposals

To note that representatives of the parish councils of Trimley St Martin, Trimley St Mary, Levington & Stratton Hall and Bucklesham will be meeting with Philip Ridley and their respective cabinet members on 16 March.

10. To Approve the Following Cheque Payments:-

To approve the following payments:

Date	Cheque No.	Payable to	In Respect of	Amount £	
07/03/2017	300141	Mr B Dunningham	Cleaning of Bus shelter	£54.00	
07/03/2017	300142	Headway Suffolk	donation	£50.00	
07/03/2017	300143	Caroline Ley	Clerk's Salary	£478.80	
07/03/2017	300144	HMRC	Tax due on clerks' salary	£113.20	
07/03/2017	300145	Caroline Ley	Clerk's expenses	£39.60	
07/03/2017	300146	Flyer Press	Printing & distribution of Parish Pump	165.00	
07/03/2017	300147	SALC	Clerk's Training	150.00	

11. To Receive a Financial Statement to 25th February 2017 (includes bank statements and budget update)

To receive a Financial and Budget Statement to 25th February 2017 (Annexe D)

12. To consider the future of the Christmas celebration at Reeve Lodge and to note the thanks of the Trimley Saints Players for the contribution made in recognition of their services at the 2016 event.

To consider the future of the Christmas celebration at Reeve Lodge in the light of the poor turnout in December 2016 and to note the thanks of the Trimley Saints Players for the contribution made in recognition of their services at the 2016 event.

13. To Note the Adoption of Local Plan Documents by Suffolk Coastal District Council To note that the District Council formally adopted two Local Plan documents on 26th January 2017.

The Site Allocations and Area Specific Policies Development Plan Document and the Felixstowe Peninsula Area Action Plan have now been formally adopted and become part of the Suffolk Coastal Development Plan and used in the determination of planning applications. On 16th January 2017, the Council received the Inspector's report into the documents. The report concluded that the documents were sound subject to the inclusion of main modifications. The Council accepted these modifications and adopted the documents with immediate effect. Copies of the adopted documents are available on the Council's website along with a copy of the Inspector's Report, Adoption Statements and Sustainability Appraisal Reports. The documents are also available for inspection at the Customer Services Centre, Woodbridge Library.

14. To consider an application under the transparency code for a refund of the £50 costs incurred for the One Suffolk website in 2016/17

To consider a transparency code application for the refund of the £50 cost of the One Suffolk website in 2016/17

15. Close

To Review the Council's Governance Risks

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by the Council
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from SALC
Internal audit assurance	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by the Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process
Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process

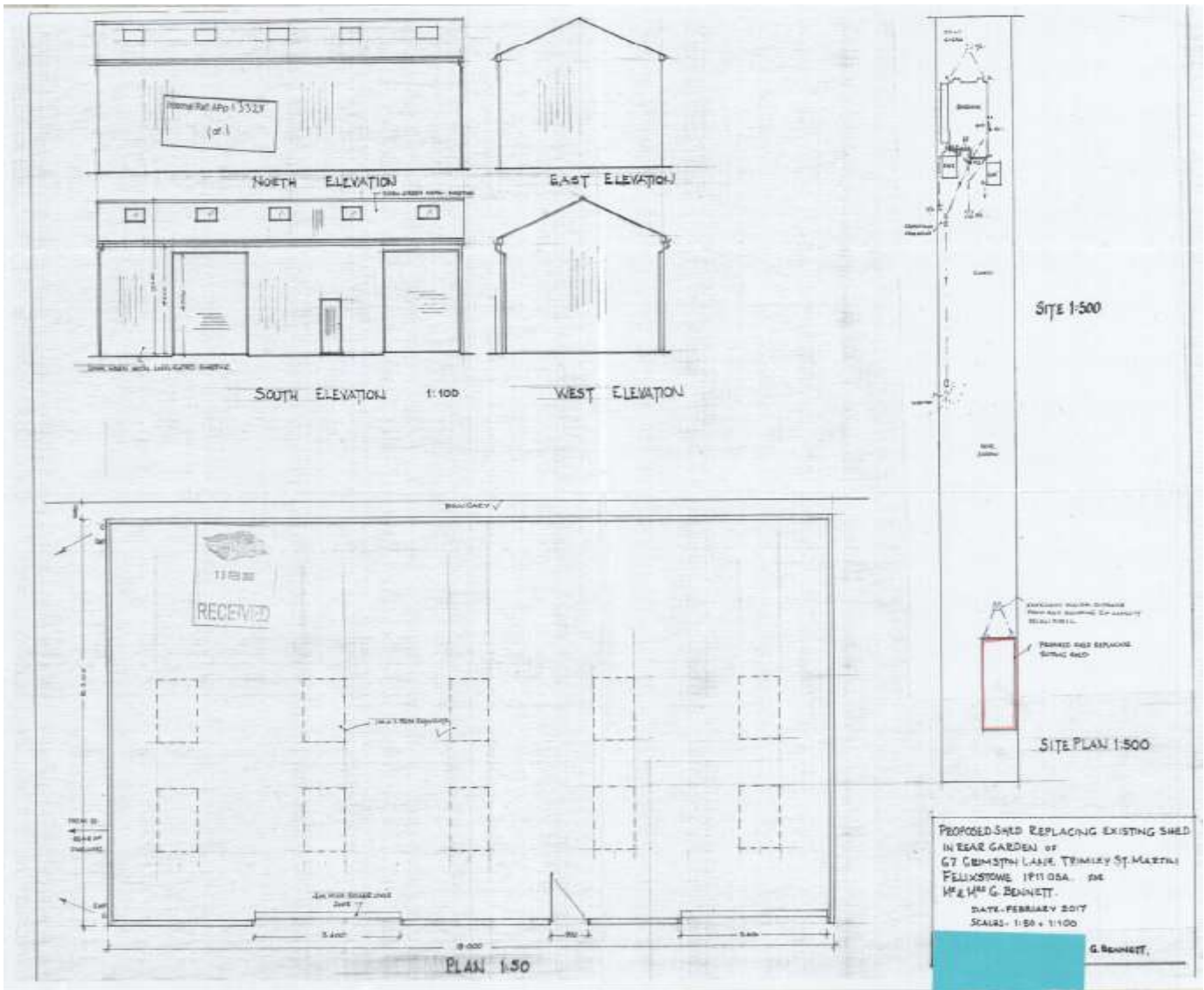
Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to Council

Areas where we can self-manage risk

Internal Controls	Action by the Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council
Recording in minutes the precise powers under which expenditure is being approved	Clerk to implement for all new expenditure as part of budget process. . All councillors to note
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review
Regular VAT analysis	Clerk to review
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Council to review during 2017
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Suffolk Record Office after two years.
Adoption of code of conduct for members	Council has adopted Code
Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff
Internal Audit Assurance	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
transactions Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council

Members are required to note and amend these governance arrangements as necessary.

Annexe B, 67 Grimston Lane



Annexe C, 39 Cavendish Road



Front elevation to North West

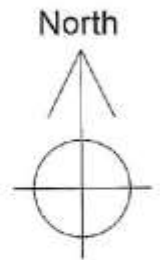


Rear elevation to South East

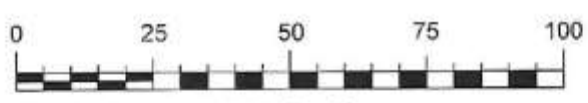


Scale bar 1:100 @ A3

- Materials:** All to best match
- Walls:** Render
- Roof:** Plain tiles
- Gutters:** Black uPVC
- Fascia:** Black painted timber
- Frames:** White uPVC



Location plan



Scale bar 1:1250 @ A3

Rev. A Single storey roof changed to pitched

lan Smille Architectural Services
75 Conden Road, Ipswich IP3 8JN
telephone 01473 714209
Do not scale from this drawing
- If in doubt ASK

Site location and block plans
Proposed part two storey side/ single storey rear extension
39 Convesh Road, Trimley St. Martin
For Mr. and Mrs. P. Drage
Scales 1:500 & 1:1250 @ A3 drg. number 2016019/05 Rev. A

Reconciliation					
As at 31/03/16					
Deposit Account	£ 12,000.72				
Current Account	£ 9,460.63				
	£ 21,461.35			Unrepresented cheques	
Add Receipts to 25/02/2017	£ 34,780.76				
Less Expenditure to 25/02/2017	-£ 19,896.23				
Less Unpresented Cheques					
As at 25/02/2017	£ 36,345.88				
As at 25/02/2017					
Deposit Account	£ 12,007.32				
Current Account	£24,338.56				
	£ 36,345.88			-	

Statement of your account



02032651 | 00143
 Mrs Caroline Ley
 Trimley St Martin Parish Council
 37 Meadowlands
 Kirton
 Ipswich
 IP10 0PP

Customer Services Centre, Nine Brindleyplace
 Birmingham B1 2HB

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If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code: NWBKGB2L

IBAN Number: GB93 NWBK 6002 3571 4180 24

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit www.FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at www.unity.co.uk/fscs

Contact us -

Tel: 0345 140 1000

Email: utb@unity.co.uk

Web: www.unity.co.uk

Name of account: Trimley St Martin Parish Council

Date: 25 February 2017

Statement 016 (page 1 of 1)

Account number: 20362883

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
25 JAN 17	Balance brought forward			25,496.38 *
2 FEB 17	Cheque 300127	50.00		25,446.38 *
10 FEB 17	Cheque 300136	120.00		
10 FEB 17	Cheque 300137	384.28		
10 FEB 17	Cheque 300139	155.14		24,786.96 *
13 FEB 17	Cheque 300135	54.00		24,732.96 *
15 FEB 17	Cheque 300138	119.40		
15 FEB 17	Cheque 300140	275.00		24,338.56 *
	Balance carried forward			24,338.56 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

Statement of your account



02032651 | 00144
Mrs Caroline Ley
Trimley St Martin Parish Council
37 Meadowlands
Kirton
Ipswich
IP10 0PP

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

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Contact us -

Tel: 0345 140 1000

Email: utb@unity.co.uk

Web: www.unity.co.uk

Name of account: Trimley St Martin Parish Council

Date: 25 February 2017

Statement 013 (page 1 of 1)

Account number: 20362896

Bank sort code: 608301

Type of account: tail.dep

Date	Details	Payments	Receipts	Balance
25 JAN 17	Balance brought forward			12,007.32 *
	Balance carried forward			12,007.32 *

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