

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 16th August 2016 at 10.30 a.m.

**Gordon Mussett, Parish Clerk
3rd August 2016**

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.

- Police Report (circulated)
- 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. 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 June 2016 (previously circulated)**
To approve the minutes of the meeting held 7th June 2016
- 5. To Note the Receipt of the Minutes of the Planning Committee held 21st June and 1st August 2016 (previously circulated)**
To note the receipt of the minutes of the Planning Committee held on 21st June and 1st August 2016.
- 6. To Receive a Financial Statement to 25 July 2016 (includes bank statements and budget update)**
To receive a Financial and Budget Statement to 25 July 2016

7. To Approve the Following Cheque Payments:-

To approve the following payments:-

Date	Cheque No.	Payable to	In Respect of	Amount £
11/7/16	30	SALC	Reference Book	£73.60
11/7/16	31	B Dunningham	Bus Shelter Cleaning	£54.00
11/7/16	32	Information Commissioner	Annual Registration Fee	£35.00
11/7/16	33	K Coutts	Petty Cash	£22.25
11/7/16	34	G Mussett	Salary	£96.00
11/7/16	35	K Coutts	Salary	£337.78
11/7/16	36	HMRC	NI/PAYE	£24.00
11/7/16	37	TSM Memorial Hall Committee	Hall Hire	£46.00
01/8/16	38	TSM Memorial Hall Committee	Hall Hire	£66.00
01/8/16	39	HMRC	NI/PAYE	£85.80
01/8/16	40	G Mussett	Salary	£343.84
01/8/16	41	B Dunningham	Bus Shelter Cleaning	£67.50
01/8/16	42	SALC	Internal Audit	£229.20
01/8/16	43	CPRE	Subscription	£36.00
18/8/16	44	JAS Landscapes	Roundabout ground works	£275.00
18/8/16	45	SCC	Advertisement	£50.00

8. To Agree the Arrangements for Recruiting a New Parish Clerk - attached

To agree the arrangements for recruiting a new Parish Clerk.

9. Closure

ITEM 5

TRIMLEY ST MARTIN PARISH COUNCIL

Minutes of the meeting of Trimley St Martin Parish Council Planning Committee held at the Trimley St Martin Memorial Hall on Tuesday 21st June 2016 at 7.30PM.

MINUTES

Present: Councillors Sills, Pither, Garrett and Owen

Also present: 102 members of the public and District Councillor Harding

Public Session

Members of the public expressed their concerns regarding the cumulative impact of this, and other expected developments on the local highway network and essential services, indicating that the additional traffic likely to be generated along High Road was unacceptable, and presented both a nuisance and a danger to road users and pedestrians alike.

1. Apologies for Absence

Apologies for absence had been received from Councillor Parker.

2. Declarations of interest

No Councillors declared any interests in matters on the agenda.

3. To Consider Requests for Dispensations

There were no requests for dispensations.

4. To Confirm the Minutes of the Meeting of the Planning Committee held on 24 May 2016

The minutes of the meeting of the Planning Committee held 24 May 2016 were agreed and signed as a true record.

5. To Determine and Agree Responses to the Following Outline Planning Application:-

DC/16/2119/OUT - Land South Of High Road Trimley St Martin Suffolk

Outline planning application for development of up to 70 dwellings, public open space and associated infrastructure with all matters reserved except access.

The Committee considered the Outline Planning Application Reference DC/16/2119/OUT and agreed their responses as follows:-

a) The Council OBJECTS to the creation of two accesses to this development on the grounds that the creation of these accesses will remove on-street parking provision for existing High Road properties

b) The Council OBJECTS to the absence of any measures designed to enhance pedestrian links to the services on the north side of High Road

In addition the Council believes that there should be a full traffic study commissioned by Suffolk Coastal District Council on the cumulative impact on traffic along the High Road of all sites allocated in the Felixstowe Area Action Plan.

6. Close

The meeting was closed at 8.20 p.m.

TRIMLEY ST MARTIN PARISH COUNCIL

Minutes of the meeting of Trimley St Martin Parish Council Planning Committee held at the Trimley St Martin Memorial Hall on Monday 1st August 2016 at 10.30 a.m..

MINUTES

Present: Councillors Sills, Parker, Pither and Garrett
In Attendance: Councillor Barker

7. Apologies for Absence

Apologies for absence had been received from Councillor Owen.

8. Declarations of Interest

No Councillors declared any interest in matters on the agenda.

3. Requests for Dispensations

There were no requests for dispensations from Councillors.

9. To Confirm the Minutes of the Meeting of the Planning Committee held on 21st June 2016

June 2016

The Committee confirmed as a true record and agreed the signing of the minutes of the meeting of the Planning Committee held 21st June 2016.

10. To Determine and Agree Responses to the Following Outline Planning Applications:-

a) DC/16/2479/FUL – First storey rear extension – 40 Old Kirton Road
The Committee had no objection to this application.

b) DC/16/2743/FUL – Erect extension over garage for bedroom – 12 St Martins
Green
The Committee had no objection to this application.

c) DC/16/2869/LBC – Various internal and external alterations and replacements –

2 Capel Hall Cottages, Capel Hall Lane

The Committee had no objection to this application.

d) DC/16/2895/OUT – Outline Application - Erection of one single storey dwelling

with shared private drive access off Grimston Lane and construction of new footpath alongside Grimston Lane – 49 Grimston Lane

The Committee had no objection to this application on the condition that the footpath was dedicated and maintained as a public right of way by the occupier of the new dwelling in perpetuity.

11. Close

The meeting was closed at 10.38 a.m.

ITEM 6
To Receive a Financial Statement to 25 July 2016

Income										
Date	Reference	From	In Respect of	Precept	Grants	VAT Refund	Bank Interest	Other Interest	Other	TOTAL
29/04/2016		Suffolk Coastal District Co	Precept	13230	207.56					13437.56
30/06/2016		Unity Trust Bank	Interest				£ 2.99			2.99
25/07/2016		HMRC	VAT Refund			£ 6,464.04				6464.04
				£ 13,230.00	£ 207.56	£ 6,464.04	£ 2.99	£ -	£ -	19904.59

Expenditure																				
Date	Cheque or Other	Paid To	In Respect of	Clerk's Salary	Clerk's Exp	HMRC	General Expen	Chairman's Allow	Bus Shelters	Subscriptions	Audit Fees	Corporate	Flower Bd	Parish Pu	Sec 137	Donations	Miscellaneous	Total Exc VA	VAT	Total Inc VAT
01/04/2016	Service charge	Account Fee					£ 5.00											£ 5.00		£ 5.00
05/04/2016	5	G Mussett	Salary	£ 416.13														£ 416.13		£ 416.13
05/04/2016	6	K Coutts	Salary	£ 469.51														£ 469.51		£ 469.51
05/04/2016	7	HMRC	Month 12 15/16			£ 104.00												£ 104.00		£ 104.00
05/04/2016	8	B Dunningham	Bus Shelter Cleaning						£ 67.50									£ 67.50		£ 67.50
05/04/2016	9	Corporate Trustees-Trimley St Martin Memorial Hall	Opening account - replaces ch 304									£ 1,000.00						£ 1,000.00		£ 1,000.00
05/04/2016	10	G Mussett	Clerk's expenses		£ 85.50													£ 85.50		£ 85.50
05/04/2016	11	National Pen Co. Ltd	Pens and Flashlights - HM 90th for St Martin School													£ 610.90		£ 610.90	£ 122.18	£ 733.08
05/04/2016	12	JAS Landscapes	Roundabout, beds 50%, £90 Ivy removal bus shelter										£ 635.00					£ 635.00		£ 635.00
01/05/2016	Service charge	Unity Bank	Account Fee				£ 5.00											£ 5.00		£ 5.00
03/05/2016	13	G Mussett	Salary-April	£ 120.00														£ 120.00		£ 120.00
03/05/2016	14	K Coutts	Salary-April	£ 469.51														£ 469.51		£ 469.51
03/05/2016	15	HMRC	Month 1 16/17			£ 30.00												£ 30.00		£ 30.00
03/05/2016	16	B Dunningham	Bus Shelter Cleaning						£ 54.00									£ 54.00		£ 54.00
03/05/2016	17	Memorial Hall	Hire of hall Jan - March				£ 152.00											£ 152.00		£ 152.00
03/05/2016	18	SALC	SALC - Bespoke Councillor Training														£ 600.00	£ 120.00		£ 720.00
03/05/2016	19	K Coutts	Clerk's expenses - Stamps £6.48, Stationery £28.45	£ 34.93														£ 34.93		£ 34.93
03/05/2016	20	John Barker	Chairman's Allowance					£350										£ 350.00		£ 350.00
01/06/2016	Service charge	Account Fee	Account Fee				£ 5.00											£ 5.00		£ 5.00
07/06/2016	21	G Mussett	Salary - May	£ 96.00														£ 96.00		£ 96.00
07/06/2016	22	K Coutts	Salary - May	£ 469.51														£ 469.51		£ 469.51
07/06/2016	23	HMRC	Month 2 16/17			£ 24.00												£ 24.00		£ 24.00
07/06/2016	24	B Dunningham	Bus Shelter Cleaning						£ 67.50									£ 67.50		£ 67.50
07/06/2016	25	K Coutts	Clerk's expenses	£ 115.69														£ 115.69		£ 115.69
07/06/2016	26	SALC	Membership subs							£ 693.45								£ 693.45		£ 693.45
07/06/2016	27	Prettys	Legal advice				£ 882.00											£ 882.00	£ 176.40	£ 1,058.40
07/06/2016	28	JAS Landscapes	Hedge cutting at Hall				£ 150.00											£ 150.00		£ 150.00
07/06/2016	29	F&D Sports and Recreation Council	Membership subs				£ 5.00											£ 5.00		£ 5.00
11/07/2016	30	SALC	Charles Arnold Baker 10th Edition Handbook	£ 73.60														£ 73.60		£ 73.60
11/07/2016	31	B Dunningham	Bus Shelter Cleaning						£ 54.00									£ 54.00		£ 54.00
11/07/2016	32	Information Commissioner	Data Protection Registration				£ 35.00											£ 35.00		£ 35.00
11/07/2016	33	K Coutts	Clerk's expenses		£ 22.25													£ 22.25		£ 22.25
11/07/2016	34	G Mussett	Salary - June	£ 96.00														£ 96.00		£ 96.00
11/07/2016	35	K Coutts	Salary - June	£ 337.78														£ 337.78		£ 337.78
11/07/2016	36	HMRC	Month 3 16/17			£ 24.00												£ 24.00		£ 24.00
11/07/2016	37	Memorial Hall	Hire of Hall - April-June				£ 46.00											£ 46.00		£ 46.00
				£ 2,474.44	£ 331.97	£ 182.00	£ 1,285.00	£ 350.00	£ 243.00	£ 693.45	£ -	£ 1,000.00	£ 635.00	£ -	£ -	£ 610.90	£ 600.00	£ 8,405.76	£ 418.58	£ 8,824.34

Budget Report

ITEM	Proposed Budget 2016/17	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 7,500	£ 2,656.44	35.4%
General Expenses	£ 1,260	£ 734.97	58.3%
Audit Fees	£ 750	£ -	0.0%
Insurance	£ 500		0.0%
Clerk Training	£ 1,000		0.0%
Councillor Training	£ 1,000	£ 600.00	60.0%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 693.45	92.5%
Grants/Donations/Sec 137	£ 750		0.0%
Bus Shelter Cleaning	£ 800	£ 243.00	30.4%
Flower Beds & Roundabout	£ 1,500	£ 635.00	42.3%
Parish Pump	£ 450	£ -	0.0%
New Dog Bin	£ 350		0.0%
Memorial Hall Corporate Trustees	£ 2,785	£ 1,000.00	35.9%
Legal Advice	£ -	£ 882.00	Unbudgetted
Queen's Birthday Commemoration	£ 475	£ 610.90	128.6%
TOTAL	£ 20,220	£ 8,405.76	

Bank Reconciliation

Reconciliation	
As at 31/03/16	
Deposit Account	£ 12,000.72
Current Account	£ 9,460.63
	£ 21,461.35
Add Receipts to 25/7/16	£ 19,904.59
Less Expenditure to 25/7/16	-£ 8,824.34
Less Unpresented Cheques	-£ 119.60
As at 31/3/16	£ 32,661.20
As at 25/7/16	
Deposit Account	£ 12,003.71
Current Account	£ 20,657.49
	£ 32,661.20



Customer: Trimley St Martin Parish Council
 Account: 60-83-01 20362883

Statement 7 from 26 Jun 2016 to 25 Jul 2016

Date	Description	Serial No	Debits	Credits	Balance
26Jun2016	Brought forward balance			14,767.48	14,767.48
28Jun2016	Cheque	300029	(5.00)		14,762.48
14Jul2016	Cheque	300033	(22.25)		14,740.23
14Jul2016	Cheque	300035	(337.78)		14,402.45
15Jul2016	Cheque	300031	(54.00)		14,348.45
15Jul2016	Cheque	300034	(96.00)		14,252.45
19Jul2016	Cheque	300036	(24.00)		14,228.45
21Jul2016	Cheque	300032	(35.00)		14,193.45
25Jul2016	HMRC BARCLAYS BACS			6,464.04	20,657.49



Customer: Trimley St Martin Parish Council
Account: 60-83-01 20362896

Statement 6 from 26 Jun 2016 to 25 Jul 2016

Date	Description	Serial No	Debits	Credits	Balance
26Jun2016	Brought forward balance			12,000.72	12,000.72
30Jun2016	Credit Interest			2.99	12,003.71

ITEM 8

To Agree the Arrangements for Recruiting a New Parish Clerk

The Council has received eight applications for the position of Parish Clerk. **Members are recommended to establish a recruitment panel to;**

- a) short-list a maximum of four applicants for interview**
- b) conduct the interviews; and**
- c) make a recommendation to Full Council as to whom should be appointed**

Previously the interview panel comprised the Chair, Vice-Chair and locum Clerk.