

## 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 2<sup>nd</sup> February 2016 at 7.30 p.m.

Gordon Mussett, Parish Clerk  
26<sup>th</sup> January 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
- 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

#### 1. To Receive Apologies for Absence

#### 2. To Co-Opt Councillors to Fill Two Vacancies

To co-opt Councillors to fill two vacancies

#### 3. Receive Declarations of Interests

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

#### 4. 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

#### 5. To Approve the Minutes of the Meeting Held 5<sup>th</sup> January 2016 (previously circulated)

To approve the minutes of the meeting held 5<sup>th</sup> January 2016

#### 6. To Comment on the Following Planning Applications:-

a) DC/16/0073/LBC - Insertion of new glazed rooflight to rear roof slope. Insertion of new French doors to rear elevation. Insertion of new window into flank wall. Re-arrangement of kitchen area and replacement of existing floor finish in kitchen/dining area – 204 High Road

b) DC/16/0032/FUL – Severance of side garden and erection of new single storey 2-bedroomed private dwelling and associated works – 25 St Martin's Green

#### 7. Consider Recommendations from the Working Party Regarding Local Listing of Assets

To consider recommendations from the Working Party regarding Local Listing of Assets

#### 8. To Consider Recommendations from the Working Party on How to Commemorate the Queen's 90<sup>th</sup> Birthday in June 2016

To consider recommendations from the Working Party on how to commemorate the Queen's 90<sup>th</sup> Birthday in June 2016

**9. To Consider the Use of a Portable Speed Measuring Device (attached)**

To consider the use of a Portable Speed Measuring Device

**10. Approve the Following Payments:-**

To approve the following payments:-

<b>Cheque No.</b>	<b>Payable to</b>	<b>In Respect of</b>	<b>Amount £</b>
309	G N Mussett	Clerk's Salary	£416.13
310	HM Revenue & Customs	PAYE/NI	£104.00
311	G N Mussett	Printer Ink/Paper	£77.00
312	G N Mussett	Kaspersky Anti-Virus Renewal	£34.99
313	J Barker	Parish Pump Distribution	£75.00
314	Pierrot Stationers	Parish Pump Printing	£299.00
315	Mr B dunningham	Bus Shelter Cleaning	£67.50

**11. To Agree the Budget and Precept for 2016/2017 (attached)**

To agree the Budget and Precept for 2016/2017

**12. Closure**

**ITEM 2**

**To Co-Opt Councillors to Fill Two Vacancies**

At the time of preparation of the agenda only one request to be co-opted had been received. Given the recent turbulent history of the Council this is not unexpected but the Council should continue to advertise the vacancies. The Council is under no obligation to co-opt persons other than those it wishes.

**TRIMLEY ST MARTIN PARISH COUNCIL**

Completion of this form will aid the Councillors when considering your application to be co-opted to the Council, and you are thanked for taking the time to complete it. Once completed the form should be returned to the Parish Clerk ([parishclerk@trimley-st-martin.org.uk](mailto:parishclerk@trimley-st-martin.org.uk)).

Name:.....Roger  
Clarke.....

Address:.....59, Old Kirton Road, Trimley St Martin, Felixstowe  
.....

Postcode:.....IP11  
ORD.....

What Qualities Will You Bring to the Council ? (Please answer in no more than 200 words):.....  
.....I have lived in Trimley for over 50 years , 30 of those in Trimley St Martin. I have held several senior management positions in both large and small companies. In that time I have gained project management skills managing multi-million pound contracts, I have also held positions in both sales and marketing and I am currently an Account Director with a small telecoms company in Ipswich responsible for several major customer accounts. I believe my local knowledge and my work experience could be of benefit to Parish Council. I am also keen to become involved in the development of the local community.....

Give Details of Previous Community/Charitable/Voluntary Involvement:.....  
Previously Governor at Orwell High School before it became an Academy.....

Currently Life-President of the South Suffolk Youth Football League.....

Any Other Matters You Wish the Council to Know Which May Help Their Decision:.....

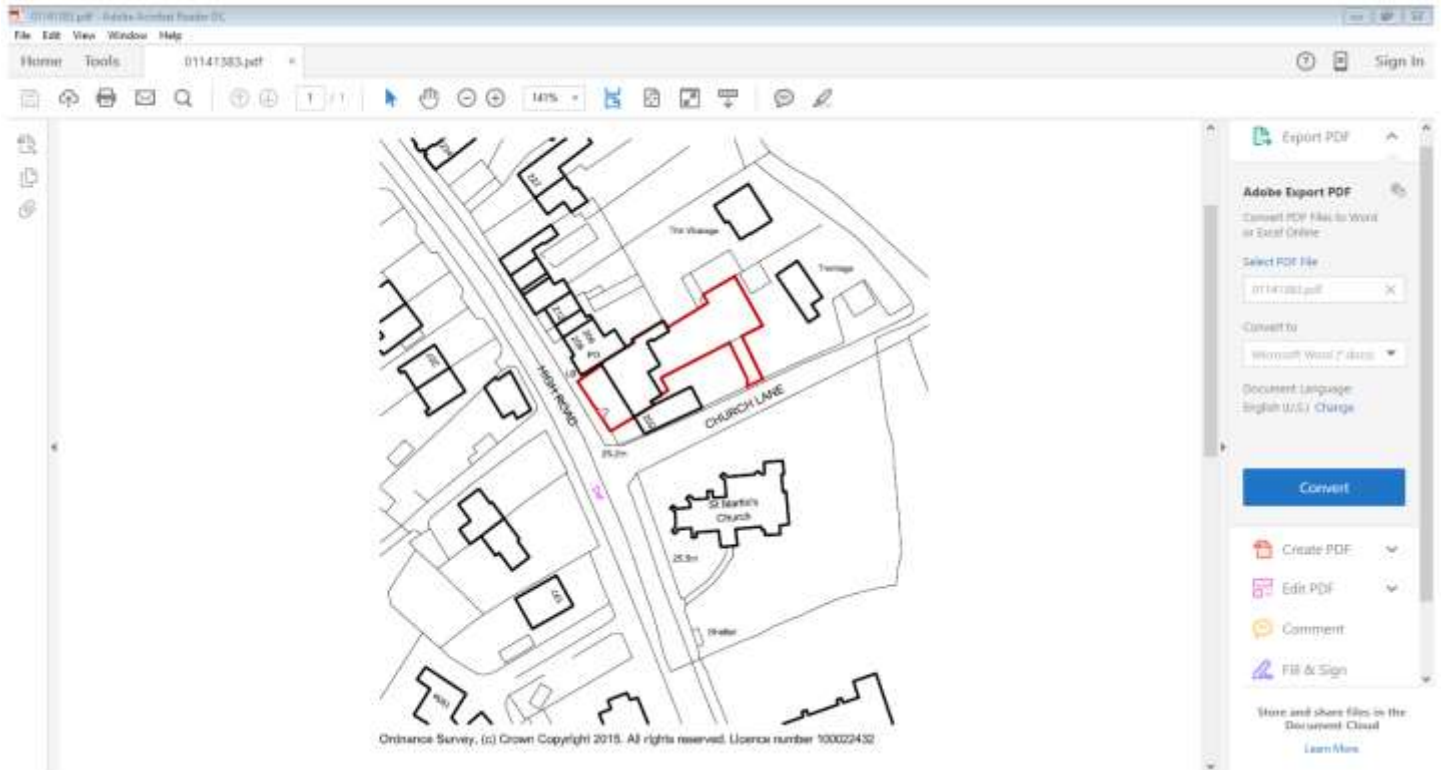
**Members are to determine this application for co-option**

## ITEM 6

To Comment on the Following Planning Applications:-

- a. DC/16/0073/LBC - Insertion of new glazed rooflight to rear roof slope. Insertion of new French doors to rear elevation. Insertion of new window into flank wall. Re-arrangement of kitchen area and replacement of existing floor finish in kitchen/dining area – 204 High Road

### Site plan



### Existing elevations



## Proposed elevations



- a) DC/16/0032/FUL – Severance of side garden and erection of new single storey 2-bedroomed private dwelling and associated works – 25 St Martin's Green

## Site Plan





## Street View



### **ITEM 9**

#### **To Consider the Use of a Portable Speed Measuring Device**

County Councillor Goodwin is able to purchase such a device with the funds available to him, with the proviso that the siting and repositioning of the device would be the responsibility of the three councils of Trimley St Mary, Trimley St Martin and Felixstowe.

His constituency is North Felixstowe and the two Trimley villages and as such he would need to be assured that the device would only be used within his division.

The gadget is a Westcotec Portable Mini Speed Indicator Device or SID in the world of acronyms. Colleagues in the West of our county have arrangements with their respective Parish Councils on the use of these devices and reports are very positive.

His suggestion would be that each council has the device for a set period of time during which they would be able to move it within their parish, but in the case of Felixstowe only the North ward.

**Members are recommended to agree to participate and to invite volunteers to be trained**

### **ITEM 11**

#### **To Agree the Budget and Precept for 2016/2017**

The proposed budget reverts back to the “pre-fire” position but incorporates provision for future longterm maintenance commitments in terms of the Council’s responsibility as both landowner and Corporate Trustee of the Memorial Hall.

There is a need to establish “earmarked reserves” and to plan for future commitments, yet without imposing too large an increase in Council Tax in any one year. The proposal is therefore to spread the increase over the next five years, resulting in an 8% increase this coming year, and a likely (assuming housebuilding continues at its present rate) increase of 5% per annum thereafter.

The precept of £26,460 will mean a Band D Council Tax of £40.72 per annum, or roughly 80p per week.

**Members are recommended to agree this budget and set a precept of £26,460.**



EXPENDITURE							
ITEM	Actual 2012/13	Actual 2013/14	Actual 2014/15	BUDGET 2015/16	Spend to 31/12/15	Projected Outturn 31/3/16	Proposed Budget 2016/17
Clerk's Salary	£ 6,926	£ 11,701	£ 10,771	£ 12,225	£ 4,745	£ 6,295	£ 7,500
General Expenses	£ 1,387	£ 903	£ 882	£ 1,200	£ 954	£ 1,200	£ 1,260
Audit Fees	£ 175	£ 140	£ 440	£ 440	£ 330	£ 1,600	£ 750
Insurance	£ 1,496	£ 1,411	£ 1,353	£ 1,353	£ 1,394	£ 1,394	£ 500
Election Fees				£ 2,000	£ 786	£ 786	
Clerk Training			£ 20	£ 500			£ 1,000
Councillor Training				£ 500	£ 620	£ 1,500	£ 1,000
Councillor Expenses		£ 261					
Recruitment Fees				£ 500			
Chairman's Allowance							£ 250
Subscriptions	£ 719	£ 729	£ 648	£ 648	£ 730	£ 730	£ 750
Grants/Donations	£ 1,030	£ 490	£ 1,381	£ 525		£ 750	£ 750
Bus Shelter Cleaning	£ 689	£ 716	£ 715	£ 800	£ 540	£ 720	£ 800
Flower Beds & Roundabout	£ 773	£ 1,303	£ 1,333	£ 1,500	£ 1,095	£ 1,370	£ 1,500
Hall Hedge Cutting				£ 300			
Christmas Tree	£ 52	£ 52	£ 36	£ 100	£ 71	£ 71	
Parish Pump	£ 50	£ 436	£ 247	£ 700		£ 150	£ 450
School Vouchers				£ 100			
New Dog Bin			£ 295	£ 295		£ 350	
Litter Bin							
Memorial Hall	£ 3,510	£ 42,637	£ 278,512	£ -	£ 28,451	£ 28,451	£ 2,785
Cemetery Contribution	£ 750	£ 750	£ 750				
Millenium Celebration							
Queen's Birthday Celebration							£ 400
Noticeboard	£ 257						
Advertising			£ 50				
Loan Repayment			£ 22,095				
Jubilee Mugs	£ 1,048						
Bowls Club	£ 260						
Boxing Club Rent			£ 300				
Village Signs	£ 1,145						
<b>TOTALS</b>	<b>£ 20,266</b>	<b>£ 61,527</b>	<b>£ 319,826</b>	<b>£ 23,686</b>	<b>£ 39,716</b>	<b>£ 45,367</b>	<b>£ 19,695</b>
VAT	£ 1,098	£ 8,538	£ 55,886		£ 5,980	£ 6,200	
	<b>£ 21,364</b>	<b>£ 70,065</b>	<b>£ 375,712</b>		<b>£ 45,696</b>	<b>£ 51,567</b>	

<b>INCOME</b>							
<b>ITEM</b>	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>BUDGET 2015/16</b>	<b>Income to 31/12/15</b>	<b>Projected Outturn 31/3/16</b>	<b>Proposed Budget 2016/17</b>
Precept	£ 16,770	£ 17,612	£ 20,151	£ 24,500	£ 24,500	£ 24,500	
Consolidated Stock Interest	£ 2	£ 2	£ 2	£ 2			
Bank Interest	£ 17	£ 5	£ 9	£ 5	3.33	£ 5	£ 5
Miscellaneous Refunds	£ 23						
Boxing Club Rent		£ 270	£ 155				
Business Rates Refund			£ 90				
SCDC Loan			£ 22,095				
Sale of Bonds					£ 73	£ 73	
Insurance Payments	£ 2,534	£ 146,241	£ 174,951				
Grant Funding	£ 240	£ 6,561	£ 21,714	827.96	£ 1,078	£ 1,078	£ 800
	<b>£ 19,585</b>	<b>£ 170,691</b>	<b>£ 239,166</b>	<b>£ 25,335</b>	<b>£ 25,654</b>	<b>£ 25,656</b>	<b>£ 805</b>
VAT Refund	£ 1,042	£ 8,119	£ 55,844	£ 4,274	£ 4,274	£ 4,274	£ 6,200
	<b>£ 20,628</b>	<b>£ 178,811</b>	<b>£ 295,010</b>	<b>£ 29,609</b>	<b>£ 29,928</b>	<b>£ 29,930</b>	<b>£ 7,005</b>

## Five Year Future Forecast

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Council's Expenditure	£ 19,295	£ 20,260	£ 21,273	£ 22,336	£ 23,453	£ 24,626
Council's Income	£ 805	£ 805	£ 805	£ 805	£ 805	£ 805
<b>Council's Net Requirement</b>	<b>£ 18,490</b>	<b>£ 19,455</b>	<b>£ 20,468</b>	<b>£ 21,531</b>	<b>£ 22,648</b>	<b>£ 23,821</b>
Plus contribution to Reserves	£ 10,300	£ 10,300	£ 10,300	£ 9,300	£ 9,300	£ 9,300
<b>Council's Gross Requirement</b>	<b>£ 28,790</b>	<b>£ 29,755</b>	<b>£ 30,768</b>	<b>£ 30,831</b>	<b>£ 31,948</b>	<b>£ 33,121</b>
<b>Percentage Increase in Council Tax</b>	18%	3%	3%	0%	4%	4%
<b>Proposed Council Tax</b>	£ 26,460	£ 27,783	£ 29,172	£ 30,631	£ 32,162	£ 33,770
<b>Percentage Increase in Council Tax</b>	8%	5%	5%	5%	5%	5%
<b>Likely Band D Properties</b>	650	680	690	700	705	715
<b>Likely Band D Council Tax</b>	£ 40.72	£ 40.86	£ 42.28	£ 43.76	£ 45.62	£ 47.23
<b>Reserves at start of year</b>						
<b>Unearmarked</b>	£ 6,000	£ 6,000	£ 6,000	£ 6,000	£ 6,000	£ 6,000
<b>Earmarked</b>						
Corporate Trustee Longterm Maintenance Funding	£ 6,000	£ 12,000	£ 18,000	£ 24,000	£ 30,000	£ 36,000
Election Fees Future Reserve	£ 300	£ 600	£ 900	£ 1,200	£ 300	£ 600
Employee Reserve	£ 1,000	£ 2,000	£ 3,000	£ 3,000	£ 3,000	£ 3,000
Parish Council Longterm Maintenance Commitment	£ 3,000	£ 6,000	£ 9,000	£ 12,000	£ 15,000	£ 18,000
<b>Total Reserves</b>	<b>£ 16,300</b>	<b>£ 26,600</b>	<b>£ 36,900</b>	<b>£ 46,200</b>	<b>£ 54,300</b>	<b>£ 63,600</b>