

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 15th December at 7.30 p.m.

Gordon Mussett, Parish Clerk
6th December 2015

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. 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 3rd November 2015 (previously circulated)

To approve the minutes of the meeting held 3rd November 2015

5. To Note the Receipt of the Minutes of the Planning Committee meeting held 10th November 2015 (attached)

To note the receipt of the Minutes of the Planning Committee meeting held 10th November 2015

6. To Note the Receipt of the Minutes of the Personnel Committee meeting held 25th November 2015 (attached)

To note the receipt of the Minutes of the Personnel Committee meeting held 25th November 2015

7. To Consider Increasing the Membership of the Planning Committee and, if agreed, Appoint an Additional Councillor (attached)

To consider increasing the membership of the Planning Committee and, if agreed, appoint an additional Councillor

8. To Consider Recommendations from the Working Party Regarding Local Listing of Assets (attached)

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

9. To Consider Recommendations from the Working Party on How to Commemorate the Queen's 90th Birthday in June 2016 (attached)

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

10. To Respond to Consultation on the Reorganisation of the Suffolk Fire & Rescue Service (attached)

To respond to consultation on the reorganisation of the Suffolk Fire & Rescue Service

11. To Note the Proposed Changes to Household Waste Recycling Centres (attached)

To note the proposed changes to Household Waste Recycling Centres

12. To Consider the Provision and Siting of a New Dog Bin (attached)

To consider the provision and siting of a new dog bin

13. To Consider the Provision of CCTV to Cover the Council's Property (attached)

To consider the provision of cctv to cover the Council's property

14. To Seek, As Part of the Formal Snagging Process, the Resealing of the Hall Floor

To seek, as part of the formal snagging process, the resealing of the Hall Floor

15. Receive a Financial Report to 23rd November (attached)

To receive a Financial Report to 23rd November

16. To Approve the Following Payments:-

To approve the following payments:-

Cheque No.	Payable to	In Respect of	Amount £
291	G N Mussett	Clerk's Salary	£416.13
292	HM Revenue & Customs	NI/PAYE	£104.00
293	Mr B Dunningham	Bus Shelter Cleaning	£54.00
294	Goslings Farm Limited	Christmas Tree	£45.95
295	T Rodwell	Christmas Tree Lights	£29.99
296	Trimley St Mary Parish Council	50% of donation towards Remembrance Day bugler	£12.50

17. Closure

ITEM 5

To Note the Receipt of the Minutes of the Planning Committee meeting held 10th November 2015

TRIMLEY ST MARTIN PARISH COUNCIL PLANNING COMMITTEE

Minutes of the meeting of Trimley St Martin Parish Council Planning Committee held in the Memorial Hall at 10.45 a.m. on Tuesday 10th November 2015

Present: Councillors: Garrett, Owen and Sills

Also present: Councillors Barker and Parker and one member of the public

Public Session

A member of the public expressed concern that the development of this site would have an impact on neighbouring properties, including the future use of the Memorial Hall, and questioned whether the footpath link from the Mushroom Farm development to High Road would cross this site.

1. Apologies for Absence

To receive apologies for absence

2. Declarations of Interest

No Members declared any interests in matters on the agenda.

3. To Confirm the Minutes of the Meeting of the Planning Committee held 23rd September 2015

The Committee confirmed and agreed to sign the minutes of the meeting of the Planning Committee held 23rd September 2015 as a true record

**4. To Comment on the Following Planning Application:-
DC/15/4293/OUT – Erection of detached dwelling and garage – Land adjacent to 295 High Road**

The Council recognized that there were no material planning considerations that might affect this application and agreed to make no objection.

5. Closure

The meeting closed at 11.35 a.m.

This item is for information only

ITEM 6

To Note the Receipt of the Minutes of the Personnel Committee meeting held 25th November 2015

Minutes of the Trimley St Martin Parish Council Personnel Committee Meeting held on 25th November 2015 at 11.03 a.m. in The Memorial Hall, Trimley St Martin

Present: Councillors: Garrett, Good, Pither and Sills

1. Election of Chair

Councillor Sills was elected as Chair of the Personnel Committee.

2. Election of Vice-Chair

Councillor Garrett was elected as Vice-Chair of the Personnel Committee.

3. Receive Declarations of Interests

No Councillors declared any interests in matters on the agenda.

4. To Receive and Determine Requests for Dispensations

There were no requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.

5. In accordance with the Public Bodies (Admission to Meetings) To Agree to Ask the Public and Press to Withdraw on Account of the Confidential Nature of the Business to be Transacted

The Committee agreed to ask the public and press to withdraw on account of the confidential nature of the business to be transacted.

6. To Hear a Grievance Complaint and Agree Appropriate Resolution of the Grievance

The Committee considered the employee's grievance and agreed to instruct Solicitors to issue a cease and desist letter to Councillor Cowan to cease harassment and bullying of the Council's employee.

7. Closure

The meeting was closed at 12.07 p.m.

ITEM 7

To Consider Increasing the Membership of the Planning Committee and, if agreed, Appoint an Additional Councillor

The Planning Committee has had cause to meet twice recently to consider applications outside the normal cycle of Full Council meetings. On both occasions the quorum for the meeting has just been met, and in order to ensure future meetings are quorate it is recommended that the membership of the Committee be reviewed upwards.

Members are recommended to increase the membership of the Planning Committee by one and appoint an additional Member.

ITEM 8

To Consider Recommendations from the Working Party Regarding Local Listing of Assets

To be submitted at the meeting

ITEM 9

To Consider Recommendations from the Working Party on How to Commemorate the Queen's 90th Birthday in June 2016

To be submitted at the meeting

ITEM 10

To Respond to Consultation on the Reorganisation of the Suffolk Fire & Rescue Service

The public consultation looking at the future provision for Suffolk's fire and service is now open. The 14 week consultation seeks the views of members of the public, fire and rescue service staff and all other interested parties regarding proposals for changing the way the fire and rescue service is set-up across the county. The consultation closes on Monday 22 February 2016.

The proposed changes meet the on-going reductions in funding for the fire service and also reflect the significant reduction in 999 call demand over the last 5 years in Suffolk. The consultation launch was agreed at Suffolk County Council's Cabinet meeting on Tuesday 10 November.

The draft Integrated Risk Management Plan being considered through consultation identifies the following proposals:

- Reduce the number of fire engines in Ipswich, Bury St Edmunds and Lowestoft
- Replace the second fire engine at Sudbury with a rapid response fire fighting vehicle
- Close Wrentham fire station

These are challenging proposals but they will ensure that the service is fit to continue to provide a balance of Prevention, Protection and Emergency Response services to communities across Suffolk:

- Prevention – working with young, elderly and vulnerable people to promote community safety and fire prevention
- Protection – working with business to support them meeting their legal fire safety protection requirements
- Emergency Response – providing 24/7 999 emergency response services across the county and in support of significant emergencies across the country

Members are asked to consider whether to respond to the consultation.

ITEM 11

To Note the Proposed Changes to Household Waste Recycling Centres

In response to customer feedback, SCC is proposing two changes to the running of Household Waste Recycling Centres (HWRCs) that are intended to improve the service and reduce costs:

- Changing opening hours at weekends so they are more convenient
- Removing the limits to customers on the amount of rubble and plasterboard, and introducing nominal charges for disposing of all rubble and plasterboard materials

Suffolk County Council is working with FCC Environment, which operates all 11 of Suffolk's HWRCs, to develop a proposal to open longer at the weekend. This would help alleviate congestion on sites at popular weekend times and give residents greater flexibility. Extended weekend opening could be achieved at no additional cost by closing on one day mid-week when sites are quietest.

Rubble and plasterboard are currently accepted from residents in limited quantities - two bags per vehicle per day – and some people would like to bring more. These materials are legally classed as construction waste rather than regular household waste, so the Council is not obliged to accept them. In order to continue offering residents the option to dispose of this type of waste, it is proposed that a

new nominal charge is introduced for all rubble and plasterboard. Under the new proposals there would be no limit so that residents could bring all of their DIY waste in a single visit.

It is proposed that the charge will be set at a nominal level. Work is now being undertaken to research and develop the proposal which will include considering the level of the charge, how charges will be levied, the impact on tonnages received, how the changes will be communicated in plenty of time, and safeguards against fly-tipping.

These changes complement a number of planned and recent improvements to Suffolk's Household Waste and Recycling Centres including: an extension to the Mildenhall centre, improvements to the layout of the Foxhall Road centre and plans for a reuse shop to open on this site.

This item is for information only.

ITEM 12

To Consider the Provision and Siting of a New Dog Bin

ITEM 13

To Consider the Provision of CCTV to Cover the Council's Property

A review of the Council's risks identified that the Council's land and associated property off High Road was at risk from unauthorised use, potential flytipping and a repeat of the recent arson attack which destroyed the Memorial Hall. The review identified that the Council should consider the provision of external cctv to the site, and members are recommended to consider the provision of cctv with recording facilities.

ITEM 15

To Receive a Financial Report to 23rd November

Expenditure															
Date	Reference	Paid To	In Respect of	Clerk's Salary	General Administration	Subscriptions	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Total Exc VAT	VAT	Total Inc VAT
01-04-15	245	A C Harding	Final Settlement - Memorial Hall Rebuild									£ 6,299.87	£ 6,299.87	£ 1,259.97	£ 7,559.84
01-04-15	246	Concerus	Memorial Hall Fees									£ 14,840.05	£ 14,840.05	£ 2,968.01	£ 17,808.06
07-04-15	247	K Coutts	Clerk's Salary	£ 890.66									£ 890.66	£ -	£ 890.66
07-04-15	248	HM Customs & Revenue	Tax/NI	£ 156.49									£ 156.49	£ -	£ 156.49
07-04-15	249	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50	£ -	£ 67.50
07-04-15	250	JAS	Roundabout Maintenance					£ 275.00					£ 275.00	£ -	£ 275.00
07-04-15	251	JAS	Flower Beds							£ 270.00			£ 270.00	£ -	£ 270.00
07-04-15	252	Community Action Suffolk	Subscription			£ 25.00							£ 25.00	£ 5.00	£ 30.00
07-04-15	253	K Coutts	Expenses		£ 162.73								£ 162.73	£ 5.00	£ 167.73
07-04-15	254	Computing Needs	Toner Cartridges		£ 47.90								£ 47.90	£ 9.58	£ 57.48
07-04-15	255	SALC	Subscription			£ 664.00							£ 664.00	£ -	£ 664.00
01-05-15	256	K Coutts	Clerk's Salary	£ 968.90									£ 968.90	£ -	£ 968.90
01-05-15	257	HM Customs & Revenue	Tax/NI	£ 128.39									£ 128.39	£ -	£ 128.39
01-05-15	258	K Coutts	Expenses		£ 101.41								£ 101.41	£ 5.28	£ 106.69
01-05-15	259	B Dunningham	Bus Shelter Cleaning						£ 54.00				£ 54.00		£ 54.00
02-06-15	260	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50		£ 67.50
23-06-15	261	Felixstowe District Council for Sport & Recreation	Subscription			£ 5.00							£ 5.00	£ -	£ 5.00
23-06-15	262	123-Reg	Web Hosting		£ 35.88								£ 35.88	£ 7.18	£ 43.06
23-06-15	263	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50		£ 67.50
23-06-15	264	SALC	Internal Audit Fee				£ 330.00						£ 330.00	£ 66.00	£ 396.00
18-08-15	265	SALC	Photocopying		£ 57.00								£ 57.00	£ 11.40	£ 68.40
18-08-15	266	ICO	Registration		£ 35.00								£ 35.00		£ 35.00
18-08-15	267	G N Mussett	Expenses		£ 52.92								£ 52.92	£ 10.58	£ 63.50
18-08-15	268	G N Mussett	Clerk's Salary	£ 416.13									£ 416.13		£ 416.13
18-08-15	269	HM Customs & Revenue	Tax/NI	£ 104.00									£ 104.00		£ 104.00
18-08-15	270	JAS	Roundabout Maintenance					£ 275.00					£ 275.00		£ 275.00
01-09-15	271	Inprint	Photocopying		£ 73.50								£ 73.50	£ 14.70	£ 88.20
01-09-15	272	G N Mussett	Clerk's Salary	£ 416.13									£ 416.13		£ 416.13
01-09-15	273	HM Customs & Revenue	Tax/NI	£ 104.00									£ 104.00		£ 104.00
01-09-15	274	CPRE	Subscription			£ 36.00							£ 36.00		£ 36.00
01-09-15	275	B Dunningham	Bus Shelter Cleaning						£ 54.00				£ 54.00		£ 54.00
01-09-15	276	B Dunningham	Bus Shelter Cleaning						£ 54.00				£ 54.00		£ 54.00
01-09-15	277	Trimley Memorial Hall Management Committee	Grant towards hedgecutting		£ 75.00								£ 75.00		£ 75.00
06-10-15	278	Cane & Co	Insurance Premium		£ 1,393.50								£ 1,393.50		£ 1,393.50
06-10-15	279	SALC	Training		£ 620.00								£ 620.00	£ 124.00	£ 744.00
06-10-15	280	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50		£ 67.50
06-10-15	281	DMH Solutions	Risk Software		£ 100.34								£ 100.34	£ 20.07	£ 120.41
06-10-15	282	G N Mussett	Clerk's Salary	£ 416.13									£ 416.13		£ 416.13
06-10-15	283	HM Customs & Revenue	Tax/NI	£ 104.00									£ 104.00		£ 104.00
06-10-15	284	Trimley Memorial Hall Management Committee	Hall Hire		£ 140.00								£ 140.00		£ 140.00
06-10-15	285	JAS	Roundabout Maintenance					£ 275.00					£ 275.00		£ 275.00
03-11-15	286	G N Mussett	Wreath		£ 17.00								£ 17.00		£ 17.00
03-11-15	287	G N Mussett	Clerk's Salary	£ 416.13									£ 416.13		£ 416.13
03-11-15	288	HM Customs & Revenue	Tax/NI	£ 104.00									£ 104.00		£ 104.00
03-11-15	289	A C Harding	Retention Memorial Hall Rebuild									£ 7,236.35	£ 7,236.35	£ 1,447.27	£ 8,683.62
03-11-15	290	B Dunningham	Bus Shelter Cleaning						£ 54.00				£ 54.00	£ -	£ 54.00
				£ 4,224.96	£ 2,912.18	£ 730.00	£ 330.00	£ 825.00	£ 486.00	£ 270.00	£ -	£ 28,376.27	£ 38,154.41	£ 5,954.04	£ 44,108.45

It has not been possible to provide an update on income and bank reconciliation to 23rd November as the HSBC account has been suspended. As Members are aware the Council was moving to the Unity Bank. Both HSBC and Unity Bank require greater information on the people in charge of the account (i.e. all Councilors not just signatories) and the Council has been unable to supply this information because Councillor Cowan has refused to supply his full date of birth.

Members are to determine how to address this matter.