

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 6th October at 7.30 p.m.

Gordon Mussett, Parish Clerk
25th September 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. To Co-Opt a Councillor to Fill the Vacancy Arising from the Resignation of Councillor Smith

To co-opt a Councillor to fill the vacancy arising from the resignation of Councillor Smith

3. Receive Declarations of Interests

For Councillors to declare pecuniary 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 1st September 2015 (previously circulated)

To approve the minutes of the meeting held 1st September 2015

6. To Receive a Presentation from Bidwells Regarding land off High Road, Trimley St Martin

To receive a presentation from Bidwells regarding land off High Road, Trimley St Martin

7. To Note the Receipt of the Minutes of the Planning Committee meeting held 23rd September 2015 (attached)

To note the receipt of the Minutes of the Planning Committee meeting held 23rd September 2015

8. To Comment on the Following Planning Application

- a) DC/15/3752/FUL – Proposed two storey extension to rear of property – 49 Jasmine Close

9. To Consider an Application to Move the Jubilee Seat (attached)

To consider an application to move the Jubilee Seat

10. To Consider an Invitation to Join the East Suffolk Lines Community Rail Partnership and Nominate a Representative (attached)

To consider an invitation to join the East Suffolk Lines Community Rail Partnership and nominate a representative

11. To Nominate Two Representatives to Attend Suffolk Coastal District Council's Budget Briefing on 1st November (attached)

To nominate two representatives to attend Suffolk Coastal District Council's Budget Briefing on 1st November

12. To Nominate A Representative to Attend the AGM of the Suffolk Association of Local Councils (attached)

To nominate a representative to attend the AGM of the Suffolk Association of Local Councils

13. To Consider the Local Listing of Assets (attached)

To consider the local listing of assets

14. To Agree Two Street Names on the former Mushroom Farm development (attached)

To agree two street names on the former Mushroom Farm development

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

To receive a Financial Report to 23rd September

16. To Note the Completion of the External Audit and Take Appropriate Action (to follow)

To note the completion of the External Audit and take appropriate action

17. To Change the Council's Bankers (attached)

To change the Council's Bankers

18. To Approve the Following Payments:-

To approve the following payments:-

Cheque No.	Payable to	In Respect of	Amount £
278	G Mussett	Insurance Premium	£1,393.50
279	SALC	Training	£744.00
280	Mr Dunningham	Bus Shelter	£67.50
281	DMH Solutions Ltd	Risk Assessment Software	£120.41
282	G Mussett	Clerk's Salary	£416.13
283	HM Customs & Revenue	NI/PAYE	£104.00

19. To Agree to Recruit a New Clerk Using an Agency (attached)

To agree to recruit a new Clerk using an Agency.

20.To Consider how to Complete the Training for Those Councillors Unable to Attend the Previous Training Sessions (attached)

To consider how to complete the training for those Councillors unable to attend the previous training sessions.

21.To Note the Receipt of the Minutes of the Port of Felixstowe Local Area Liaison Committee and the Trimley Estates Report to that Meeting (sent separately)

To note the receipt of the Minutes of the Port of Felixstowe Local Area Liaison Committee and the Trimley Estates Report to that meeting.

22.To Consider Making a Complaint Regarding the Standard of Grass-Cutting in the Parish (attached)

To consider making a complaint regarding the standard of grass-cutting in the Parish

23.Closure

ITEM 2

To Co-Opt a Councillor to Fill the Vacancy Arising from the Resignation of Councillor Smith

The Council advertised the vacancy caused by the resignation of Councillor Smith and has had one enquiry for co-option, from Robert Parker. His completed application is shown below for Members' information.

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) before 6th October 2015.

ROBERT C PARKER
HAMS FARM HOUSE, BACK ROAD,
FALKENHAM,
IPSWICH.....
Postcode:.....IP10 0PW.....

What Qualities Will You Bring to the Council ? (Please answer in no more than 200 words):.....
A WEALTH OF PARISH COUNCIL EXPERIENCE GAINED...OVER SOME 30 YEARS AND A FULL
UNDERSTANDING OF THE LOCAL AREA, AND ITS NEEDS BOTH CURRENTLY AND FOR THE
FUTURE.....

Give Details of Previous Community/Charitable/Voluntary Involvement:.....
16 YEARS MEMBER OF KIRTON AND FALKENHAM PARISH COUNCIL 3 AS CHAIR AND 3 AS
VICE CHAIR

CHAIR OF TRIMLEY ST MARTON CPS
SERVED ON TRIMLEY ST MARTIN PC
MEMBER FALKENHAM PCC

SUFFOLK CHAMBER OF COMMERCE'S TRANSPORT AND INFRASTRUCTURE GROUP MEMBER

Any Other Matters You Wish the Council to Know Which May Help Their Decision:.....
LONG HISTORY SOME 40 YEARS OF PUBLIC SERVICE

Members must either co-opt Robert Parker to the Council or readvertise the casual vacancy.

ITEM 5

To Approve the Minutes of the Meeting Held 1st September 2015

Minutes of the Trimley St Martin Parish Council Annual Meeting held on 1st September 2015 at 7.30pm in The Memorial Hall, Trimley St Martin

Present: Councillors: Barker, Bozier, Cowan, Eve, Garrett, Good, Owen, Pither, Rodwell

Public: **and Sills**
 One member of the public

Public Session

There were no questions from the public.

1. To Receive Apologies for Absence

There were no apologies for absence.

2. To Receive Declarations of Interests

No Councillors declared any pecuniary interests in matters on the agenda.

3. To Receive and Determine Requests for Dispensations

No Councillors requested a dispensations to enable 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 25th August 2015

The minutes of the meeting held 25th August 2015 were agreed and signed as a true record.

5. To Review The Council's Governance Risks

The Council reviewed the Council's Governance risks and agreed no additional measures were necessary.

6. To Agree to the Purchase of the Local Council Risk Software

The Council agreed to the purchase of the Local Council Risk Software.

7. To Receive a Financial Report to 23rd August 2015

The Council received and noted the Financial Report to 23rd August

8. To Approve the Following Payments:-

The Council approved the following payments:-

Cheque No.	Payable to	In Respect of	Amount £
100271	Inprint	Photocopying	£88.20
100272	G N Mussett	August Salary	£416.13
100273	HM Customs & Revenue	August PAYE/NI	£104.00
100274	CPRE	Annual Subscription	£36.00
100275	Mr Dunningham	Bus Shelter Cleaning	£54.00
100276	Mr Dunningham	Bus Shelter Cleaning	£54.00
100277	Trimley St Martin Memorial Hall Management Committee	Grant towards hedge cutting as agreed 25 th August 2015	£75.00

9. Closure

The meeting was closed at 8.05 p.m.

Members are to approve the minutes of the meeting held 1st September 2015 (subject to any typographical amendments)

ITEM 7

To Note the Receipt of the Minutes of the Planning Committee meeting held 23rd September 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 Wednesday 23rd September 2015

Present: Councillors: Garrett, Pither and Sills

Also present: Councillor Barker

1. Election of Chair

Councillor Sills was elected as Chair of the Planning Committee.

2. Election of Vice-Chair

Councillor Garret was elected as Vice-Chair of the Planning Committee.

3. To Comment on the Following Planning Application:-

a) DC/15/3248/FUL – Oakhurst Cottage, Thorpe Lane – demolish the existing garage and rear two-storey extension, form new two-storey rear extension, new porch and new front elevation bay window

The Committee had no objection to this planning application.

4. Closure

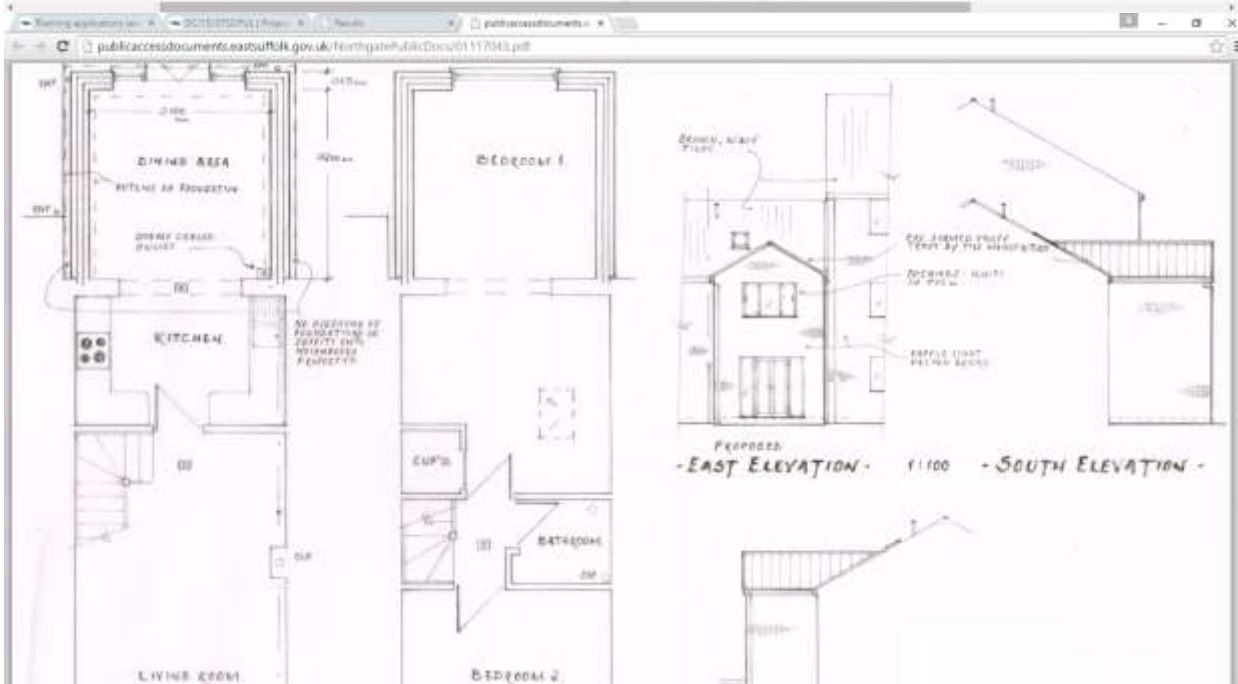
The meeting was closed at 10.48 a.m.

Members are to note the receipt of these minutes.

ITEM 8

To Comment on the Following Planning Application

a) DC/15/3752/FUL – Proposed two storey extension to rear of property – 49 Jasmine Close



Members are to comment on this application.

ITEM 9

To Consider an Application to Move the Jubilee Seat

As Members will be aware the Council erected a seat to commemorate the Queen’s Jubilee. A request has been received from a resident asking that the seat be relocated in order that she can progress a planned extension to her property, which requires a dropped kerb on the site of the seat. The resident has agreed to cover all the Council’s costs in removing, storing and relocating the seat. Any new location will require approval from the land owner and the Highways Authority.

Members are recommended to:-

- a) agree to this request
- b) agree a new location for the seat

ITEM 10

To Consider an Invitation to Join the East Suffolk Lines Community Rail Partnership and Nominate a Representative

East Suffolk Lines Community Rail Partnership

Would you like to help influence what happens at your local railway station?

Dear Town or Parish Clerk,

The East Suffolk Lines Community Rail Partnership (ESLCRP) is an unincorporated association of local government, public transport operators and community groups. We are actively involved in helping to promote rail services along the East Suffolk Line between Ipswich and Lowestoft, and the Felixstowe Line between Ipswich and Felixstowe.

Our board is comprised of and funded by the train operator Abellio Greater Anglia, Suffolk County Council, Ipswich Borough Council, Suffolk Coastal District Council, and Waveney District Council. Network Rail, Transport Regeneration, and our three regional line groups are also board members.

We are a Designated Community Rail Service as defined by the Department for Transport. This allows us to have real input into how train services are operated in our area. Working with Abellio Greater Anglia and our other funding partners the ESLCRP helps to make improvements of real benefit to passengers. These improvements have included the installation of Ticket Machines at several local stations. A recent grant award from the Association of Community Rail Partnerships (AcoRP) will help kickstart the building of a new canopy at Wickham Market Station.

Grassroots efforts are taking place at Trimley, Beccles, Saxmundham and Wickham Market to turn empty station buildings into cafés, arts centres, and places for community use. The ESLCRP can help bring stakeholders together to see these schemes come to fruition.

The ESLCRP works closely with Abellio Greater Anglia's Station Adoption programme. Adopters are responsible for many of the things you see happening at your local station including keeping the stations tidy, and the planting of flowers and station gardens. We help provide funding for these small scale schemes.

We realise there are areas not served by the train. In these instances we work with local transport operators to explore connecting bus services and through ticketing. An example is the 88A bus service between Halesworth rail station and Southwold. Passengers are now able to purchase one ticket good on both the train and bus. This particular ticket can be purchased anywhere in the UK at the National Rail website as 'Southwold by Bus' is now listed as a destination.

The ESLCRP also prints and distributes the popular East Suffolk Line Walks booklet. The walks are specially way marked, easily accessible from each station, and help promote the Suffolk countryside. In short, the ESLCRP is interested in putting the community at the heart of what we do. We would like to invite your Town or Parish Council to join one of three line groups covering the following stations:

North (Lowestoft, Oulton Broad South, Beccles, Brampton, Halesworth)

South (Darsham, Saxmundham, Wickham Market, Melton, Woodbridge)

East (Westerfield, Derby Road, Trimley, Felixstowe)

There is no cost to join and membership gives your Town or Parish Council a chance to participate on shaping facilities and services.

I look forward to hearing from you.

Kind Regards,

Aaron Taffera

Chairman

East Suffolk Lines Community Rail Partnership

Members are to consider whether to nominate a representative on the East Suffolk Lines Community Rail Partnership

ITEM 11

To Nominate Two Representatives to Attend Suffolk Coastal District Council's Budget Briefing on 1st November

To all Suffolk Coastal Town & Parish Councils

Dear Town/Parish Clerk

ANNUAL TOWN & PARISH LIAISON / BUDGET REVIEW MEETING

On behalf of Councillor Ray Herring, Leader of Suffolk Coastal District Council, I would like to invite you to this year's Town & Parish Liaison meeting to be held in the Council Chamber, Melton Hill, Woodbridge on Monday 16 November 2015 starting at 6.30pm.

As part of our commitment to keep you informed and consult with you about the Council's budget and medium term financial plan we are keen to meet with Town and Parish Councils in order to highlight and discuss key issues and continued financial pressures.

Representatives from Suffolk County Council and the Police will also be in attendance to discuss challenges they are facing and to answer any questions from Town/Parish Councils. In addition, it will be an opportunity for you to raise any matters of concern/interest with us.

The format for the evening will be as follows:

- Introduction by Leader of the Council
- Presentation by Chief Finance Officer & S151
- Presentation by Suffolk County Council
- Presentation by Suffolk Police
- Summary by Leader of the Council
- Questions

These liaison meetings have in the past proven beneficial to the Council and of great interest to those who attended. You can send one or two representatives from your Council and I would be grateful if you could confirm representation by Friday 30 October 2015.

Yours faithfully

Karen Cook

Karen Cook
Democratic Services & Cabinet Business Manager

Members are to nominate up to two representatives for this meeting

ITEM 12

To Nominate A Representative to Attend the AGM of the Suffolk Association of Local Councils

The AGM of the Suffolk Association of Local Councils will be held on 12th November commencing with a buffet supper at 5.45 p.m. in the Blackbourne Hall, Elmswell.

Members are to consider nominating a representative to attend and agreeing expenses for their attendance.

ITEM 13

To Consider the Local Listing of Assets

Suffolk Coastal District Council are amongst the fore-runners in a scheme to help communities protect historic assets which might not attract official listing status from Historic England. The Parish Council is being asked to identify any such assets which would then form part of a local list and be protected by relevant Local Plan policies.

Members are recommended to form a Working Party to draw up a list of local assets for agreement by the Council

ITEM 14

To Agree Two Street Names on the former Mushroom Farm development

The Council has been asked to propose two street names for new roads on the Mushroom Farm development.

Members are to agree two new street names.

ITEM 15

To Receive a Financial Report to 23rd September

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 Catridges		£ 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	Hall Hire		£ 75.00								£ 75.00		£ 75.00
				£ 3,184.70	£ 641.34	£ 730.00	£ 330.00	£ 550.00	£ 364.50	£ 270.00	£ -	£ 21,139.92	£ 27,210.46	£ 4,362.70	£ 31,573.16

Income				Precept	Grants	VAT Refund	Bank Interest	Other Interest	Other	TOTAL
Date	Reference	From	In Respect of							
01-04-15	DD	SCDC	Precept	£ 12,250.00	£ 413.98					£ 12,663.98
07-04-15	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23-04-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
24-04-15	DD	HMRC	VAT Refund			£ 4,273.76				£ 4,273.76
23-05-15	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23-06-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
06-07-15	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23-07-15	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
10-08-15	DD	HM Treasury 2.5 stocks	Disposal of Stock						£ 73.09	£ 73.09
10-08-15	DD	Suffolk Provincial Grand Cha	Grant towards Memorial Hall Rebuild		£ 250.00					£ 250.00
23-08-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23-09-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
				£ 12,250.00	£ 663.98	£ 4,273.76	£ 2.86	£ 0.90	£ 73.09	£ 17,264.59

Reconciliation	
As at 31/3/15	
Deposit Account	£ 10,020.38
Current Account	<u>£ 32,022.08</u>
	<u>£ 42,042.46</u>
Add Receipts to 23/09/15	£ 17,264.59
Less Expenditure to 23/9/15	<u>-£ 31,573.16</u>
As at 23/7/15	<u>£ 27,733.89</u>
As at 23/9/15	
Deposit Account	£ 10,023.24
Current Account	<u>£ 17,710.65</u>
	<u>£ 27,733.89</u>

ITEM	BUDGET 2015/16	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 12,225.00	£ 3,184.70	26.1%
General Expenses	£ 1,200.00	£ 641.34	53.4%
Audit Fees	£ 440.00	£ 330.00	75.0%
Insurance	£ 1,352.91		0.0%
Election Fees	£ 2,000.00		0.0%
Clerk Training	£ 500.00		0.0%
Councillor Training	£ 500.00		0.0%
Recruitment Fees	£ 500.00		0.0%
Subscriptions	£ 648.00	£ 730.00	112.7%
Grants/Donations	£ 525.00		0.0%
Bus Shelter Cleaning	£ 800.00	£ 364.50	45.6%
Flower Beds & Roundabout	£ 1,500.00	£ 820.00	54.7%
Hall Hedge Cutting	£ 300.00		0.0%
Christmas Tree	£ 100.00		0.0%
Parish Pump	£ 700.00		0.0%
School Vouchers	£ 100.00		0.0%
New Dog Bin	£ 295.00		0.0%
Memorial Hall Rebuild	£ -	£ 21,139.92	N/A
TOTALS	£ 23,685.91	£ 27,210.46	

ITEM 16

To Note the Completion of the External Audit and Take Appropriate Action

The Council's External Auditor has completed the final audit on the 2014/2015 accounts.

ITEM 17

To Change the Council's Bankers

The Council has, for the last few years at least, banked with HSBC. This has been an arrangement which has worked well. However HSBC are undertaking a review of all business accounts and the Council is required to not only complete a very detailed form regarding its business arrangements (which takes no account of its status as a branch of local government) but also to require ALL Councillors to prove their identity in person at the local branch of HSBC.

From past experience I know that having to prove Councillor's identities at a branch is both complex and time-consuming and I am reluctant to impose such a requirement on you.

The Unity Bank recognizes the impositions and proves Councillor identities electronically. It offers the same facilities as HSBC (cheque book for payments, electronic access to statements) and the same assurances in the event of banking failure.

Members are recommended to change to the Unity Bank for the Council's banking needs.

ITEM 19

To Agree to Recruit a New Clerk Using an Agency

The first advertisement for a Parish Clerk, placed on the SALC website, has produced no applications, nor expressions of interest. The options open to the Council are as follows:-

- a) readvertise using the same media, and that of Suffolk County Council
- b) advertise using the local press
- c) use the services of an agency

Given the current state of the employment market, the Council must recognize that its reputation may be a factor in there being no applications for the position of Clerk. Most prospective applicants will have read the Council's minutes and Googled references to the Council, and with a wealth of Council vacancies to choose, may well have looked elsewhere.

Using the press may expand the interest, but can be expensive and may require a more intensive shortlisting process.

Using an agency is equally expensive (rates are based on annual salary) but provides a degree of certainty that applicants are pre-vetted, and if unsuccessful the fee is refunded in part for up the three months after appointment.

Full comparative costs of advertising and using an agency will be available at the meeting.

It is vital that the Council recruits a new Clerk who is both capable and able to resist the pressures placed upon them by individuals, and **members are recommended to engage an agency to assist with the recruitment process.**

ITEM 20

To Consider how to Complete the Training for Those Councillors Unable to Attend the Previous Training Sessions

Not all Councillors were able to attend the full series of training sessions. The following Councillors were unable to attend training, in full or in part:-

Bozier – 4 sessions

Cowan – 3 sessions

Eve – 4 sessions

Garrett – 4 sessions

Good – 4 sessions

Pither – 1 session

Rodwell – 1 session

The options are, if all Councillors are to be trained, are:-

a) book a new series of sessions;

b) book individual Councillors onto sessions being held at Claydon

The cost of holding a new series of training sessions will be £620 plus hall hire. However some of this cost might be off-set by offering places on the courses to neighbouring Councils.

The cost of booking Councillors onto individual courses at Claydon is £100 per Councillor for the full four sessions (£110 if trained on a Saturday), and about £30 per individual session.

Members are recommended to host a further series of four training sessions and sell places on those sessions to neighbouring Councils.

ITEM 21

To Note the Receipt of the Minutes of the Port of Felixstowe Local Area Liaison Committee and the Trimley Estates Report to that Meeting

This item is for information only

ITEM 22

To Consider Making a Complaint Regarding the Standard of Grass-Cutting in the Parish

It has been suggested that the quality of grass cutting in the Parish has deteriorated and Members are invited to submit examples that can be included in a complaint to the relevant authorities.