

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 6 February at 7.30 p.m. The agenda is set out below.

Caroline Ley, Parish Clerk  
30 01 2018

1. **To receive apologies for absence**
2. **To receive declarations of interest**  
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 on 2 January 2018**
5. **Public Forum**  
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
  - Public Question Time
6. **To receive feedback from the working party on their progress towards making recommendations on the Parish Council's plans to mark the centenary of the armistice.**
7. **To receive an update on the options for appointing a Data Protection Officer as required by the General Data Protection Regulation**  
To note that the DPO Centre has reduced the cost of its service. The lower price for a council with a precept in the region of £5,000 to £25,000 would be £600 in the first year and £300 in the second and subsequent years and would include questionnaires at 3 monthly intervals, review and documentation update and up to three telephone call/email enquiries per month. . No news has yet been received on alternative services which might be offered by SALC and/or NALC.
8. **To note that the Public Inquiry into the Felixstowe Branch Line Transport and Works Act Order took place between Tuesday 23 January 2018 and Friday 26 January.**  
The Public Inquiry has taken place and the Clerk presented evidence on the part of the Parish Council. The next step will be for the Inspector to complete and submit her report to the Secretary of State for Transport. It is expected that it will be at least six months before the outcome is known.
9. **To consider the following Planning Applications:**
  - DC/18/0168/FUL: Alterations at 258a High Rd, Trimley St Martin to provide rooflights within front and rear roof slopes and first floor window in south east gable
  - DC/18/0214/FUL: 21 Cavendish Road, Demolition of dining room. Cladding of dwelling with new highway access.
  - DC/18/0341/FUL: Erection of single storey front and rear extension at 135 Kirton Rd
  - DC/17/5155/FUL: To note that the application for an extension at 67A Thorpe Lane has been permitted by the Planning Authority.
10. **To consider a request from the Suffolk Neighbourhood Watch Association to make a single one-off donation of £50.00 as a contribution to help them sustain the support of neighbourhood watch across the county.**
11. **To Consider a request from Elizabeth Rastrick, Local History Recorder, to draw attention to the role of the Recorder by hosting an occasional blog on the Parish Council website under the heading " Trimley Life Now and Then" .**

12. To consider providing confirmation of the Council's preparedness to notify SCDC that their concerns have been met in relation to the replacement of play equipment at the Sports and Social Club, subject to additional undertakings on signage, insurance, safety checks and the establishment of a fund to cover future replacement of the equipment.
13. To receive feedback from Cllr Smart on her exploration of play and sport options.
14. To note that Taylor Wimpey have very generously contributed the sum of £1,005 to cover the cost of the overhaul of the planting at the roundabout and surrounding beds.
15. To note that the licence held by the Parish Council in relation to the roundabout is a licence to plant and does not permit advertising and to consider how best to proceed in relation to ongoing maintenance.
16. To note that the Pitkin & Ruddock engineer raised concerns about the original fitting of the heat exchangers and also the relationship to the heating system at the Memorial Hall
17. To consider whether to organize a litter picking event in the village following the recent promotion of these events by Suffolk Recycling
18. To note that concerns over lighting in Mill Lane have been raised with Suffolk County Council
19. To Receive a Financial Statement to 25 January 2018 and consider a virement of £400 from each of the following three headings Audit fees, Clerk Training and Councillor Training to the Corporate Trustee budget.

Bank statements and a full list of payments will be available for inspection at the meeting.

ITEM	Proposed Budget 2017/18	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary and expenses	£ 7,500	£ 7,266.18	96.9%
General Expenses	£ 1,800	£ 1,644.32	91.4%
Audit Fees	£ 1,000	£ 410.00	41.0%
Insurance	£ 433	£ 1,280.84	295.8%
Clerk Training	£ 750	£ 22.00	2.9%
Councillor Training	£ 1,000	£ 146.14	14.6%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 755.19	100.7%
Grants/Donations/Sec 137	£ 750	£ 150.00	20.0%
Bus Shelter Cleaning	£ 800	£ 540.00	67.5%
Flower Beds & Roundabout	£ 1,500	£ 1,360.66	90.7%
Parish Pump	£ 450	£ 333.00	74.0%
Memorial Hall Corporate Trustees	£ 1,945	£ 2,813.00	144.6%
<b>TOTAL</b>	<b>£ 19,028</b>	<b>£ 17,071.33</b>	
<b>INCOME</b>			
Bank Interest	£ 5		
Grant Funding	£ -		
<b>TOTAL</b>	<b>£ 5</b>		
<b>NET REQUIREMENT</b>	<b>£ 19,023</b>		

<b>Reconciliation</b>				
<b>As at 31/03/17</b>				
Deposit Account	£ 12,008.80			
Current Account	£ 23,269.96			
	<b>£ 35,278.76</b>		<b>Unrepresented cheques</b>	
Add Receipts to 25/01/2018	£ 31,350.02			
Less Expenditure to 25/01/2018	£ 17,537.49			
<u>Less Unpresented Cheques</u>				£ -
	<b>£ 49,091.29</b>			
<b>As at 25/01/2018</b>				
Deposit Account	£ 13,788.51			
Current Account	£35,305.36			
	<b>£ 49,093.87</b>		<b>2.58</b>	

A small discrepancy of £2.58 is pending resolution.

## 20. To Approve the Following Payments

Date	No	Name	In respect of	Amount
06 02 2018	300224	C Ley	Clerk's salary (inc o'time for public inquiry)	700.92
06 02 2018	300225	Revenue & Customs	Tax on clerk's salary	173.53
06 02 2018	300226	C Ley	Clerk's Expenses	32.80
06 02 2018	300227	Cllr Parker	Travel expenses	85.70
06 02 2018	300228	Flyer Press	Printing Parish Pump	120.00
06 02 2018	300229	Pitkin & Ruddock	Maintenance of Heat recovery system at Hall	£162.50
06 02 2018	300300	B Dunningham	Cleaning of Bus shelter	£54.00

## 21. Close