

**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 4 July 2017 at 7.15 p.m. The agenda is set out below.**

**Caroline Ley, Parish Clerk  
28 June 2017**

**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 6 June 2017**

To approve the minutes of the meeting held on 6 June 2017

**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.

- To receive information from Paul Webster of Scott Properties who wishes to speak about his ideas for older persons housing with specific reference to the plot of land north of Heathfields. No plans have yet been drawn up.
- County and District Councillor Reports
- Public Question Time

**6. To Note that the Statement of Case for the public enquiry into the Network Rail (Felixstowe Branch Line Improvements – Level Crossing Closure) Order has been served on the Secretary of State for Transport and on Network Rail and to record thanks to the community for their prompt response to the PC's questionnaire.**

To Note that the Statement of Case for the public enquiry into the Network Rail (Felixstowe Branch Line Improvements – Level Crossing Closure) Order has been served on the Secretary of State for Transport and on Network Rail and to record thanks to the community for their prompt response to the questionnaire.

**7. To consider the development of a Communications Strategy**

To consider the development of a Communications Strategy – Councillor Clarke to describe some of the options available to the Parish Council

**8. To Consider a Name for the Access Road to Five New Dwellings to the Rear of 28 Old Kirton Road**

The developers have suggested that the access road should be called Amira Mews. The Gazateer Officer of Suffolk Coastal District Council has asked the Parish Council to consider that name and she has also offered the opportunity to put forward other options should members so wish.

**9. To Consider Planning Application DC/17/2156/TEL Proposed base station installation at Highways verge adjacent to bus stop, South side of Howlett Way,**

To consider making observations on planning application DC/17/2156/TEL, an application by Telefonica to erect a 15m high monopole incorporating shrouded antennas, two dish antennas and an equipment cabinet on the verge adjacent to the bus stop on the south side of Howlett Way. The applicant's intention to submit this proposal was discussed at the last meeting at which time the Parish council had no comment. A paper copy of the application pack will be available for inspection at the meeting.

**10. To Consider the Appointment of SALC as Internal Auditors for 2017/18**

SALC carried out the 2016/17 internal audit for the Parish Council and their report was received at the June meeting. Members will wish to consider the appointment of SALC as Internal Auditors for the current year 2017/18.

**11. To Consider a Quotation from Trevor Burgess for the trimming of hedges, cutting of grass and clearance of weeds for the Year to June 2018.**

Mr Burgess previously undertook some limited hedge trimming for the parish council in May. The current proposal is that the existing arrangement be superseded by this quotation under which he will maintain all the hedges around the Memorial Hall, remove weeds and keep the grassed area by the tennis court in a tidy condition for the remainder of the year to June 2018. His annual charge for this work is £300. In the light of the need to take urgent action during June authority was given for work to the value of £100 to be undertaken. The payment for this work is listed for approval at 13 below. The Parish Council is now asked to consider agreeing that Mr Burgess be asked to continue with this work, maintaining hedges and grass in a neat and tidy condition and removing weeds as required, until June 2018. The cost, above and beyond the £100 already paid, will be £200 for the year.

**12. To Note that the Memorial Hall Committee is not yet in a position to sign the lease drawn up by Bawtrees on behalf of the Parish Council**

To Note that the Memorial Hall Committee is not yet in a position to sign the lease drawn up by Bawtrees on behalf of the Parish Council. Help may be available to the Committee through Community Action Suffolk.

**13. To decide whether to set up a working group to give further consideration to the question of whether or not to produce a neighbourhood plan for the area.**

To decide whether to set up a working group to give further consideration to the question of whether or not to produce a neighbourhood plan for the area.

**14. To Receive a Financial Statement to 25<sup>th</sup> June 2017**

To receive a financial statement to 25<sup>th</sup> June 2017. Bank statements will be available for inspection at the meeting.

**15. To Approve the Following Payments**

| Date       | No  | Name                           | In respect of           | Amount  |
|------------|-----|--------------------------------|-------------------------|---------|
| 04/07/2017 | 172 | C Ley                          | Clerk's salary          | 498.20  |
| 04/07/2017 | 173 | Revenue & customs              | Tax                     | £93.80  |
| 04/07/2017 | 174 | C Ley                          | Clerk's expenses        | £87.69  |
| 04/07/2017 | 175 | Felixstowe Council Sport & rec | Subscription 2017       | £5.00   |
| 04/07/2017 | 176 | Trevor Burgess                 | Hedge and grass cutting | £100.00 |

|            |     |                             |                                   |        |
|------------|-----|-----------------------------|-----------------------------------|--------|
| 04/07/2017 | 177 | B<br>Dunningham             | Bus shelter cleaning              | £54.00 |
| 04/07/2017 | 178 | Information<br>Commissioner | Renewal of Data Protection<br>Reg | £35.00 |
| 04/07/2017 | 179 | CPRE                        | Membership of CPRE                | £36.00 |

**16. To note that payments falling due in August may be made by cheque, signed by the Chairman and one other Parish Councillor who is also an approved signatory, and ratified at the September meeting.**

To note that payments falling due in August may be made by cheque, signed by the Chairman and one other Parish Councillor who is also an approved signatory, and ratified at **the September meeting.**

**17. To receive an update on the progress of the working group looking into the planting of the ornamental beds**

**18. Close**



## Income

| Date       | Reference | From               | In Respect of          | Precept     | Grants | VAT Refund | Bank Interest | Other Interest | Other | TOTAL       |
|------------|-----------|--------------------|------------------------|-------------|--------|------------|---------------|----------------|-------|-------------|
| 26/04/2017 |           | suffolk coastal DC | Precept 1st instalment | 13,375      |        |            |               |                |       | 13,375.00   |
| 25/05/2017 |           | HMRC               | VAT refund             |             |        | £ 803.48   |               |                |       | 803.48      |
|            |           |                    |                        |             |        |            |               |                |       |             |
|            |           |                    |                        |             |        |            |               |                |       |             |
|            |           |                    |                        |             |        |            |               |                |       |             |
|            |           |                    |                        |             |        |            |               |                |       |             |
|            |           |                    |                        | £ 13,375.00 | £ -    | £ 803.48   | £ -           | £ -            | £ -   | £ 14,178.48 |

## Reconciliation

## As at 31/03/17

|                                |                    |
|--------------------------------|--------------------|
| Deposit Account                | £ 12,008.80        |
| Current Account                | £ 23,269.96        |
|                                | <b>£ 35,278.76</b> |
| Add Receipts to 25/06/2017     | £ 14,178.48        |
| Less Expenditure to 25/06/2017 | £ 4,745.94         |
| Less Unpresented Cheques       | £ -                |
|                                | <b>£ 44,711.30</b> |

## As at 25/06/2017

|                 |                    |
|-----------------|--------------------|
| Deposit Account | £ 12,008.80        |
| Current Account | £32,702.50         |
|                 | <b>£ 44,711.30</b> |

## Expenditure for May & June with totals for Year to Date

| Date       | Cheque | Paid To                | In Respect of                | Clerk's Salary, HMRC & Expenses | Training | Gen Exp  | Chair's Allow | Bus Shltr | Subs     | Audit Fees | Corporate Trustees Memorial Hall | Flower Beds, Roundabout and other | Parish Pump | Sec 137 | Donations | Total Exc VAT | VAT     | Total Inc VAT |
|------------|--------|------------------------|------------------------------|---------------------------------|----------|----------|---------------|-----------|----------|------------|----------------------------------|-----------------------------------|-------------|---------|-----------|---------------|---------|---------------|
| 02 05 2017 | 300157 | C Ley                  | Clerk's Salary               | £ 498.40                        |          |          |               |           |          |            |                                  |                                   |             |         |           | £ 498.40      |         | £ 498.40      |
| 02 05 2017 | 300158 | HMRC                   | Tax on clerk's salary        | £ 123.60                        |          |          |               |           |          |            |                                  |                                   |             |         |           | £ 123.60      |         | £ 123.60      |
| 02 05 2017 | 300159 | B D'ham                | Bus Shelter cln              |                                 |          |          |               | £ 54.00   |          |            |                                  |                                   |             |         |           | £ 54.00       |         | £ 54.00       |
| 02 05 2017 | 300160 | T Burgess              | repairs - guttering Mem Hall |                                 |          | £ 22.25  |               |           |          |            |                                  |                                   |             |         |           | £ 22.25       |         | £ 22.25       |
| 02 05 2017 | 300161 | C Ley                  | clerk's expenses             | £ 57.00                         |          |          |               |           |          |            |                                  |                                   |             |         |           | £ 57.00       |         | £ 57.00       |
| 02 05 2017 | 300162 | J Sills                | chair's all'ce               |                                 |          |          | £ 350.00      |           |          |            |                                  |                                   |             |         |           | £ 350.00      |         | £ 350.00      |
| 02 05 2017 | 300163 | SALC                   | Subscription                 |                                 |          |          |               |           | £ 714.19 |            |                                  |                                   |             |         |           | £ 714.19      |         | £ 714.19      |
| 06 06 2017 | 300164 | C Ley                  | Clerk's Salary               | £ 498.20                        |          |          |               |           |          |            |                                  |                                   |             |         |           | £ 498.20      |         | £ 498.20      |
| 06 06 2017 | 300165 | Revenue & Customs      | Tax on clerk's salary        | £ 93.80                         |          |          |               |           |          |            |                                  |                                   |             |         |           | £ 93.80       |         | £ 93.80       |
| 6 06 2017  | 300166 | Clear View Signs       | Parish Pump                  |                                 |          |          |               |           |          |            |                                  |                                   | £ 150.00    |         |           | £ 125.00      | £ 25.00 | £ 150.00      |
| 6 06 2017  | 300167 | SALC                   | Internal audit               |                                 |          |          |               |           |          | £ 252.00   |                                  |                                   |             |         |           | £ 210.00      | £ 42.00 | £ 252.00      |
| 6 06 2017  | 300168 | Trevor Burgess         | hedge cutting                |                                 |          |          |               |           |          |            |                                  | £ 48.00                           |             |         |           | £ 48.00       |         | £ 48.00       |
| 6 06 2017  | 300169 | B D'ham                | Bus Shelter cln              |                                 |          |          |               | £ 54.00   |          |            |                                  |                                   |             |         |           | £ 54.00       |         | £ 54.00       |
| 6 06 2017  | 300170 | Trimley Methodist Hall | Hall Hire                    |                                 |          | £ 27.50  |               |           |          |            |                                  |                                   |             |         |           | £ 27.50       |         | £ 27.50       |
| Total      |        |                        |                              | £ 1,641.00                      | £ -      | £ 205.92 | £ 350.00      | £ 108.00  | £ 714.19 | £ -        | £ -                              | £ 545.00                          | £ -         | £ -     | £ -       | £ 4,620.61    | £ 58.33 | £ 4,745.94    |