

You are hereby summoned to attend the Meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Methodist Hall on Tuesday 6 June 2017 at 7.45 p.m. The agenda is set out below.

**Caroline Ley, Parish Clerk
31 May 2017**

1. To Receive Apologies for Absence

2. To 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 on 2 May 2017

To approve the minutes of the meeting held on 2 May 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.

- County and District Councillor Reports
- Public Question Time

6. To Note the Completion of the Internal Audit, Consider Matters Raised, Agree Accounts for 2016-2017 and to receive, Agree and Sign the Annual return for 2016-2017

A. To Note the Completion of the Internal Audit and Consider the Matters raised in the Report – attached Note 6

To note the completion of the Internal Audit and consider the matters raised in the report

B. To Agree the Accounts for 2016-17 and Agree the transfer to earmarked reserves as previously agreed during the budget setting

To Agree the Accounts for 2016-17 and agree the transfer to earmarked reserves as previously agreed during the budget setting. Accounts provided as separate pdfs

C To Agree the Governance Statements on the Annual Return

To Agree the Governance Statements on the Annual Return

D. To Receive, Agree and Sign the Annual Return – attached

To receive, agree and sign the Annual Return for 2016-2017

7. Transport & Works Act 1992: Application for the Proposed Network Rail (Felixstowe Branch Line Improvements – Level Crossing closure) Order – to receive an update and Consider the Issue of a Questionnaire

To note that there is to be a public enquiry into the Network Rail proposals. The Clerk will need to submit the Parish Council's statement of case to the Department of Transport by 28 June. The Parish Council has made its case on two occasions, most recently in

response to the Department of Transport A copy of the comments submitted to the Department of Transport is attached at Note 7a . Although it follows that the submission should follow the line taken at that time, given the nature of the event Councillors will wish to consider the issue of a simple questionnaire to local resident to get a clear picture of local opinion. A draft questionnaire is attached for consideration Note 7b

8. To Receive an update on the work being carried out by UK Power Networks

To Receive an update on the underground cabling work being carried out by UK Power Networks and to decide whether to extend an invitation to Chris Sugars to address members at a special meeting, and/or whether to accept the McNicholas invitation to visit the works. Note 8 refers.

9. Proposed base station installation at Highways verge adjacent to bus stop, South side of Howlett Way,

To consider the proposal 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.. This is an initial request enabling comment to be made before they submit a planning application. See Note 9

10.To Consider the Future of the Christmas Entertainment at Reeve Lodge

The 2016 event was not well attended and Trimley St Mary PC had been considering whether it was something which was no longer particularly attractive to the Reeve Lodge residents. Councillors asked the Clerk to establish the views of the warden. This has been done, and the warden has reported that she would regret the loss of the event as those who attended the last entertainment had enjoyed it. She thought that the low attendance might have been due to the fact that at the end of last year there were a few new tenants who had not really settled in at the time of the event. She also mentioned that it might work better were it held on a Monday, but this would depend upon the availability of Trimley Saints. One possibility which councillors might wish to consider would be to focus on the event as a Christmas Entertainment rather than an evening of Christmas carols.

11.To Receive a report from the Chairman on the SCDC Workshop on the Suffolk Coastal Plan Review

To receive a report from the Chairman on the SCDC Workshop on the Suffolk Coastal Plan Review – notes from the workshop have previously been circulated.

12.To Receive an Update on Highways Issues

To receive an update on Highways issues. Two issues had been raised –

- The need for grass cutting alongside the cycle track and access road to the A14.
- Concerns have also been raised over parking outside the Hand in Hand. A local resident has expressed concern over parking on the corner of the High Road and High Hall Close. The issue has been raised with County Councillor Stuart Bird in relation to the possibility of yellow lines being applied to the road. As the parking would be in breach of the Highway Code the issue has also been raised with the local police.

13.To Receive a Financial Statement to 25th May

To receive a financial statement to 25th May 2017. Bank statements will be available for inspection.

14. To Approve the Following Payments

Date	No	Name	In respect of	Amount
06/06/2017	164	C Ley	Clerk's salary	498.20
06/06/2017	165	Revenue & customs	Tax	£93.80
06/06/2017	166	Clear View Signs Ltd	Printing & distribution of Parish Pump	150.00
06/06/2017	167	SALC	Internal Audit	£252.00
06/06/2017	168	Trevor Burgess	Hedge cutting & tree lopping	£48.00
06/06/2017	169	B Dunningham	Bus shelter cleaning	£54.00

15. Roundabout & Ornamental Beds

Concern has been expressed about weeds in the ornamental beds. The specification calls for maintenance of the ornamental beds to be carried out in May, July and September and twice during the months of October through to April, to include removal of weeds and clearance of litter, and pruning of shrubs as required. If members are not satisfied with the specified intervals they may wish to ask for additional work to be carried out, but there would be additional costs associated with that.

16. Close

Note 6

To Receive, Note and Action the Completed Internal Audit Report

The Independent Internal Auditor has completed the audit, a copy of which is attached below and is also available on the website.

The Independent Internal Auditor has made the following recommendations:-

Recommendation of Internal Auditor	Action to be Taken by Council
The Council should consider adopting a reserves policy, setting out the reasons why, and limits to any reserves held and clearly setting out the two different reserves on a balance sheet as at year end	The Council, at their meeting held 2nd February 2016 agreed to establish earmarked reserves, and the annual budget forecast shows the levels of earmarked reserves to be attained. However the earmarked, and general balances are not separately identified in the year end accounts and therefore the Council should ensure that they are shown as such in future years.
An Asset Register, with an asset value column and clearly separate and defined "insurance value" column assists a Council in considering whether all the assets are appropriately insured.	The establishment of an Asset Register as defined including a clear note where assets are not insured (i.e. because the premium/excess exceeds actual value of the asset.
Now good systems are in place the Council needs to set up regular reviews to keep everything up to date – at least annually.	Noted. The Model Standing Orders contain provision for such a regular review.
The Council considers the inclusion of financial reports in the minutes, using the June 2016 minutes as a template.	This information is already publicly available as part of the agenda for each meeting, so its replication in the minutes will be an easy task and increase the public confidence in the Council's financial controls.

Recommended: That the Council adopts and implements these changes to its procedures.

TRIMLEY ST MARTIN PARISH COUNCIL

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Secretary of State for Transport
C/o Transport & Works Act Orders Unit
Legal Service
Department for Transport
Zone 1/14 -18
Great Minster House
33 Horseferry Road
London
SW1P 4DR

5th April 2017

Dear Sir

Transport and Works Act 1992

The Network Rail (Felixstowe Branch Line Improvements – Level Crossings Closure) Order

The Parish Council of Trimley St Martin discussed the proposals at their meeting on 4 April and concluded that they could not support them. Their objections are set out below.

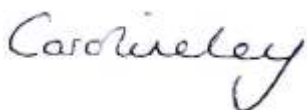
1. This proposal relates to the construction of a bridge at Gun Lane, the closure of level crossings and changes to the public rights of way and does not touch on the Trimley loop work, but many of the problems associated with it relate to the proposed location of the loop within the context of the wider permissions secured in 2008. Were the loop to be located further along the line towards Ipswich, the aim of increasing capacity on the Branch Line could be achieved with a much diminished impact on local residents and leisure users. The Parish Council does not accept Network Rail's contention that the benefits of the loop would be lost were it to be positioned closer to Ipswich.
2. The proposed position of the single passing place would have a significant impact on local residents who would be severely affected by the noise and air pollution associated with trains idling in the loop for lengthy periods. The Parish Council has been advised by Network Rail that the new loop has been designed to be 'dynamic' and thus trains should pass through the loop rather than idling there. However, as they point out, if the timetable is disrupted there may be some dwelling in the loop and the Parish Council's concern is that

this may be a regular occurrence. The impact on local people will grow in significance as more and more new houses are built in the vicinity.

3. The plan to close six level crossings is considered to represent a significant loss of amenity for local residents. The crossings are used by walkers and equestrians and the Bridleway Bridge is not considered to be an appropriate alternative. The St Martins crossing, Trimley Footpath and Grimston Lane Crossing were considered to be the least used of the six, but the remaining three are of considerable importance to the community.
4. The Gun Lane Bridge is considered unsuited to its purpose. The equestrian community regard it as being unsafe for horses and riders as the proposal fails to address the needs of any but the most Noteile of horses. In consequence of this the plans will deprive most equestrian users of a crossing with the result that riders will be forced to make use of the main road with all its attendant dangers. It is appreciated that Network Rail have consulted with the British Horse Society and adapted their plans to reflect that organisation's advice, but the local view is that, even with the adaptations proposed, the bridge would remain unsuitable.
5. The proposed bridge is in a quiet rural area on the border of an area of outstanding natural beauty. The addition of a large, unsightly metal structure would greatly detract from the beauty of the area. In the fullness of time tree planting would screen it from view from some angles, but screening can never address the significant visual impact on users of the bridge which cannot be mitigated by the passage of time. The Parish Council noted comments made by Ben Gummer MP in the Ipswich Star on 10 March in relation to the importance of good design; comments which they felt reflected their own views in relation to the design of the bridge. Mr Gummer wrote, *"If you accept poor design and an ugly environment you also implicitly condemn the people who must live and work in those places to a life less happy and contented than they would otherwise enjoy. It is the simple reason why I am so passionate about good design in our town – making sure that whatever is built, however small, should be as good as possible."*
6. Were it to prove impossible to reposition the loop to a more suitable location a bridge of a more traditional and attractive design, or an underpass, would be a more suitable means of achieving a crossing thereby reducing visual impact to a minimum and facilitating crossing by pedestrians, equestrians and farm traffic.

This concludes the representations of the Parish Council.

Yours faithfully



Caroline Ley
Parish Clerk

Trimley St Martin Parish Council Network Rail Proposals - Questionnaire

Network Rail already have permission to lay additional track so that more trains can run on the Felixstowe Branch line. Network Rail say that the extra trains will make it more dangerous for level crossing users in the Trimley area and so they have put forward plans to close six level crossings and replace them with a bridleway bridge. The crossings they want to close are at Thorpe Common, Grimston Lane, Trimley, St Martin's, Gun Lane and Keepers Lane. The plan includes the diversion of existing footpaths so that people who previously used the six crossings would be diverted to use the bridleway bridge instead. Network Rail propose that the bridleway bridge should be located between the current locations of the Gun Lane and St Martins crossings. **The highways crossings at Thorpe Lane and Trimley Station are not planned for closure.**

Network Rail need permission from the Secretary of State for Transport to make these changes. Because there has been opposition to their plans the Secretary of State has now decided that **there will be a public enquiry**. We have not yet been told the date set for the enquiry, but we must lodge our statement of case by 28 June. To help gauge the views of people in Trimley St Martin, the Parish Council is asking residents to complete this short survey as soon as possible.

You can fill in the form and drop it off with one of the parish councillors listed below. Councillor Rodwell, Morston Hall, Morston Hall Lane; Councillor Owen, Shetland Cottage, Thorpe Lane; Councillor Garrett, 29 Mill Close, Councillor Smart, 143 St Martins Green.

If you prefer you can scan your reply to this questionnaire and email it to parishclerk@trimley-st-martin.org.uk or post it to the Parish Clerk at 37 Meadowlands, Kirton, IP10 OPP. Whichever way you choose to do it, please make sure that you respond by 20th June 2017

If you have any questions about this questionnaire please contact the clerk by email parishclerk@trimley-st-martin.org.uk or by telephone: 01394 448844

Name:

Address:

(You can respond anonymously if you prefer)

1. Have you used one of these crossings in the last year: Thorpe Common, Grimston Lane, Trimley, St Martin's, Gun Lane and Keepers Lane?

Yes (please go to question 2)

No (please go to question 5)

2. Please use this space to say how frequently you used at least one of the crossings (e.g. every day, weekly, two or three times a year etc.)

.....

3. How do you use the crossings? Please tick all that apply:

As a walker	As a cyclist
As an equestrian	As a wheelchair user

4. How inconvenient would you find it to take a diversion to Gun Lane

- Very inconvenient
- Slightly inconvenient
- Not inconvenient

5. The following statements cover a range of different opinions. Please complete the grid to show how far you agree or disagree with each statement.

	Strongly Agree	Slightly Agree	Neither Agree nor Disagree	Slightly Disagree	Strongly Disagree
Diverting the footpaths will be a big loss to the community					
The open crossings are dangerous, I would not let unsupervised children use paths that cross the line.					
The crossings are not dangerous, people just have to be careful					
The crossings will be more dangerous if the branch line carries more trains					
Fewer people will use the footpaths if the crossings are closed					

The bridleway bridge must be suitable for pedestrians, wheelchair users, horse riders and cyclists. The Network Rail design is similar to this bridge at Thurston.



6. The following statements cover a range of different views about the bridge. Thinking about the picture on the previous page please complete the grid to show how far you agree or disagree with each statement.

	Strongly Agree	Slightly Agree	Neither Agree nor Disagree	Slightly Disagree	Strongly Disagree
This design is not appropriate for a rural setting.					
An underpass would be a better solution, even if it did cost more.					
The metal bridge is a good choice as it is an economical use of public money					
A traditional design of bridge would be better suited to the location					
The metal bridge is a good choice because it could be built quickly and limit disruption to the railway					

7. The landowners have suggested an alternative solution. They propose a traditional stone clad bridge, which could also carry vehicles, but they would like to see it located at Keeper's Lane instead of Gun Lane/St Martins. This would increase the length of the diversion for footpath users in Trimley St Martin. The following statements reflect a variety of different opinions. Please read through them and complete the grid to show the extent to which you agree or disagree with each statement.

	Strongly Agree	Slightly Agree	Neither Agree nor Disagree	Slightly Disagree	Strongly Disagree
The bridge should be built of a traditional design in the same location as planned for the metal one.					
The metal bridge is so out of keeping with the environment that it would be better to put up with a longer diversion if that was the only way to be sure of getting a traditional bridge.					
Easy access to the bridge is more important than the way it looks.					
The bridge should be at Keepers Lane because that crossing is used more than the others.					

Thank you for taking the time to complete this questionnaire. If you want to add any further comments please use the free space overleaf.

UK Power Networks

The following extract is taken from a UKPN press release issued in April:

The ambitious £30m plan by UK Power Networks, which invests more than £500m in its electricity networks each year to ensure the lights stay on in the East of England, South East and London, has already seen seven kilometres of trenches dug, one kilometre of cable laid, and new high voltage equipment installed between Ipswich and Felixstowe.

While this work is continuing, the second phase gets underway next week, which includes:

- directional drilling under the rivers Orwell and Stour – a distance of 1.1km and 1.7km respectively – effectively linking the peninsulas together under the riverbeds
- digging trenches to lay new cables in Shotley,
- laying 12km of 33,000-volt cables between Felixstowe, Shotley and Dovercourt.

Project manager Chris Sugars said: “It’s quite rare for electricity companies to undertake such a challenging project to drill beneath two major rivers, so we are bringing in expert teams to help us carry out this work.

“Much of the first phase is on farm land and we have liaised with multiple organisations to safeguard natural habitats and archeological artefacts, such as the foundations of an Iron Age round house which were uncovered last year and the recent discoveries of medieval wells.

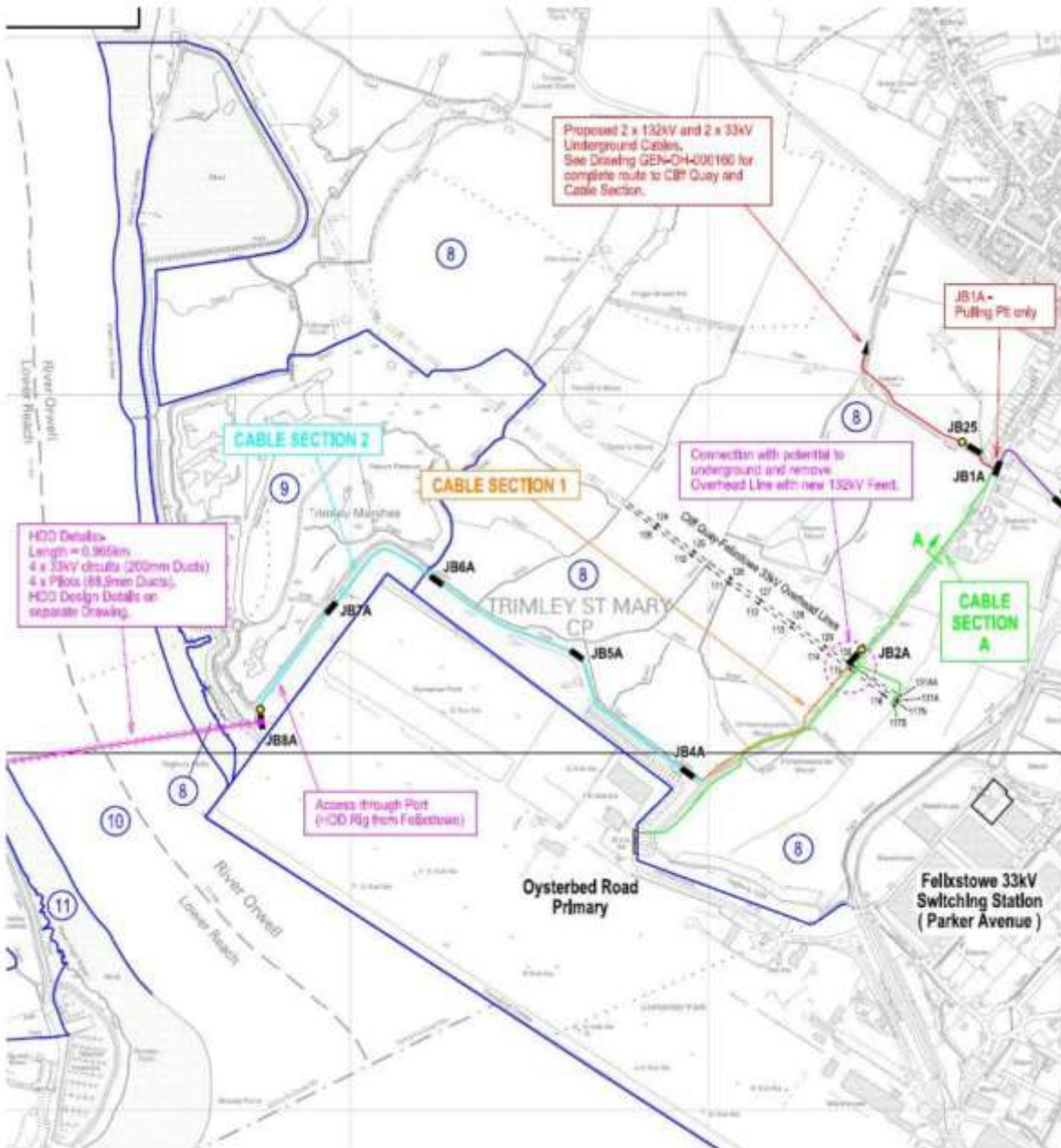
The Clerk spoke to Paula Booth, AONB Officer at SCDC about the absence of any planning permission application and she explained that the cabling work would probably fall under permitted development rights. These rights enable certain types of work to be conducted without needing to apply for planning permission. They derive from a general planning permission granted not by the local authority but by Parliament.

The Clerk has also been in touch with Chris Sugars, the project manager at UK Power Networks, and he has offered to come along to speak to the Parish Council about the work that they are doing if that would be of assistance. He is offering a daytime slot or a Wednesday evening. I understand that the reason that we have not been the focus of consultation previously is because in Trimley St Martin the work is going on over private land. James of Bidwells informed me that the track which UK Power Networks had laid over the estate farmland would be retained, at Bidwells request, as it allowed farm vehicles to use the track when they would otherwise have had to use the public highway. I have also heard from Julie Steel Streetworks and Stakeholders Manager at McNicholas who has provided a design drawing that shows their cable route through the Trimley area. She writes:

As you can see on the attached drawing[seenext page), our works are going through fields/farm land (for which relevant land owner consents have been obtained). We will then be carrying out a HDD (horizontal directional drill) on the edge of the Trimley Marshes under the River Orwell over to Shotley. The majority of the drill equipment will be coming through the Felixstowe Noteks. This section of works is expected to commence around the end of June & will have a presence on site for the remainder of the year.

We would be more than happy to arrange for yourself & anyone else from the Parish Council to come for a visit to site.

Councillors will wish to decide if they would like a meeting convened in order that Chris Sugar may attend to provide information about the work of UK Power Networks and/or whether representatives would like to visit the site to discuss progress.



Telefonica – Proposed Base Station installation

Telefonica is seeking a suitable site in Trimley St Martin for a radio base station to provide 2G, 3G and 4G coverage in the area. The previously considered proposal to install the equipment at Trimley Sports & Social Club has fallen through and, after consideration of a number of alternative sites, they are proposing to apply for planning permission for the mast to be erected adjacent to the bus stop on the south side of Howlett Way.

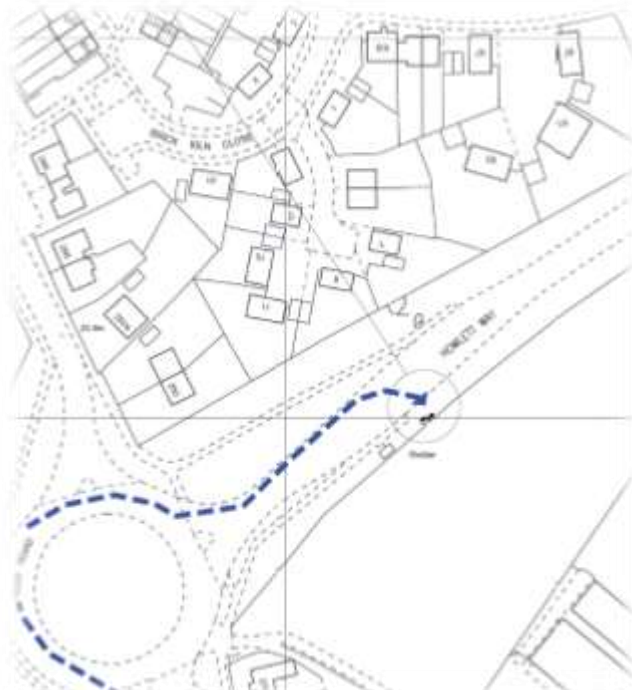
The installation will amount to a 15m high monopole with shrouded antennas and two 300mm dish antennas along with an equipment cabinet.

Telefonica have confirmed that they have been in touch with Suffolk County Council and that the appropriate rights/agreements are in place for installations at all of their sites prior to any works taking place.

They say that they are consulting in line with the Code of Best Practice, but are happy to extend into the next Parish given the proximity and are happy to extend the deadline for comment to 7th June. A consultation letter to Trimley St Mary Parish Council was planned to be issued on 30 May 2017.

The proposed installation would connect to the existing underground REC power supply. The proposed meter box is similar to those installed at thousands of roadside locations across the UK and would present no risk to users of the nearby bus stop.

Location



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

£ 35,278.76

Add Receipts to 25/05/2017 £ 14,178.48

Less Expenditure to 25/05/2017 £ 3,622.44

Less Unpresented Cheques £ -

£ 45,834.80

As at 25/05/2017

Deposit Account £ 12,008.80

Current Account £33,826.00

£ 45,834.80

Expenditure

Expenditure																		
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
04 04 2017	300149	JAS Landscapes	Howlett Way, Beds & roundabouts									£ 545.00				£ 545.00		£ 545.00
04 04 2017	300150	C Ley	Clerk's Salary	£ 478.80												£ 478.80		£ 478.80
04 04 2017	300151	Revenue & Customs	Tax on clerk's salary	£ 113.20												£ 113.20		£ 113.20
04 04 2017	300152	G Bennett	Cleaning of soakaway			£ 41.67										£ 41.67	£ 8.33	£ 50.00
04 04 2017	300153	SALC	Clerk's CILCA course	£ 250.00												£ 250.00	£ 50.00	£ 300.00
04 04 2017	300154	B D'ham	Bus Shelter cln					£ 54.00								£ 54.00		£ 54.00
04 04 2017	300155	Trimley Mem Hall	Hall Hire			£ 142.00										£ 142.00		£ 142.00
02 05 2017	300156	G Mussett	Locum Clerk's salary	£ 120.00												£ 120.00		£ 120.00
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
Total				£ 1,641.00	£ -	£ 205.92	£ 350.00	£ 108.00	£ 714.19	£ -	£ -	£ 545.00	£ -	£ -	£ -	£ 3,564.11	£ 58.33	£ 3,622.44