

You are hereby summoned to attend the Annual Meeting of Trimley St Martin Parish Council (AGM) to be held at the Trimley St Martin Memorial Hall on Tuesday 2 May 2017 at 7.30 p.m. The agenda is set out below.

Caroline Ley, Parish Clerk
26 April 2017

- 1. To Elect a Chairman and a Vice-Chairman**
 - i. To elect a Chairman for the Council year 2017/18
 - ii To elect a Vice-Chairman for the Council year 2017/18
- 2. To Receive Apologies for Absence**
- 3. To Receive Declarations of Interests**

For Councillors to declare any 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 4th April 2017**

To approve the minutes of the meeting held 4th April 2017
- 6. Public Forum**
- 7. To consider the application from Yvonne Smart to be co-opted to fill a vacancy on the Council**
- 8. To Review the Delegation Arrangements to and Terms of Reference for the Planning and Personnel Committees and Delegation Arrangements to the Clerk**

To review the delegation arrangements to and terms of reference for the Planning and Personnel Committees and the delegation arrangements to the Clerk (see notes on Item 8 below)
- 9. To Appoint Members to the Following Committees – see ITEM 9 attached:-**
 - a) Planning Committee
 - b) Personnel Committee
 - c) Appeals Committee
- 10. To Review Standing Orders and Financial Regulations**

To review Standing Orders and Financial Regulations
- 11. To Review the Council's Representatives on External Bodies and Arrangements for Reporting Back – see ITEM 10 attached**

To review the Council's representatives on external bodies and arrangements for reporting back
- 12. To Review the Council's Land and Assets – see ITEM 12 attached**

To review the Council's land and assets
- 13. To Confirm the Council's Insurance Arrangements – see ITEM 13 attached**

To confirm the Council's Insurance arrangements
- 14. To Review the Council's Subscriptions (including its staff subscriptions) to Other Bodies – see ITEM 14 attached**

To review the Council's subscriptions (including its staff subscriptions) to other bodies.
- 15. To Review those of the Council's Policies and Procedures set out below**

- Procedure for Handling requests Under the freedom of Information Act
- Complaints Procedure
- Policy for dealing with the Press/Media
- Publication Scheme

16. To Determine the Time and Place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council

To determine the normal time and place of ordinary meetings of the Council up to and including the next annual meeting of Full Council and to note that the June meeting will take place at the Methodist Church at the slightly later time of 7.45 p.m.

17. To consider Whether to Issue a Further Edition of the Parish Pump

Members will wish to consider whether the time is right to issue an edition of the Parish Pump to present any changes arising from this meeting and also to take the opportunity to update the community on the position in relation to the outline planning application in respect of the land opposite the Hand in Hand.

18. To Comment on Planning Application DC/17/1732/FUL (see notes to Item 18)

To comment on Planning Application DC/17/1732/FUL Proposed rear Extension with Detached Cart Lodge at 141 Kirton Road.

19. To Comment on Planning Application DC/17/1317/LBC (see notes to Item 19)

To Comment on Planning Application DC/17/1317/LBC – proposed fencing at 351 High Road.

20. Transport & Works Act 1992: Application for the Proposed Network Rail (Felixstowe Branch Line Improvements – Level Crossings Closure) Order – to receive an update

To note that the Department of Transport has acknowledged the comments of the Parish Council on the application made by Network Rail. The consultation period has now closed. Within 28 days of the end of the objection period the Secretary of State must decide whether to hold a public enquiry or a hearing or whether to carry out exchanges of written representations. This period may be extended by the Secretary of State if there is good reason to do so. In accordance with the procedure the Clerk has informed the Department of Transport that in the event of a public enquiry or hearing the Parish Council would wish to have the opportunity to speak.

21. To consider the Award of the Contract for Grass Cutting & Maintenance of Beds at and around the Howlett Way Roundabout

22. To consider a response to the application from Trimley Sports and Social Club for a variation to the premises licence to lift the restriction on outdoor entertainment (see notes on Item 22)

23. To Approve the Following Payments

02/05/2017	156	G Mussett	Salary-April	£ 120.00
02/05/2017	157	C Ley	Salary-April	£ 498.40
02/05/2017	158	HMRC	Tax on clerks' salary	£ 123.60
02/05/2017	159	B Dunningham	Bus Shelter Cleaning	£ 54.00
02/05/2017	160	T Burgess	Modification of guttering at Memorial Hall	£ 22.25
02/05/2017	161	C Ley	Clerk's expenses - March & April	£57.00
02/05/2017	162	Payable to the newly elected chairman	Chairman's Allowance	£350.00

24. Close

ITEM 8

Planning Committee	To comment on planning applications received which must be determined before the next meeting of Full Council
Personnel Committee	To act as first stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters To recommend the annual staffing budget To oversee and make recommendations in respect of employee terms and conditions and health and safety
Appeals Committee	To act as second stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters
Parish Clerk	In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 (extract from Financial Regulations)

ITEM 9**Committee Membership - The current position is as follows**

Planning Committee	Personnel Committee	Appeals Committee
Garrett	Vice-Chairman	Chairman
Vacancy	Garrett	Owen
Owen	Vacancy	Rodwell
Parker	Pither	Vacancy
Pither		
Sills		

ITEM 11**Representatives on External Bodies - The current position is as follows:**

Memorial Hall Management – Ann Owen and John Sills

Poors Charity Trustees - John Sills and Berridge Eve (non PC member)

East Suffolk Travellers Assoc. – None (represented by Bryan Frost; Trimley St Mary PC)

Port of Felixstowe Liaison – Chair, Vice Chair and Clerk

Police SNT Quarterly Meetings – All elected councillors

Footpaths, River Orwell, Tree and Hedgerows Group – Carol Garrett, Bob Parker and vacancy

Freight Quality Partnership – Chair, vice Chair and Clerk

SCDC Felixstowe Peninsular AAP Working Group – John Sills

ITEM 12**Review of Council Assets**

The Memorial Hall is a separate entity, under the corporate trusteeship of the Parish Council. The landholding is now registered with the Land Registry, title no SK366403.

Part of the land is leased to the Trustees of The Trimley (Cranfield) Bowls Club. No rent is specified, but the lease contains a condition requiring the rent to be paid if demanded. Other assets are detailed as follows:

LOCATION	DESCRIPTION	DATE ACQUIRED/PURCHASED	VALUE	Totals
High Road/Link Road	Bus Shelters x 4	Over a period of years, most recent in 2009	£8107.51	£8,107.51
High Road	Memorial and other public seats	Over a period of years, most recent in 1982	£1,000 (no property damage insurance – public liability only)	£1,000.00
Junction High Road and St Martin's Green	Village Sign	1977	£500 (no property damage insurance – public liability only)	£500.00
Reeve Lodge, High Road	'Peace' Sign (jointly with Trimley St Mary)	1995	£500 (no property damage insurance – public liability only)	£500.00
Various Locations in the village	Dog and Litter Bins	Over a period of years,	£1,000 (no property damage insurance – public liability only)	£1,295.00
Just past Goslings Farm	Bench (George Harlow)	2002	£500 (no property damage insurance – public liability only)	£500.00
High Road	Perspex Bus Shelters x 2	Feb-03	Insured by SCDC	
Outside The Memorial Hall	Noticeboard	Mar-04	£1326.47 (insured value-index linked)	£1,326.47
Clerk's Home	HP Laptop Computer plus external HD	Dec-11	£759.50 (insured value-index linked)	£759.50
Trimley Foreshore	Bench (Nigel Smith)	May-07	£500 (no property damage insurance – public liability only)	£500.00
				£14,488.48

ITEM 13

The Council is insured with HISCOX .The current insurance runs until 30 September 2017. The annual premium is £1121.18 which with the addition of Tax of £112.12 totals £1233.30. Of this total the sum of £800 was met by the Trustees of the Memorial Hall to reflect the cost of insuring the Memorial Hall Building.

Item description	Excess	Amount Insured
Total Buildings	£250	£447,329.00
Gates and fences	£250	£0.00
Fixed outside equipment	£250	£0.00
Street furniture	£250	£10,475.43
War memorials	£250	£0.00
Playground equipment	£250	£0.00
Sports surfaces	£250	£0.00
Other surfaces	£250	£0.00
Rent receivable	£250	£0.00

ITEM 14

Review the Council's Subscriptions (including its staff subscriptions) to Other Bodies

The Council currently subscribes to the following organisations:-

- Suffolk Association of Local Councils
- Council for the Preservation of Rural England
- Suffolk Preservation Society

Membership of the Suffolk Association of Local Councils is identified in the Council's Corporate Risk Assessment as being essential to ensure compliance with legislation and for procedural advice. The indicative fee breakdown for your council covering both the SALC and NALC element is shown below so that you can see how the subscription is determined.

:

	SALC	NALC	Total
2017-18	611.75	101.04	712.79

The Suffolk Preservation Society provides support in respect of planning matters as does the Council for the Preservation of Rural England (£36.00 in 2016/17)

Members are recommended to renew all three memberships and to continue to meet the cost of membership of the Society of Local Council Clerks on behalf of the Clerk which amounts to £103 for a Full Year Subscription

ITEM 18 Planning Application DC/17/1732/FUL

Proposed rear Extension with Detached Cart Lodge at 141 Kirton Road

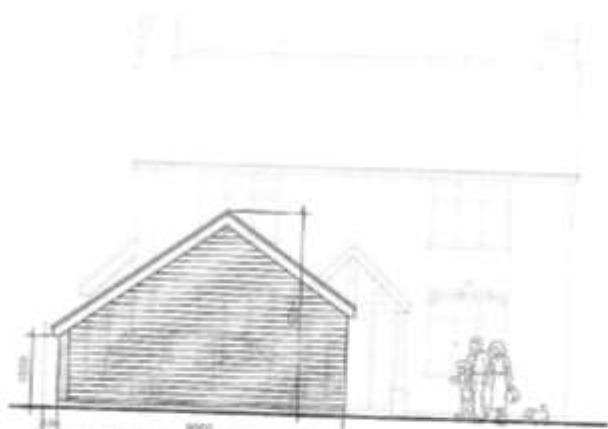


T - 01226 4710
E - info@robertallerton.co.uk
W - www.robertallerton.co.uk
22 Rowleigh Way
Dulwich
SE11 3JL

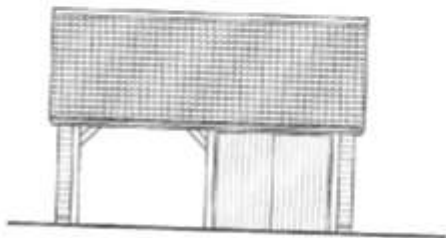
REF: 141 KIRTON ROAD
PROPOSAL: REAR EXTENSION
141 KIRTON ROAD
DULWICH, LONDON
SE11 3JL

DATE: 17/03/17
SCALE: 1:250

DRAWING NO: 2017-14-02



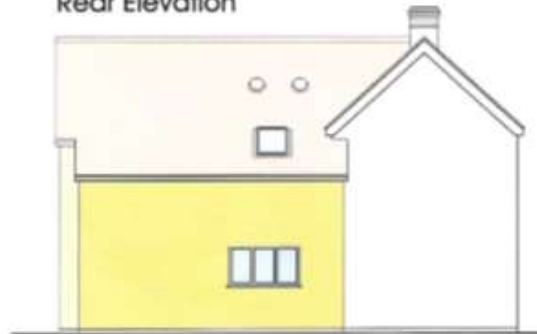
Front Elevation - Street Scene



Side Elevation



Rear Elevation



Side Elevation

Roof Single colour tile
 Facade timber
 Gutters black plastic
 Walls render as existing
 Windows White plastic



**ROBERT
 ALLERTON**
 ARCHITECTS

T - 01294 671237
 E - info@robertallerton.co.uk
 W - www.robertallerton.co.uk
 32 Rensleigh Road
 Fulbourn
 CB1 1NA



PROJECT: M & M's Loft
 Extension & Alterations

ITEM 19 Planning Application DC/17/1317/LBC – Proposed Fencing at 351 High Road, Trimley St Martin

This is an extract from the application. The fig nos referred to, but not shown, will be available for inspection at the meeting

3.0 Design

The proposal is to erect 6 ft high close-boarding fence panels, replacing the mix of close-boarding (the majority) and ship-lap fencing to the point of the front elevation

wall (so that it does not extend beyond the building line of the house (see fig. 1) as outlined in red.

The remainder of the fencing to be erected towards High Road with 4 feet high picket fencing, replacing an old chain link fence with concrete posts (fig. 2) as outlined in blue (fig. -1).



Figure 2. Development proposal location

3.1 Fencing Products to be used

The fencing to the building line will comprise 6 foot high close boarding , treated timber, pine with concealed posts. (fig. 3).

Beyond the building line towards the road, the fencing will comprise of 4foot picket fencing in plain treated timber, pine with wooden posts. (fig. 4).

ITEM 22 Variation of Premises Licence – Trimley Sports & Social Club

The following notice appeared in the latest edition of the Felixstowe Flyer, but the licensing officer is aware that not all copies were delivered locally until just before the closing date for representations. Consideration

is being given to whether the statutory requirements in respect of consultation have been met, if not the process may need to be repeated. Members may wish to consider whether they would wish to express a view if the process is indeed repeated. The Parish Council is not a statutory consultee

PRESS NOTICE	
Premises Licence – Variation	
Name of Applicant:	Susan Hicks
Name of Premises:	Trimley Sports and Social Club
Postal Address of Premises :	High Road, Trimley St Martin IP11 0FL
This application may be viewed at:	Suffolk Coastal District Council East Suffolk House, Station Road Melton, Woodbridge IP12 1AU
Proposed Licensable Activities:	
To lift the Restriction placed on Outdoor Entertainment.	
Late Night Refreshment indoors and outdoors Mon – Sun 23:00 to 03:00	
Sale of Alcohol outdoors Mon – Sun 08:00 to 02:30	
Live Music indoors Mon – Sun 12:00 to 01:00 Outdoors Mon – Sun 12:00 to 23:00	
Recorded Music indoors Mon – Sun 12:00 to 01:00 Outdoors Mon – Sun 12:00 to 23:00	
Dates between which representations may be made to the Licensing Authority:	
Start Date:	22nd March 2017
Closing Date:	18th April 2017
<small>Representations must be made in writing to the Licensing Team, Suffolk Coastal District Council (as the Licensing Authority) at the above address, or by email to licensing.team@suffolk.gov.uk. It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is £5000.</small>	