

**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 5 September 2017 at 7.30 p.m. The agenda is set out below.**

**Caroline Ley, Parish Clerk  
30 August 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 4 July 2017**

To approve the minutes of the meeting held on 4 July 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. Public Enquiry into the Network Rail (Felixstowe Branch Line Improvements – Level Crossing Closure) Order**

To note that the Public Enquiry will begin at 10a.m. on Tuesday 23 January at Ipswich Town Football Club. There will be a pre-enquiry meeting at 10.00a.m. on 6 October 2017 at the same venue. In addition the Parish Council has been offered the opportunity by Network Rail to go through the respective statements of case and see where areas of agreement and disagreement lie with a view to arriving at a clearer focus for discussion at the public enquiry. Members will wish to decide if they wish to opt for such a meeting and if so, to decide on representation at it. Possible dates offered by Network Rail are 19<sup>th</sup>, 21<sup>st</sup> or 27<sup>th</sup> of September.

**7. Network Rail – Commencement of Works**

To note that Network Rail plan to make a start on preliminary works to the track later this year. This can be done in advance of the Public Enquiry as they already have permission covering the works which they have planned. They will attend the public session at the October Parish Council meeting in order to explain their plans.

**8. To Receive the Recommendation of the Working Group set up to give further consideration to the question of whether or not to work towards producing a neighbourhood plan for the parish and to decide on the next action**

**9. To Decide on an approach to drawing up a response to the Issues and Options consultation document**

The Issues and Options Consultation document has been issued by Suffolk Coastal District Council for comment by 30 October. A series of drop in information sessions have been arranged by SCDC the nearest of which will be on Monday 2 October at Kirton Pavillion from 16.00 to 19.30. The Chairman and Vice Chairman will also attend a one to

one meeting provisionally arranged for 5 October, and views are sought on the following questions which will then be the focus of the one to one meeting.

- What would you like your community to look like in 2036?
- How can this be achieved?
  - What are the needs of your community?
  - What are the important aspects of your community the Local Plan should seek to retain?
  - What are your infrastructure needs – open space, community facilities, public transport, allotments, meeting places etc?
- What are the important connections/relationships with other settlements?

**10. To consider the issue of an edition of the Parish Pump**

To consider the issue of an edition of the Parish Pump to inform residents of developments in relation to:

a) Network Rail proposals;

b) The Issues and Options consultation being undertaken in relation to the revision of the local plan by Suffolk Coastal District Council;

*and, in addition, to:*

c) gauge the level of interest in a neighbourhood plan,

d) invite residents to provide email addresses in order to make it possible to issue an email newsletter prior to full discussion in October of Councillor Clarke's proposals to improve communications.

**11. To Note the Name Given to Access Road to Five New Dwellings to the Rear of 28 Old Kirton Road**

The developers have accepted the Parish Council's suggestion of Durban Mews

**12. To Receive a Report from Footpath and Hedgerow Working Party on their Activities**

**13. To Receive a Report on the proposals of the working group looking at the upgrade of the planting of the ornamental beds and roundabout**

**14. To note that an appeal has been lodged against the decision of the District Council to refuse planning permission for the development of four houses at 49 Grimston Lane.**

To note that an appeal has been lodged against the decision of Suffolk Coastal District Council to refuse planning permission for the development of four houses at 49 Grimston Lane. The Parish Council's comments on the original application will be forwarded to the Planning Inspectorate.

**15. To consider Planning Application DC/17/3481/FUL: Installation of horizontal boarding to single storey rear element at 2 Morston Cottages, Morston Hall Lane.**

This is an application to apply timber cladding to the single storey rear element of the cottage. Although the change is minor, planning permission is required when cladding exceeds 20mm in thickness.

**16. To note the outcome of the external audit carried out by BDO**

The external audit has been completed, there were no matters which necessitated the issue of a separate report. The certified annual report will be presented for inspection at the meeting and councillors are asked to approve and accept it. The Notice of Conclusion of Audit will be displayed on the noticeboard on approval of the certified annual report.

**17. To consider whether to investigate the provision of a perch seat at the Grimston Lane bus stop.**

**18. To note a request from Scott Residential to present plans for development of land north of Heathfields to the Parish Council**

Scott Residential are in the process of preparing plans for the development of land north of Heathfields and would like to present these to the Parish Council prior to the submission of a planning application. Councillors will wish to decide if they would be content for this to take place at the October meeting and if so, whether to begin that meeting at 7.00p.m.

**19. To note that the Trimley Sports & Social Club have invited the Parish Council to sign a licence agreement for the Sports & Social Club Playground**

Trimley Sports and Social Club have invited the Parish Council to sign a licence agreement for the playground. The Club Chairman has been advised that the Parish Council had previously asked for formal confirmation that the play equipment would be available to all the local children in perpetuity and for a written commitment that the Club would assume total responsibility for ongoing maintenance, repairs and risks associated with the equipment.

**20. To Agree the Insurance Arrangements for the Year from 1 October 2017**

The Council's policy is due for renewal on the 1st October. The renewal quotation from Came & Co is based on the sums insured (index-linked by 2%), and the covers detailed in the Council's current schedule of insurance. The renewal premium is £1,280.84 including insurance premium tax (up from £1233.30 last year) and the insurer is Hiscox. This takes into consideration the Council's long-term agreement which expires on 30th September 2019. The Policy excess remains £250.00 for each and every claim. As before a proportion of the cost will be passed on to the Corporate Trustees to cover the cost of insuring the Memorial Hall. The amount passed on last year was £800. A copy of the schedule will be available at the meeting.

**21. To Note that the Felixstowe & District Council for Sport and Recreation have offered to advise the Parish Council on outdoor playing space opportunities and to consider how best to move forward.**

**22. To Receive a Financial Statement to 25<sup>th</sup> August 2017**

To receive a financial statement to 25<sup>th</sup> August 2017. Bank statements and a full list of payments to date will be available for inspection at the meeting. Details of spend against budget are recorded below as is the up to date reconciliation

ITEM	Proposed Budget 2016/17	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 7,500	£ 3,254.69	43.4%
General Expenses	£ 1,800	£ 394.75	21.9%
Audit Fees	£ 1,000	£ 352.00	35.2%
Insurance	£ 433	£ -	0.0%
Clerk Training	£ 750	£ 300.00	40.0%
Councillor Training	£ 1,000	£ 168.43	16.8%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 755.19	100.7%
Grants/Donations/Sec 137	£ 750		0.0%
Bus Shelter Cleaning	£ 800	£ 270.00	33.8%
Flower Beds & Roundabout	£ 1,500	£ 933.00	62.2%
Parish Pump	£ 450	£ 265.20	58.9%
Memorial Hall Corporate Trustees	£ 1,945	£ -	0.0%
<b>TOTAL</b>	<b>£ 19,028</b>	<b>£ 7,043.26</b>	

Reconciliation				
<b>As at 31/03/17</b>				
Deposit Account	£ 12,008.80			
Current Account	£ 23,269.96			
	<b>£ 35,278.76</b>		Unrepresented cheques	
Add Receipts to 25/08/2017	£ 14,179.98		300184	£ 340.00
Less Expenditure to 25/08/2017	£ 7,043.26			
Less Unpresented Cheques	£ 340.00			
	<b>£ 42,755.48</b>			
<b>As at 25/08/2017</b>				
Deposit Account	£ 12,010.30			
Current Account	£30,745.18			
	<b>£ 42,755.48</b>			

### 23. To note that the following payments were made in August

Date	No	Name	In respect of	Amount
01 08 2017	300181	Caroline Ley	Clerk's Salary	498.20
01 08 2017	300182	Revenue & Customs	Tax on clerk's Salary	93.80
01 08 2017	300183	B Dunningham	Bus Shelter cleaning	54.00
01 08 2017	300184	Simon Jones Landscapes	Maintenance of roundabout and beds	340.00
01 08 2017	300185	Yvonne Smart	Travel expenses	31.50
01 08 2017	300186	SALC	a) book b) course Cllr Smart	136.93

### 24. To Approve the Following Payments

Date	No	Name	In respect of	Amount
05 09 2017	300187	C Ley	Clerk's salary	498.20
05 09 2017	300188	Revenue & Customs	Tax	£93.80
05 09 2017	300199	Corporate Trust Trimley st Martin Memorial Hall	Transfer of funds	£1,500
05 09 2017	300200	BDO	External Audit	240.00
05 09 2017	300201	Came & co	Insurance	£1280.84
05 09 2017	300202	B Dunningham	Cleaning of Bus shelter	£54.00
05 09 2017	300203	C Ley	Clerk's Expenses	£106.76
05 09 2017	300204	SALC	Training - late invoice	£30.00

### 25. Close