

Minute of the meeting Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5 December 2017 at 7.45 p.m

Present: Councillors Clarke, D'Arville, Garrett, Owen, Parker, Pither, Rodwell, Sills (Chair) and Smart. Also present: County Councillor Bird and two members of the public.

1. To receive apologies for absence

Apologies for absence had been received from Stephen Bozier. District Councillor Harding had also indicated that he would be unable to attend.

2. To receive declarations of interest

There were no declarations of interests in matters on the agenda.

3. To receive and determine requests for dispensations

There were no requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they had a pecuniary interest

4. To approve the minutes of the meeting held on 7 November 2017

The minutes of the 7 November meeting were approved and signed as a true record.

5. Public Forum

County Councillor Bird gave his report. He had taken up the problems in three areas of the parish with the Highways Department, but in all three cases the response had been disappointing. Highways had concluded that the damage to Innocence Lane was insufficient to justify works of repair at this stage. At Thorpe Lane, the buildup of mud in the middle of the road had not been judged to represent a danger and the hedgerow opposite the Sausage Shop was not considered by Highways to be of sufficient concern to be made a priority. County Councillor Bird explained that the problem in getting work done was essentially one of insufficient funding as the County had to save a considerable amount of money. Parish Councillors commented that it would be helpful to have an understanding of what types of problem would be considered a priority and asked if examples could be made available. Councillor Bird explained that he would be looking into the possibility of asking for a scrutiny of the Highways service to be undertaken. Cllr Smart drew attention to recent damage to the 'keep left' sign in Innocence Lane.

6. To invite the Vice Chairman, on behalf of the Parish Council, in the presence of a witness, to sign the lease of the Memorial Hall to the Memorial Hall Management Committee.

The lease was signed by the Vice Chairman and witnessed by the Parish Clerk. In addition, the opportunity was taken to obtain the final outstanding signature on the counterpart lease. The Clerk would arrange for copying and ensure that the signed and dated lease was passed to the Hall Committee Secretary with the appropriate side letter.

7. To review the Parish Council's decision in relation to the use of a speed warning sign taking account of the experience of Trimley St Mary, and to decide how to proceed.

After some discussion Councillors voted 5 to 4 against deploying a speed warning sign in the parish for the time-being.

8. To note that funds remain in the SCDC sports budget for this parish and to consider options to explore how this might best be used for the benefit of local residents (Item carried forward from November) Cllr Smart to report back on the outcome of her researches.

Councillor Smart reported back on the research she had undertaken. The Chairman of the Felixstowe and District Sports Council had recommended that outdoor, adult gym equipment might be the best way of providing a resource which could be used by a large number of local residents. Cllr Smart had looked at installations in Trimley St Mary and

Felixstowe and would go on to find out more including viewing the equipment installed at Kirton, as well as attending a forthcoming meeting of the FDSC, before reporting back. The Clerk informed members that she had been notified by the Sports and Social Club that they were seeking funding for floodlighting of their junior pitch and also that cross boundary funds were being considered for an upgrade of facilities at Stennett's recreation ground in Trimley St Mary.

9. To consider the SALC recommendations with regard to legislative changes relating to data protection.

Councillors noted that there would be a need to appoint a DPO and that the available options would be considered when more detail was known. The Clerk had attended initial training on the implications of the GDPR. The determination of the purpose or manner of processing personal data would be dealt with by full council until a DPO was appointed. The clerk would keep the Parish Council informed of developments and ensure that insurance cover was adequate. The possibility of using the service of the DPO Centre was noted, but it was felt that the costs involved were based on an overestimate the level of risk involved.

10. To receive an update in respect of the position in relation to the acceptance of advertising on the roundabout

The Clerk had sought guidance from SALC who had raised the question of the right of the PC to seek and display advertising. The matter had been referred to NALC and their advice would be made known to the Council when available.

11. To note that the appeal against the decision to refuse planning application ref DC17/1008/OUT (site at 49 Grimston Lane) will be heard on 9 January 2018 and to decide whether a representative of the Parish Council wishes to attend the hearing.

The Parish Council noted that an appeal was to be held. In the circumstances the Parish Council did not wish for a representative to attend the hearing

12. To approve the issue of an edition of the Parish Pump in January 2018

It was agreed that an edition of the Parish Pump should be issued in January and that Councillors were prepared to deliver it.

13. To receive feedback from Cllr Smart on a) her attendance at the ASB meeting and b) street lighting and tree health in Howlett Way.

- A) Councillor Smart gave a report on her attendance at the most recent ASB meeting. There had been two matters of particular relevance to Trimley St Martin. One was an incident of anti-social behavior in Church Lane and the other related to a scheme to help deal with parking problems outside schools which it was thought might be of interest to the Primary School if they were not already aware of it.
- B) Councillor Smart reported that the lighting in Howlett Way was not yet fixed and that she was chasing progress. Cllr Smart had received a reply from Highways confirming that the last assessment of tree health had been completed on 14 November. The footway was not easy to use; it was quite dark and that grass was growing over the path. Conifers were growing alongside the path which created a problem and in places foliage obscured the lights. Cllr Smart would continue to pursue these problems with Highways.

14. To note that the Senior Infrastructure Officer at Suffolk County Council has established that funding for a bus shelter on the corner of High Rd and Grimston Lane will be available as a result of the s106 agreement relating to the Pigeon Development opposite.

The Parish Council noted that the Infrastructure Officer had reported that a bus shelter would be installed corner of Grimston Land and the High Road using s106 monies arising from the Pigeon development on the opposite side of the road. No date had yet been given

for the work to be carried out. The clerk had contacted the owner of the adjacent property who has no objection to the proposal.

15. To consider a request for a donation from Headway Suffolk, a local charity that offers rehabilitation, support and care to help people with an acquired brain injury, stroke, dementia or other neurological conditions.

The Parish Council considered the request and agreed by majority vote to donate the sum of £50.00 to support the work done by Headway Suffolk for local people.

16. To Receive a Financial Statement to 25th November 2017

The Clerk presented a financial statement to 25 November 2017. Bank statements and a full list of payments to date were available for inspection at the meeting. Details of spend against budget were presented as detailed below together with the reconciliation.

ITEM	Proposed Budget 2017/18	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary and expenses	£ 7,500	£ 5,627.36	75.0%
General Expenses	£ 1,800	£ 622.75	34.6%
Audit Fees	£ 1,000	£ 492.00	49.2%
Insurance	£ 433	£ 1,280.84	295.8%
Clerk Training	£ 750	£ -	0.0%
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	£ 432.00	54.0%
Flower Beds & Roundabout	£ 1,500	£ 1,373.00	91.5%
Parish Pump	£ 450	£ 377.20	83.8%
Memorial Hall Corporate Trustees	£ 1,945	£ 1,500.00	77.1%
TOTAL	£ 19,028	£ 12,978.77	
INCOME			
Bank Interest	£ 5		
Grant Funding	£ -		
TOTAL	£ 5		
NET REQUIREMENT	£ 19,023		
Reconciliation			
As at 31/03/17			
Deposit Account	£ 12,008.80		
Current Account	£ 23,269.96		
	£ 35,278.76		
Add Receipts to 25/11/2017	£ 29,575.90		
Less Expenditure to 25/11/2017	£ 12,978.77		
Less Unpresented Cheques			
	£ 51,875.89		
As at 25/10/2017			
Deposit Account	£ 12,011.81		
Current Account	£39,864.08		
	£ 51,875.89		

17. To Agree the Budget and precept for 2018/19

The Budget and precept for 2018/19 were discussed and agreed as follows:

EXPENDITURE			
ITEM	Expenditure to 30/11/2017	Expected Final Spend to 31/3/18	Proposed Budget 2018/19
Clerk's Salary and expenses inc paper/copy	£ 5,627.36	9010	£ 8,800
General Expenses	£ 622.75	1800	£ 1,800
Audit Fees	£ 492.00	492	£ 800
Insurance	£ 1,280.84	481	£ 550
Clerk Training	£ -	100	£ 500
Councillor Training	£ 168.43	500	£ 1,000
Chairman's Allowance	£ 350.00	350	£ 350
Subscriptions	£ 755.19	693	£ 800
Grants/Donations	£ -	150	£ 500
Bus Shelter Cleaning	£ 432.00	650	£ 700
Flower Beds & Roundabout	£ 1,373.00	2015	£ 1,500
Parish Pump	£ 377.20	650	£ 750
Memorial Hall	£ 1,500.00	2750	£ 2,000
Appointment of Data Protection Officer	-	-	£ 800
Centenary of Armistice	-	-	£ 500
TOTAL	£ 12,979	£ 19,641	£ 21,350
INCOME			
Bank Interest		5	£ 5
Grant Funding			£ -
TOTAL		5	£ 5
NET REQUIREMENT		£ 19,636	£ 21,345
Contribution to Earmarked Reserves			
Corporate Trustee Longterm Maintenance Funding			£ 6,000
Election Fees Future Reserve			£ 300
Employee Reserve			£ 1,000
Parish Council Longterm Maintenance Commitment			£ 3,000
TOTAL			£ 10,300
GROSS REQUIREMENT			£ 31,645
PRECEPT 2018/19			£ 28,250

	2017/18	2018/19	2019/20
Council's Expenditure	£ 19,636	£ 21,350	£ 22,418
Council's Income	£ 5	£ 5	£ 5
Council's Net Requirement	£ 19,631	£ 21,345	£ 22,413
Plus contribution to Earmarked Rese	£ 10,300	£ 10,300	£ 9,300
Council's Gross Requirement	£ 29,931	£ 31,645	£ 31,713
Proposed Council Tax	£ 26,750	£ 28,250	£ 28,250
Percentage Increase in Council Tax		0%	0%
Likely Band D Properties	655	692	720
Likely Band D Council Tax	£ 40.81	£ 40.82	£ 39.24
Expected Reserves at start of year			
Unearmarked	£ 6,600	£ 12,200	£ 8,805
Earmarked			
Corporate Trustee Longterm Maintener	£ 12,000	£ 18,000	£ 24,000
Election Fees Future Reserve	£ 600	£ 900	£ 1,200
Employee Reserve	£ 2,000	£ 3,000	£ 4,000
Parish Council Longterm Maintenance	£ 6,000	£ 9,000	£ 12,000
Total Reserves	£ 27,200	£ 43,100	£ 50,005

18. To Approve the Following Payments

The following payments were agreed:

Date	No	Name	In respect of	Amount	Authority
05 12 2017	300206	C Ley	Clerk's salary inc arrears from 1 April	733.44	LGA1972 s 112
05 12 2017	300207	Revenue & Customs	Tax on clerk's salary	188.88	LGA1972 s 112
05 12 2017	300208	C Ley	Clerk's Expenses	48.60	LGA1972 s 112
05 12 2017	300209	SALC	Data protection briefing	26.40	LGA1972 s 112
05 12 2017	300210	B Dunningham	Cleaning of Bus shelter	£54.00	LGA Misc Provs Act 1953 s4
05 12 2017	300211	Salvation Army	Donation in recognition of services of bugler on Remembrance day	50.00	LGA1972 s137
05 12 2017	30212	Trevor Burgess	Maintenance of grass and hedges at Memorial Hall	100.00	LGA1972 s133
05 12 2017	30213	Bawtrees	Preparation of Mem Hall lease	1044.00	LGA1972 s133
05 12 2017	30214	Corporate Trustees	Transfer of funds	1250.00	LGA 1972 s133
05 12 2017	30215	Goslings	Christmas Tree for Mem Hall	47.90	LGA 1972 s137

19. Close

The meeting closed at 9.45 p.m.