

## TRIMLEY ST MARTIN PARISH COUNCIL

**Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4 July 2017 at 7.15 p.m.**

**Present: Parish councillors: Barker, Bozier, Clarke, Garrett, Owen, Parker, Pither, Rodwell, Sills and Smart.**

**Also Present: County Councillor Bird, District Councillor Harding and six members of the public**

**1. To Receive Apologies for Absence**

There were no apologies for absence

**2. To Receive Declarations of Interest**

There were no declarations of interest 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 have a pecuniary interest

**4. To Approve the Minutes of the Meeting Held on 6 June 2017**

The minutes of the meeting held on 6 June 2017 were approved and signed as a true record

**5. Public Forum**

- Martin Scott and Richard Martin of Scott Properties gave a brief presentation on their ideas for older persons housing with specific reference to the seven acre plot of land north of Heathfields. No plans had yet been drawn up. The site was one of a number which were under consideration. If plans were brought forward the intention would be for a development of bungalows particularly suitable for, but not restricted to, residents of retirement age. Mr Scott and Mr Martin received questions on their proposals and noted a number of concerns raised about the suitability of the location particularly in relation to the problems of vehicular access.
- County Councillor Bird gave his report. In particular he had taken up the issue of the build-up of mud on Thorpe Lane with the Highways Department. He was also liaising with Highways over the problems arising from parking on the corner of High Hall Close and the High Road.
- District Councillor Graham Harding gave his report. He was in touch with Sergeant Street over the High Hall Close parking problem. The failure of Flagship Housing to cut the grass on the verges of Old Kirton Rd had given rise to a number of complaints which he was pursuing.
- Rosemary Gitsham, who had recently retired from the role of Trimley St Martin local history recorder having given many years' service bringing history to life for the community, introduced her successor in the role – Liz Rastrick. The Parish Council welcomed Liz to her new role.
- Other questions addressed related to footpath issues and arboricultural responsibilities within the parish.

**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.**

It was noted 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. Thanks were expressed to the community for their prompt response to the questionnaire and to the Clerk for preparing the statement of Case..

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

It was agreed that the Parish Council should look at the need to use other channels to communicate such as a regular email newsletter to supplement the issue of the Parish Pump. Members interested in working on this more closely would liaise with Councillor Clarke with the aim of drawing up proposals for consideration by the full Council.

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

The developers had suggested that the access road to the new dwellings to the rear of 28 Old Kirton Rd should be called Amira Mews. The Gazetteer 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. The Council were keen to promote a name with a local link and agreed that Durban Mews should be put forward as a suitable option as Durban was the name of the house in the garden of which the new development was situated.

**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,**

The Council had no further observations to make on planning application DC/17/2156/TEL, an application by Telefonica to erect a 15m high monopole on the verge adjacent to the bus stop on the south side of Howlett Way.

**10. To Consider Planning Application DC/17/2725/FUL. Blue Barn Farm, Capel Hall Lane.**

The Council had no further observations to make on Planning Application DC/17/2725/FUL, a retrospective application for change of use of compacted earth area of agricultural parking into unlit equine manege located behind hay storage barn and enclosed by bunds.

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

The Council agreed that SALC should be appointed as Internal Auditors for the current year 2017/18.

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

The Parish Council accepted Mr Burgess' quotation for the work of maintaining hedges and grass in a neat and tidy condition and removing weeds as required, for the year to June 2018.

**13. 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**

The Council noted that the Memorial Hall Committee was not yet in a position to sign the lease drawn up by Bawtrees on behalf of the Parish Council and that the Hall Committee was seeking advice through Committee through Community Action Suffolk.

**14. 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.**

It was agreed that the Planning Committee members would form a working group to give further consideration to the question of whether or not to produce a neighbourhood plan for the area and that the group would report back to the full Council with recommendations.

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

The Council received a financial statement to 25<sup>th</sup> June 2017. Bank statements were available for inspection.

**16. To Approve the Following Payments**

The following payments were approved

Date	No	Name	In respect of	Amount	Authority
26/06/2017	171	Flyer Press	Printing of Questionnaire	115.20	LGA1972 s142
04/07/2017	172	C Ley	Clerk's salary	498.20	LGA1972 s112
04/07/2017	173	Revenue & customs	Tax	£93.80	LGA1972 s112
04/07/2017	174	C Ley	Clerk's expenses	£87.69	LGA1972 s112
04/07/2017	175	Felixstowe Council Sport & rec	Subscription 2017	£5.00	LGA 1972 s137
04/07/2017	176	Trevor Burgess	Hedge and grass cutting	£100.00	LGA 1972 s137
04/07/2017	177	B Dunningham	Bus shelter cleaning	£54.00	Local Govt (Misc Provs) Act 1953s4
04/07/2017	178	Information Commissioner	Renewal of Data Protection Reg	£35.00	Data Protection Act 1998
04/07/2017	179	CPRE	Membership of CPRE	£36.00	LGA1972 s137
04/07/2017	180	The Trimley Memorial Hall	Hire of hall May and June	£100.00	LGA 1972 s137

**17. 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.**

The Council noted that payments falling due in August would 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.

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

Councillor Smart reported that members of the working party had arranged to meet with Simon Jones during July to discuss options for the overhaul of the planting on the ornamental beds and on the roundabout

**19. Close**

The meeting closed at 8.55 p.m.

**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	
<b>As at 31/03/17</b>	
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>
<b>As at 25/06/2017</b>	
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 Bostr	Subs	Audit Fees	Corporate Trustees Memorial Hat	Flower Beds, Roundabout and other	Parish Pump	Sec 13F	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 O'Hara	Bus Shelter ch				£ 54.90									£ 54.00		£ 54.00
02-06-2017	300160	T Burgess	repairs - guttering Men Hall			£ 22.25										£ 22.25		£ 22.25
02-06-2017	300161	C Ley	clerk's expenses	£ 57.00												£ 57.00		£ 57.00
02-05-2017	300162	J Sills	clerk's office			£ 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
8-06-2017	300166	Clear View Signs	Parish Pump									£ 150.00				£ 125.00	£ 25.00	£ 150.00
8-06-2017	300167	SALC	internal audit						£ 252.00							£ 210.00	£ 42.00	£ 252.00
8-06-2017	300168	Trevor Burgess	hedge cutting								£ 48.00					£ 48.00		£ 48.00
8-06-2017	300169	B O'Hara	Bus Shelter ch				£ 54.90									£ 54.00		£ 54.00
8-06-2017	300170	Trimley Methodist Hall	Hall Hire			£ 27.80										£ 27.80		£ 27.80
<b>Total</b>				<b>£ 1,641.00</b>	<b>£ -</b>	<b>£ 205.92</b>	<b>£ 350.00</b>	<b>£ 108.90</b>	<b>£ 714.19</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 548.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 4,620.61</b>	<b>£ 16.33</b>	<b>£ 4,745.94</b>