

Trimley St Martin Parish Council

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Methodist Hall on Tuesday 6 June 2017 at 7.45 p.m.

1. To Receive Apologies for Absence

Apologies for absence were received from Councillor Clarke who was on holiday, Councillor Bozier who had work commitments, and Councillor Barker.

2. To Receive Declarations of Interests

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 2 May 2017

The minutes of the meeting held on 2 May 2017 were approved and signed.

5. Public Forum

County Councillor Bird explained that this was his first meeting as a county councillor, that his first attendance at County had been focused on introductory matters and thus there were no matters on which to report back. In his capacity as a District Councillor he reported that the Network Rail (Felixstowe Branch Line Improvements – Level Crossing Closure Order) had been discussed at the last full meeting of the District Council. The District Council were consultees in the process and the decision had been taken by them not to object to the proposals which were currently with the Department for Transport as there were concerns that delay could result in the loss of funding for the project. Network Rail would be approached to discuss over the preservation of a coppice which would contribute to screening for the proposed bridge.

District Councillor Harding reported that he had completed his Enabling Communities Budget Scheme application to allow for the entirety of his £6,500 budget to be contributed towards to the cost of replacing the play equipment at Trimley Sports and Social Club. Councillor Harding was keen to ensure that his fund was applied in the interests of local children and as the play area was for the use of all the children of Trimley St Martin the project met this aim. Club representatives present at the meeting confirmed that the equipment would be available to all and explained that they would soon be submitting an application to the District Council for additional funding from the Outdoor Playing Space Scheme.

Trimley Sports & Social Club representatives spoke on the subject of the Club's application to vary the terms of their licence which would be heard by the Licensing and Health Sub-Committee of Suffolk Coastal District Council at a date yet to be determined.

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

The completion of the Internal Audit was noted and it was agreed that the recommendations of the auditor would be adopted.

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

The Accounts for 2016-17 were agreed together with the transfer to earmarked reserves as previously agreed during the budget setting.

C To Agree the Governance Statements on the Annual Return

The Governance Statements on the Annual Return were considered and agreed.

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

The Annual Return for 2016-2017 was received, agreed and signed.

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

It was noted that there was to be a public enquiry into the Network Rail proposals. The Clerk would need to submit the Parish Council's statement of case to the Department of Transport by 28 June. In order to get a clear picture of public opinion it was agreed that a questionnaire would be issued to local residents to get a clear picture of local opinion. The draft questionnaire was approved and it was agreed that for the sake of speed the delivery of the questionnaires would be undertaken by Parish Councillors and the Clerk. The cost of the photocopying had been estimated at £115.20 inc VAT and it was agreed that payment for this could be made prior to the next meeting to avoid delaying payment beyond 21 days.

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

The Parish Council received an update on the underground cabling work being carried out by UK Power Networks. It was agreed that a meeting would be sought with Chris Sugars of UK Power Networks and the clerk would also be asked to arrange a visit to the works being conducted by McNicholas.

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

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 was considered. This was an initial request enabling comment to be made before the submission of a planning application. The Parish Council agreed that they had no comment to make at this stage.

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

The arrangement was considered in the light of the warden's view that the arrangement might work better were it held on a Monday and Councillor Rodwell agreed to seek the views of Trimley Saints Players on the possibility of providing a broader based Christmas Entertainment on a Monday.

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

The Chairman gave a report on the SCDC Workshop on the Suffolk Coastal Plan Review, notes from the workshop having been circulated previously. In the light of interest expressed it was agreed that the option of a neighbourhood plan should be reconsidered and the topic should be placed on the agenda for the July Meeting.

12. To Receive an Update on Highways Issues

An update on Highways issues was received. Two issues had been raised –

- The need for grass cutting alongside the cycle track and access road to the A14. This had been dealt with to the extent that there was sufficient visibility for those turning out of Morston Hall Road.
- Concerns had 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 parking on this corner was in breach of the Highway Code the issue had also been raised with the local police.

13. To Receive a Financial Statement to 25th May

A financial statement to 25th May 2017 was received as set out in the attachment labelled “Financial statement Meeting Date 6th June 2017.

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. It was agreed that the Clerk would be asked to remind the contractor about the need to clear weeds. The planting in the beds had become rather tired over the course of time and this was not something that could be adequately addressed through routine maintenance. It was agreed that the three members of the Footpaths, River Orwell, Tree and Hedgerows group would look into this matter further and develop some improvement proposals for consideration by the full council.

14. To Approve the Following Payments

The following payments were approved including payment to Trimley Methodist Church for hire of the Hall, the invoice for which had arrived too late for inclusion on the agenda.

Date	No	Name	In respect of	Amount	Authority
06/06/2017	164	C Ley	Clerk's salary	498.20	LGA1972 s112
06/06/2017	165	Revenue & customs	Tax	£93.80	LGA1972 s112
06/06/2017	166	Clear View Signs Ltd	Printing & distribution of Parish Pump	150.00	LGA1972 s142
06/06/2017	167	SALC	Internal Audit	£252.00	LGA 1972 s112
06/06/2017	168	Trevor Burgess	Hedge cutting & tree lopping	£48.00	LGA 1972 s137
06/06/2017	169	B Dunningham	Bus shelter cleaning	£54.00	Local Govt (misc provs) Act 1953 s4
06/06/2017	170	Trimley Methodist Church	Hire of Hall	27.50	LGA 1972 s137

15. Close

The meeting closed at 9:55 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	
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 Shlr	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