

## TRIMLEY ST MARTIN PARISH COUNCIL

**Minutes of the Annual Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 2 May 2017 at 7.30 p.m.**

**Present: Parish Councillors: Barker ( to item 20), Clarke, Garrett, Parker, Pither, Rodwell, Sills and, from item 8 onwards, Cllr Smart.**

**Also present: two members of the public.**

**1. To Elect a Chairman and a Vice-Chairman**

Councillor Sills was elected unopposed to the role of chairman, Councillor Parker was elected unopposed as deputy chairman.

**2. To Receive Apologies for Absence**

Apologies for absence had been received from Councillor Bozier, who had work commitments, and Councillor Owen who had family commitments.

**3. To Receive Declarations of Interests**

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

**4. 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

**5. To Approve the Minutes of the Meeting Held 4<sup>th</sup> April 2017**

The Council approved the minutes of the meeting held 4<sup>th</sup> April 2017 which were duly signed as a true record.

**6. Public Forum**

A member of the public raised concerns about the clearance of a strip of trees and undergrowth from copses between Station Road and Grimston Lane. The Clerk undertook to find out more about this and about the extensive cabling work being undertaken in the area

**7. To Consider the Application from Yvonne Smart to be co-opted to fill a Vacancy on the Council**

The Chairman proposed that Yvonne Smart be co-opted onto the Parish Council to fill one of the two vacancies and this was carried by a vote of members.

**8. To Review the Delegation Arrangements to and Terms of Reference for the Planning and Personnel Committees and Delegation Arrangements to the Clerk**

The delegation arrangements and terms of reference for the Planning and Personnel Committees and the delegation arrangements to the Clerk were reviewed and agreed as follows:

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)

**9. To Appoint Members to the Planning, Personnel and Appeals Committees -**

Members were appointed to Committees as follows:

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

**10. To Review Standing Orders and Financial Regulations**

Standing Orders and Financial Regulations were reviewed and approved.

**11. To Review the Council’s Representatives on External Bodies and Arrangements for Reporting Back**

The Council’s representatives on external bodies and arrangements for reporting back were reviewed and agreed as follows

Memorial Hall Management – Ann Owen and John Sills

Poors Charity Trustees – Carol Garrett and Berridge Eve (non PC member)

East Suffolk Travellers Assoc. – None. The role had been filled by represented by Bryan Frost of Trimley St Mary PC and the Clerk would check to ensure that he remained content to continue with this

Port of Felixstowe Liaison – Chair, Vice Chair and Clerk

Police SNT Quarterly Meetings – All elected councillors

Freight Quality Partnership – Bob Parker

SCDC Felixstowe Peninsular AAP Working Group – John Sills

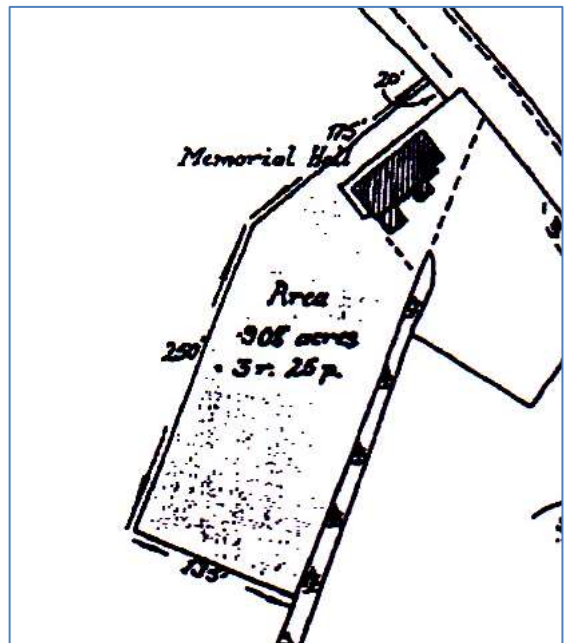
The Footpaths, River Orwell, Tree and Hedgerows Group. It was noted that was not an external body, but a working group within the Parish Council. It was agreed that the members of the group would be Carol Garrett, Bob Parker and Yvonne Smart.

Representatives on external bodies would report back to members at the full council meeting following their attendance at a committee meeting.

**12. To Review the Council’s Land and Assets**

The members reviewed the Council’s land and assets

The Memorial Hall exists as a separate entity under the corporate trusteeship of the Parish Council. The Council’s ownership of the property has been registered with the Land Registry. 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 were as detailed below:



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
				<b>£14,488.48</b>

### 13. To Confirm the Council's Insurance Arrangements

The Council noted the current arrangements through HISCOX .The current insurance would run until 30 September 2017. The annual premium was £1121.18 which with the addition of Tax of £112.12 totalled £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.

### 14. To Review the Council's Subscriptions (including its staff subscriptions) to Other Bodies –

The Council agreed that its subscriptions to the following organisations should be renewed 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.

:-

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

**15. To Review those of the Council's Policies and Procedures set out below**

The Council reviewed the following policies which were accepted as fit for purpose without change except with regard to the agreed need to update the contact information for the Parish Clerk.

- 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**

It was agreed that ordinary meetings of the Council would continue to take place on the first Tuesday of each month with the exclusion of August and that those meetings would routinely be held at the Memorial Hall at 7.30. It was further noted that, exceptionally, the meeting scheduled for 6<sup>th</sup> June would take place at the Trimley St Martin Methodist Hall starting at the slightly later time of 7.45 p.m.

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

It was agreed that a further issue of the Parish Pump should be issued to present any changes arising from this meeting and also to take the opportunity to update the community on the position in relation to local planning issues.

**18. To Comment on Planning Application DC/17/1372/FUL**

Planning Application DC/17/1372/FUL for a rear extension with detached cart lodge at 141 Kirton Road was considered. The Council asked the clerk to convey to the Planning Department their objection to the proposal on the ground that the position of the cart lodge appeared to be so close to the roadside boundary of the premises as to have the potential to block the sight line of drivers and thereby represent a hazard to road users.

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

The Council considered Planning Application DC/17/1317/LBC – proposed fencing at 351 High Road – and asked the clerk to inform the Planning department that they had no objection to it.

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

It was noted 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 consultation period the Secretary of State would decide whether to hold a public enquiry or a hearing or whether to carry out exchanges of written representations. This period could be extended by the Secretary of State if there was 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**

The Parish Council agreed to accept the quotation submitted by Simon Jones. The cost of grass cutting and maintenance of shrubs on the roundabout would be £550 + VAT for the period 8 May 2017 to 31 March 2018. The cost of maintenance of the surrounding shrub beds for the same period would be £300 plus VAT.

**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**

The Council noted that the Trimley Sports & Social Club had applied for a variation to their licence and following discussion agreed that the Clerk should convey their concerns to the licensing officer. The view was taken that the restrictions currently in place continued to be relevant and necessary and that any easing of those restrictions would be likely to cause significant nuisance to local residents. Recent building meant that the number of residents likely to be affected by noise had increased.

### 23. To Approve the Following Payments

The following payments were approved

02/05/2017	156	G Mussett	Salary-April	£ 120.00	LGA1972 s112
02/05/2017	157	C Ley	Salary-April	£ 498.40	LGA1972 s112
02/05/2017	158	HMRC	Tax on clerks' salary	£ 123.60	LGA1972 s112
02/05/2017	159	B Dunningham	Bus Shelter Cleaning	£ 54.00	Local Govt (misc Provisions) Act 1953 s4
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	LGA1972 s112
02/05/2017	162	Payable to the newly elected chairman	Chairman's Allowance	£350.00	LGA 1972 s15(5) and 34(5)
02/05/2017	163	SALC	Subscription for 2017/18	£714.19	LGA1972 s143

### 24. Close

The meeting closed at 21.05