

**Minutes of the Trimley St Martin Parish Council Meeting held on 1st March 2016 at 7.30pm in
The Memorial Hall, Trimley St Martin**

Present: Councillors: Barker, Bozier, Garrett, Owen, Parker, Pither, Rodwell and Sills
Also present: District Councillor Harding and sixteen members of the public

Public Session

District Councillor Harding advised that he was aware of the situation regarding rubbish at the flats in St Martin's Green and was liaising with Suffolk Coastal District Council on the matter.

A member of the public raised the continued issue of parking on the area of green space at the junction of Heathfields and Mill Close and the Chairman advised he would liaise with the Clerk on the matter.

The Chairman asked the Clerk to outline the current situation regarding large-scale development in Trimley St Martin. The Clerk advised that planning development had to comply with both adopted and emerging policies, and that all decisions on planning were made by Suffolk Coastal District Council, who had recently consulted this Council on the emerging Felixstowe Area Action Plan. There were two Trimley St Martin sites in that plan – one opposite the Hand in Hand Public House, the other off Howlett Way. All other sites, including that being promoted by Pigeon Developments, had been rejected by the District Council for a variety of reasons; for the Pigeon Development site it was primarily because the County Council Highways Department considered it dangerous to provide a site exit onto the High Road. At no time had the Parish Council considered or commented on the Pigeon Developments site, and had continually indicated that they would only do so as and when a formal planning application was submitted.

1. To Receive Apologies for Absence

Apologies for absence had been received from Councillor Good.

2. To Receive Declarations of Interests

Councillor Parker declared a pecuniary interest in the planning application No. DC/16/0540/FUL – Erection of steel framed agricultural building to provide storage and drying facilities for grain – Blue Barn Farm, Capel Hall Lane. No other Councillors declared any interests in matters on the agenda.

3. To Receive and Determine Requests for Dispensations

Councillor Parker sought a dispensation to remain and speak, but not vote on planning application No. DC/16/0540/FUL – Erection of steel framed agricultural building to provide storage and drying facilities for grain – Blue Barn Farm, Capel Hall Lane. The Council agreed to this dispensation in respect of this planning application as he had information which would contribute to the decision-making process. No other Councillors sought 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 2nd February 2016

The Council agreed the minutes of the meeting held 2nd February 2016 as a true record.

5. To Agree the Recommendations of the Recruitment Panel to Appoint Mrs Katrina Coutts to the Position of Parish Clerk with effect from 1st March 2016

The Council agreed the recommendations of the Recruitment Panel as follows:-

- a) Mrs Katrina Coutts be appointed as Parish Clerk at the hours and salary advertised with effect from 1st March 2016

- b) It is a condition of the appointment that Mrs Coutts obtains the Certificate in Local Council Administration within 6 months of appointment
- c) The hours and salary be reviewed in September 2016
- d) The locum Clerk cease employment as such on 31st March but remain engaged to finalise the annual accounts, internal and external audit, and provide support to the new Clerk until September 2016 at a monthly fee of £150.00.

6. To Consider a Request for a Further Dog Bin in Old Kirton Road

The Council considered a request for a further Dog Bin in Old Kirton Road and the Clerk was asked to investigate whether a site by the bridge was appropriate.

7. To Comment on the Following Planning Applications:-

- a) **Application No. DC/16/0491/FUL – Demolish existing garage and rear two storey extension to form new two storey rear extension, new porch and new front elevation bay window – Oakhurst Cottage, Thorpe Lane (resubmission)**

The Council had no objection to this application.

- b) **Application No. DC/16/0540/FUL – Erection of steel framed agricultural building to provide storage and drying facilities for grain – Blue Barn Farm, Capel Hill Lane**

Councillor Parker provided factual information on the operation of the grain store and the drying process and then withdrew from the meeting.

The Council agreed to comment that there was no objection to the application provided that Suffolk County Council Highways Department had no objection to HGV access via Capel Hall Lane.

8. To Consider and Agree the List of Local Assets for Submission to Suffolk Coastal District Council

The Council considered and agreed the list of Local Assets attached to these minutes for submission to Suffolk Coastal District Council.

9. To Note the Completion of the External Audit and Consider the External Audit report

The Council noted the completion of the External Audit and considered the External Audit report.

In respect of their failure to approve the accounts within the statutory deadline of 30th June the Council agreed to note the finding and recognise their duty to comply, and to note that the whole Council had now received training and the new Clerk would complete the Certificate in Local Council Administration (CiLCA) which would make all aware of their duties.

In respect of the Council's failure to approve the appointment of the Independent Internal Auditor until after the accounts had been audited, the Council noted the reasons for this (harassment of previous internal auditor and clerk leading to their resignations, failure to elect or even find a willing Chairman) have previously been identified. The Council agreed to re-approve the appointment of SALC as the Council's internal auditors.

In respect of the question as to whether the Memorial Hall was an Asset of the Council, the Council had already recognized that, since its appointment in 1956 the Parish Council had failed to understand its role as Corporate Trustee of the Memorial Hall, but that since the appointment of the temporary Clerk the matter has both been identified and the Memorial Hall managed by a new organization, the Corporate Trustee, separate from the Parish Council. The Memorial Hall is not an asset of the Council and should not be included on the Council's asset register. The Council agreed that this matter raised by the external auditor has been addressed.

In respect of the comment regarding Bank Balances the External Auditor was making the point that there were two invoices due, and not paid until the next financial year, the total of which might seem significant in relation to the Council's reserves, and that the accounts should have been accompanied by a note to that effect, and the Council agreed to provide notes to its accounts to aid future clarity.

In respect of the issue regarding Electors' Rights, the Council's accounts must be available for inspection by the public as part of the external audit process. Normally they would be held by the Clerk, but at the time set for the audit there was no Clerk, and indeed nobody who would wish to try to explain the accounts to the "interested elector", the former Councillor who had harassed the Clerk into resigning. The Council noted that since the appointment of the temporary Clerk the Council's accounts are reported more fully and are usually available as part of the meeting agenda papers. Whilst unlikely that there will be difficulties in making the accounts available to individual electors, it is recommended that the Clerk be accompanied whenever an elector visits to view the accounts in order to protect the Clerk and that such appointments are held at the Memorial Hall and not the Clerk's home address.

In respect of the comment regarding authorisation of Accounts it would appear that not every payment made in 2014/15 was recorded as having been approved by the Council. Whether this was simple error, or deliberate omission, is not possible to say. However it should have been picked up by Members and corrected at the next meeting. There was a need to formalize the scrutiny of the Council's accounts and its payment authorization process, which has been addressed by the temporary Clerk. All payments are reported to Council and their approval recorded in the minutes and the Council agreed that this matter has been addressed. There remains the question of whether there were any outstanding claims on the Insurers; the matter of the sound system remains unclear, and it would seem that, somewhere during the process there was a decision to upgrade the specification of the hall. This is clearly outside the scope of insurance and seems never to have been formally document as having been agreed by the Council. The Council has received, and continues to receive, training to raise Members' awareness of the law, proper processes, and their responsibilities, and whilst appropriate for the external auditor to raise the matter, the Council agreed to note the comment.

10. To Amend Standing Orders and Financial Regulations to Reflect the Recent Changes in Legislation Regarding Public Contracts

The Council agreed to amend Standing Orders and Financial Regulations to reflect the recent changes in Legislation regarding Public Contracts.

11. To Approve the Following Payments:-

The Council approved the following payments:-

Cheque No.	Payable to	In Respect of	Amount £
0001	G N Mussett	Clerk's Salary	£416.13
0002	HM Revenue & Customs	PAYE/TAX	£120.00
0003	Mr B Dunningham	Bus Shelter Cleaning	£54.00
0004	BDO	External Audit Fee	£2,119.20

The Council was advised that the new account with Unity Trust Bank had been set up but that, at the time of the meeting, the balances in the former HSBC accounts had not been transferred.

12. Closure

The meeting was closed at 9.00 p.m.

ITEM 8

To Consider and Agree the List of Local Assets for Submission to Suffolk Coastal District Council

Reference No. (see attached map)	Address/Description	Location
8	3 Cottages	Mill Lane
9	Alston Hall	Grimston Lane
10	Grimston Hall	Grimston Lane
11	3A, 3B, 3C, 3D Railway Cottages	Grimston Lane
12	Shore Cottage	Thorpe Lane
13	Pickwick Cottage	Thorpe Lane
14	Shetland Cottage	Thorpe Lane
15	Gosling Farm	Thorpe Lane
16	Gosling Cottage	Thorpe Lane
17	The Cottage	Thorpe Lane
23	Blue Barn	Capel Wall
18	Morston Hall	
26	Old Mill	Trimley Road
	The Pump House	Morton Track
5	Longford House	
2	Boat Cottages	High Road
4	322	High Road
3	Kings Cottage	High Road
3	Adjacent to Kings Cottage	High Road
7	Little Street Farm	High Road
6	Rustic Cottage	High Road
6	Adjacent to Rustic Cottage	High Road
24	Hams Farm	
22	Houses to right of St Martins School	
19	Trimley St Martin Church	High Road
1	Old Plotting Building	Old Woodbridge Road
25	202-240	High Road
20	Gun Emplacement	Howlett Field
21	Gun Emplacement	Near Morton Hall

