

**Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 3 October 2017 at 7.00 p.m.**

**Present: Parish Councillors: Clarke, Garrett, Parker, Pither, Rodwell, Sills, Smart**

**Also Present: County Councillor Stuart Bird and 18 members of the public**

**1. To receive apologies for absence**

Apologies for absence had been received from Councillor Bozier who had work commitments

**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 had a pecuniary interest

**4. To approve the minutes of the meeting held on 5 September 2017**

The minutes of the meeting held on 5 September were approved and signed as a true record.

**5. Public Forum**

- Alex Kirk of Network Rail gave a presentation on the works to be carried out to the Felixstowe Branch Line. He explained that permissions were already in place to enable the construction of the passing loop. Enabling works would start this autumn when some trees would be removed and compounds would be set up, but the bulk of the work would start in the spring when the embankment would be put in place. The process would be a lengthy one – up to 2019 - as there was a need to keep the impact on the railway to a minimum. There would be some sequential closure of footpaths and crossings to enable the works to go ahead; a schedule of planned closures would be provided and every effort made to minimise inconvenience to those living on the far side of the Grimston Lane crossing. . A copy of the presentation would be provided for inclusion on the Parish Council website. Any major problems arising from the works could be reported by email to [Felixstowebranchline@networkrail.co.uk](mailto:Felixstowebranchline@networkrail.co.uk)
- Paul Scott of Scott Properties presented an update on the company's proposals for a development of 53 dwellings on land North of Heathfields. They expected to submit a planning application before the end of the year. The properties would be aimed at the growing over 65 sector. Allowance had been made for a bund to act as a barrier between the proposed development and the A14. Local residents pointed out the traffic and access difficulties which they saw arising should housing be built on that land.
- Councillor Bird presented his report with particular reference to the high level of savings which had to be achieved by the County Council. In relation to planning issues SCDC were considering whether to seek judicial review of the decision taken at ministerial level to permit the Candlet Rd development. The broad message from government supported an increase in the planned levels of building.
- A member of the public spoke to emphasise the need to maintain adequate land for food production and the dangers of using prime agricultural land for building and industrial purposes.

**6. Public Enquiry into the Network Rail (Felixstowe Branch Line Improvements – Level Crossing Closure) Order**

The possibility of working with Network Rail towards the preparation of a Statement of Common Ground for presentation to the Inspector at the Inquiry was discussed. It was agreed that a decision would be deferred until the Inspector's views had been heard at the pre-enquiry meeting.

**7. To note that the Planning Committee will discuss the response to the Issues and Options consultation document at their meeting on 17 October**

It was noted that the Planning Committee meeting to discuss the response to the Issues and Options document would take place on 17 October at 7.30 p.m and the One to One meeting at SCDC would now take place on 10 October.

**8. To consider proposals to improve communications**

Cllr Clarke identified the importance of an up to date communications policy. There were elements of GDPR which needed to be considered in relation to communications and it would be important to ensure that residents who opted to receive email newsletters were told how to unsubscribe should they wish to do so. The Clerk would make arrangements for this.

**9. To note plans by Level 2 Youth Project to offer some mobile youth support services to young people in both the Trimleys and in Kirton and consider their plans to gauge the level of interest through events in the village.**

Plans for the Level 2 Project were discussed. There would be insufficient space at the front of the Memorial Hall for the bus to park there, with tables and an awning, on the same evening as the Christmas Tree lighting up event although space could be found in the rear car park. The green spaces in the St Martin's Green development were not owned by the Parish Council and thus permission could not be given. The lack of a dropped kerb was identified as a problem as was the absence of toilet facilities.

**10. To Note That the EU Regulation known as General Data Protection Regulation (GDPR) will come into force on 25 May 2018, that there will be implications for the Parish Council and a requirement to appoint a data protection officer**

It was noted that the GDPR would place additional responsibilities on them in relation to data protection which would include the appointment of a data protection officer. The Clerk had booked a place on a SALC training session in November to find out more about the requirements.

**11. To consider a request from SCDC for comments on an application by Trimley Sports and Social Club for funding to cover the cost of replacing the play equipment at the Club and to note that the Sports & Social Club have separately submitted an amended licence agreement for consideration.**

The Council agreed that funding should be contingent upon an undertaking from the applicant that the equipment would be made freely available to all the children of the village in perpetuity, without a restriction on the hours of use and with clear signage to the playground visible from the street. The Council also agreed that a recommendation should be made to Suffolk Coastal District Council that it should be a further condition of any funding for the Club to commit to the proper maintenance and insurance of the equipment and to put aside funds on an annual basis against the cost of repair and future replacement. The Council noted that the Club had once again invited them to take responsibility for the play area under license. Members confirmed that they had no wish to enter into a licence agreement. It was a cause for concern that a licence had been offered when this was at odds with the position the Club had outlined in their funding application. The Council identified a need for clarification of the process by which estimates had been sought.

**12. To Consider a quotation for the upgrade of the planting of the ornamental beds and roundabout**

The Council agreed the quotation for the overhaul of planting of the roundabout (£475 plus VAT) and ornamental beds (£530 plus VAT). Trimley St Mary Parish Council would be invited to share the cost of the work to the ornamental beds. The Clerk would invite Taylor Wimpey to contribute to the overhaul of the planting on the roundabout.

**13. To note that the Clerk has contacted the Passenger Transport Infrastructure Team for information with regard to the provision of seating at the Grimston Lane bus stop.**

It was noted that an enquiry had been made of the Infrastructure Team and that further information would be provided in November.

**14. To note the date for the Christmas Event at Reeve Lodge**

It was noted that the Christmas event at Reeve Lodge would take place on 14 December at 7.00p.m.

**15. To Review the 2015 Decision not to accept advertising on the roundabout**

Following discussion the Council voted in favour of the acceptance of advertising. The mechanics by which this would be arranged, either by direct offer to local businesses or through the use of a

specialist intermediary, any tax implications and any restrictions imposed by Suffolk County Council Highways would be researched by the Clerk and presented at the November meeting.

**16. To note that Suffolk Coastal District Council are undertaking a consultation in relation to the implementation of Civil Parking Enforcement (CPE) in April 2019 and consider a response**

The consultation was noted. It was decided not to comment.

**17. To Receive a Financial Statement to 25th September 2017**

The Council received a financial statement to 25<sup>th</sup> September 2017. Bank statements and a full list of payments to date were available for inspection. Details of spend against budget were reported on as detailed below. It was agreed that the clerk would identify options for the virement of funds between budget headings to allow for the additional cost arising from the roundabout and border maintenance project.

ITEM	Proposed Budget 2017/18	Spend to Date Net of VAT)	Percentage Spent	Over or underspend
Clerk's Salary	£ 7,500	£ 4,253.45	56.7%	
General Expenses	£ 1,800	£ 394.75	21.9%	
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	£ 324.00	40.5%	
Flower Beds & Roundabout	£ 1,500	£ 1,033.00	68.9%	
Parish Pump	£ 450	£ 265.20	58.9%	
Memorial Hall Corporate Trustees	£ 1,945	£ 1,500.00	77.1%	
<b>TOTAL</b>	<b>£ 19,028</b>	<b>£ 10,816.86</b>		
<b>INCOME</b>				
Bank Interest	£ 5			
Grant Funding	£ -			
<b>TOTAL</b>	<b>£ 5</b>			
<b>NET REQUIREMENT</b>	<b>£ 19,023</b>			

<b>Reconciliation</b>	
<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 25/09/2017	£ 14,179.98
Less Expenditure to 25/09/2017	£ 10,816.86
Less Unpresented Cheques	
	<b>£ 38,641.88</b>
<b>As at 25/09/2017</b>	
Deposit Account	£ 12,010.30
Current Account	£26,631.58
	<b>£ 38,641.88</b>

**18. To Approve the Following Payments****Members approved the following payments**

Date	No	Name	In respect of	Amount	Authority
03 10 2017	300194	C Ley	Clerk's salary	498.20	LGA1972 s112
03 10 2017	300195	Revenue & Customs	Tax	£93.80	LGA1972 s112
03 10 2017	300196	C Ley	Clerk's Expenses	30.60	LGA1972 s112
03 10 2017	300197	Flyer Press	Printing of Parish Pump	£112.00	LGA1972s142
03 10 2017	300198	B Dunningham	Cleaning of Bus shelter	£54.00	Local govt Misc Provs act 1953 s4
03 10 2017	300199	The Trimley Memorial Hall	Hire of Hall for meetings	£150.00	LGA1972 s37

**19. Close****The meeting closed at 9.55 p.m.**