

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5 September 2017 at 7.30 p.m.

Present: Parish Councillors: Barker, Garrett, Parker, Pither, Rodwell, Sills and Smart

Also Present: County Councillor Bird and three members of the public

1. To Receive Apologies for Absence

Apologies for absence had been received from Councillor Bozier who had work commitments, Councillor Clarke who was away on holiday, and Councillor Owen.

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 4 July 2017

The minutes of the meeting held on 4 July 2017 were approved and signed as a true record.

5. Public Forum

County Councillor Bird gave his report with particular reference to Highways issues.

- The reorganization of the Highways Department of the County Council had now taken effect with greater integration between County Council staff and contractors. In addition to the online reporting facility there was now a dedicated telephone number which residents could use to report problems to Highways: 0345 6066171
- parking problems around the Hand in Hand had diminished
- responsibility for dealing with the problem of grass growing in the middle of Thorpe Lane was disputed between the district and county councils,
- footpath 33 was scheduled to reopen earlier than expected
- he had been successful in pressing for grass cutting to be carried out along the High Rd near Seamark Nunn and opposite the sausage shop although it was noted that there was a further area requiring attention near Seamark Nunn.

Cabinet Member, Councillor Kerry had submitted a written report by email which had been circulated to Parish Councillors.

Public Question Time

A member of the public made a request for the subject of public advertising on the roundabout to be added to the agenda of the next meeting and this was agreed.

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

It was noted that the Public Enquiry would begin at 10a.m. on Tuesday 23 January at Ipswich Town Football Club. There would be a pre-enquiry meeting at 10.00a.m. on 6 October 2017 at the same venue. The Clerk would establish if there was any restriction on the number of members able to attend that meeting. The Clerk was asked to present the Parish Council's Statement of case at the enquiry. The Parish Council agreed to decline the offer of a meeting with Network Rail to go through the respective statements of case. Two councillors had seen cameras situated on two of the footpaths and it was agreed that

the Clerk would ask for further information about this and for sight of the evidence gathered by the cameras.

7. Network Rail – Commencement of Works

It was noted that Network Rail plan to make a start on preliminary works to the track later this year. This was possible in advance of the Public Enquiry as they already had permission covering the works which they have planned. Representatives of Network Rail would attend the public session at the October Parish Council meeting in order to explain their plans.

8. To Receive the Recommendation of the Working Group set up to give further consideration to the question of whether or not to work towards producing a neighbourhood plan for the parish and to decide on the next action

The Working Group had met and discussed the question of whether or not to work towards producing a neighbourhood plan for the parish. Although there were advantages associated with such a plan these were limited it was not clear that there was support within the community for a project which would require a considerable financial investment along with a demand for a volunteer input from residents over a period of two to three years. The Working Party recommended that the views of the community on this point should be canvassed via the Parish Pump in order to gauge the level of interest in creating a plan. The recommendation was accepted.

9. To Decide on an approach to drawing up a response to the Issues and Options consultation document

The Issues and Options consultation document for the Suffolk Coastal Local Plan Review had been issued by Suffolk Coastal District Council for comment by 30 October. A series of drop in information sessions had been arranged by SCDC the nearest of which would be on Monday 2 October at Kirton Pavillion from 16.00 to 19.30. A drop in session would also take place at Felixstowe Town Hall on Monday 18 September between 16.00 and 19.30 p.m.

- The Issues and Options document was a lengthy report containing 144 separate questions. Not all of these would be relevant to the Parish, but there were many which needed to be addressed. It was agreed that detailed consideration would be carried out at a Planning Committee meeting to be held in October.
- SCDC Planners had offered one to one meetings to Parish Councils focused on the needs of the community, particularly in relation to infrastructure. The Chairman and Vice Chairman would attend on 5 October. Councillors agreed that the community needed to retain what remained of its rural character. There was a need for improved infrastructure, traffic on the High Road had increased and other traffic options needed to be considered. More community facilities for clubs would be welcomed as would dedicated play space for children. The school was operating at capacity and additional provision needed to be made. Councillors wishing to identify further infrastructure needs could forward these to the Clerk for discussion at the October Parish Council meeting as this would take place before the meeting with SCDC.

10. To consider the issue of an edition of the Parish Pump

It was agreed that an edition of the Parish Pump would be issued to inform residents of developments in relation to:

- a. Network Rail proposals;
 - b. The Issues and Options consultation being undertaken in relation to the revision of the local plan by Suffolk Coastal District Council;
- and, in addition, to:*

- c. gauge the level of interest in a neighbourhood plan,
- d. invite residents to provide email addresses in order to make it possible to issue an email newsletter. Other issues relating to the newsletter would be discussed in October in relation to Councillor Clarke's proposals on the improvement of communications.

11. To Note the Name Given to Access Road to Five New Dwellings to the Rear of 28 Old Kirton Road

Members noted that the developers have accepted the Parish Council's suggestion of Durban Mews

12. To Receive a Report from Footpath and Hedgerow Working Party on their Activities

Councillor Smart reported that issues relating to overgrown paths were being pursued.

13. To Receive a Report on the proposals of the working group looking at the upgrade of the planting of the ornamental beds and roundabout

Councillor Smart reported that a meeting had taken place with Simon Jones Landscaping, the firm which maintains the roundabout and beds, and the options for overhaul had been discussed. It was expected that a quotation would shortly be received.

14. To note that an appeal has been lodged against the decision of the District Council to refuse planning permission for the development of four houses at 49 Grimston Lane.

Members noted that an appeal has been lodged against the decision of Suffolk Coastal District Council to refuse planning permission for the development of four houses at 49 Grimston Lane. The Parish Council's comments on the original application would automatically be forwarded to the Planning Inspectorate by SCDC.

15. To consider Planning Application DC/17/3481/FUL: Installation of horizontal boarding to single storey rear element at 2 Morston Cottages, Morston Hall Lane.

Members had no objection to this application to apply timber cladding to the single storey rear element of the cottage.

16. To note the outcome of the external audit carried out by BDO

The external audit had been completed and there were no matters which necessitated the issue of a separate report. The certified annual report was presented for inspection at the meeting and councillors approved and accepted it. The Notice of Conclusion of Audit would be displayed on the noticeboard.

17. To consider whether to investigate the provision of a perch seat at the Grimston Lane bus stop.

Members asked the Clerk to find out more about the options for seating at the bus stop and to establish the costs involved.

18. To note a request from Scott Residential to present plans for development of land north of Heathfields to the Parish Council

Councillors were content for Scott Residential to present their plans for the development of land north of Heathfields to the Parish Council at the October meeting. Scott Residential were aware that the Parish Council would be unable to comment on the application in advance of a planning application. It was agreed that in the light of this presentation, as well as the attendance of Network Rail, the October meeting would begin at 7.00p.m.

19. To note that the Trimley Sports & Social Club have invited the Parish Council to sign a licence agreement for the Sports & Social Club Playground

It was noted that Trimley Sports and Social Club had invited the Parish Council to sign a licence agreement for the playground. The Clerk had advised the Club Chairman that, in response to an earlier request for funding assistance, the Parish Council had asked for formal confirmation that the play equipment would be available to all the local children in perpetuity and for a written commitment that the Club would assume total responsibility for ongoing maintenance, repairs and risks associated with the equipment. Members agreed that they did not wish to take responsibility for the Sports & Social Club's play area under licence. The Parish Council had not previously undertaken to share maintenance costs. It was agreed that the Clerk would write to the Chairman of the Sports and Social Club to explain the position.

20. To Agree the Insurance Arrangements for the Year from 1 October 2017

Members agreed to accept the renewal quotation from Came & Co is based on the sums insured (index-linked by 2%), and the cover detailed in the Council's current schedule of insurance in line with the Council's long-term agreement which expires on 30th September 2019. As before a proportion of the cost would be passed on to the Corporate Trustees to cover the cost of insuring the Memorial Hall.

21. To Note that the Felixstowe & District Council for Sport and Recreation have offered to advise the Parish Council on outdoor playing space opportunities and to consider how best to move forward.

Members noted the offer of assistance and agreed that take up of this should be deferred as there was at present no land available where outdoor sport and play space could be accommodated.

22. To Receive a Financial Statement to 25th August 2017

Members received a financial statement to 25th August 2017. Bank statements and a full list of payments to date will be available for inspection at the meeting. Details of spend against budget were noted as recorded below.

ITEM	Proposed Budget 2016/17	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 7,500	£ 3,254.69	43.4%
General Expenses	£ 1,800	£ 394.75	21.9%
Audit Fees	£ 1,000	£ 352.00	35.2%
Insurance	£ 433	£ -	0.0%
Clerk Training	£ 750	£ 300.00	40.0%
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	£ 270.00	33.8%
Flower Beds & Roundabout	£ 1,500	£ 933.00	62.2%
Parish Pump	£ 450	£ 265.20	58.9%
Memorial Hall Corporate Trustees	£ 1,945	£ -	0.0%
TOTAL	£ 19,028	£ 7,043.26	

Reconciliation				
As at 31/03/17				
Deposit Account	£ 12,008.80			
Current Account	£ 23,269.96			
	£ 35,278.76		Unrepresented cheques	
Add Receipts to 25/08/2017	£ 14,179.98		300184	£ 340.00
Less Expenditure to 25/08/2017	£ 7,043.26			
Less Unpresented Cheques	£ 340.00			
	£ 42,755.48			
As at 25/08/2017				
Deposit Account	£ 12,010.30			
Current Account	£30,745.18			
	£ 42,755.48			

23. To note that the following payments were made in August

Members noted that the following payments were made in August

Date	No	Name	In respect of	Amount	Authority
01 08 2017	300181	Caroline Ley	Clerk's Salary	498.20	LGA 1972 s112
01 08 2017	300182	Revenue & Customs	Tax on clerk's Salary	93.80	LGA 1972 s112
01 08 2017	300183	B Dunningham	Bus Shelter cleaning	54.00	Local Govt (Misc Provs) Act 1953s4
01 08 2017	300184	Simon Jones Landscapes	Maintenance of roundabout and beds	340.00	Highways Act 1980 s96
01 08 2017	300185	Yvonne Smart	Travel expenses	31.50	LA (Members Allowances) Regs 2003
01 08 2017	300186	SALC	a) book b) course Cllr Smart	136.93	LGA 1972 s137

24. To Approve the Following Payments

Members approved the following payments:

Date	No	Name	In respect of	Amount	Authority
05 09 2017	300187	C Ley	Clerk's salary	498.20	LGA 1972 s112
05 09 2017	300188	Revenue & Customs	Tax	£93.80	LGA 1972 s112
05 09 2017	300189	Corporate Trust Trimley st Martin Memorial Hall	Transfer of funds	£1,500	LGA 1972 s133
05 09 2017	300190	BDO	External Audit	240.00	LGA 1972 s112
05 09 2017	300191	Came & co	Insurance	£1280.84	LGA 1972 s133

05 09 2017	300192	B Dunningham	Cleaning of Bus shelter	£54.00	Local Govt (Misc Provs) Act 1953s4
05 09 2017	300193	C Ley	Clerk's Expenses	£106.76	LGA 1972 s112

25. Close

The meeting closed at 21:30