

**Minutes of The Trimley St Martin Parish Council
Monthly Meeting
02 September 2014 at 7.30pm
The Methodist Church Hall, Trimley St Martin**

Public Session

- Police Report; County and District Councillor Reports

Police Reports – apologies had been sent together with a report which was read by the Clerk
District Councillor Graham Harding – attended and gave his report
District Councillor Richard Kerry – had sent his apologies
District Councillor Susan Harvey had sent her apologies and her report which was read by the Clerk
County Councillor John Goodwin – attended and gave his report

GH gave the PC a copy of a document from SCC, which might offer a way forward with the persistent problem of “cars being offered for sale” in Reeve Lodge lay-by. **ACTION:** Clerk so scan this and send a copy on to JG.

- Public Question Time – no members of the public present

**Parish Council Meeting
MINUTES**

Apologies: Parish Councillors – Joe Smith and Berridge Eve

In attendance: Chairman John Barker, Vice-Chairman John Sills, Parish Councillors Heather Rodwell, Dave Pither, Bob Parker, Justine Good, Heather Rodwell, Ann Owen, Ian Cowan and Carol Garrett

Minutes: Kit Coutts (Clerk)

107/14 Declarations of Interest –

Ann Owen – Bidwells tenant

JB asked Councillor HR if she felt that she needed to declare her interest as secretary of The Saints Players in respect of discussions regarding The Memorial Hall. HR did not feel this was necessary.

108/14 Minutes of the Monthly Parish Council Meeting held on 01 July 2014 – these were unanimously approved as a true and accurate record and were therefore signed by the Chairman JB.

109/14 Clerk’s report on progress and other matters arising since the last meeting:

- Grant Funding Update given by the Clerk –nothing new to report at this stage; the outcome of several applications was awaited.
- The Clerk explained that the Standing Orders the PC is using needed to be updated by removing the outdated wording relating to the council’s seal (item 41. In Standing Orders) and replacing it with signatures, as it appeared that the PC has never had a seal. The new wording to be as per the NALC template for Standing Orders, to apply to councils without a seal. The new wording to read:

41. Execution and Signing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 41a) above, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

JB asked for a show of hands in favour of this action. All members were in favour and it was therefore resolved to update the wording. **ACTION:** Standing Orders to be updated immediately by the Clerk and signed by the Chairman (JB).

- Meadow Close – the Clerk reported further problems regarding rubbish accumulation at the flats over the summer break. Action was being taken by SCDC
- The Clerk reported that she had not had time to meet with the new Felixstowe Clerk yet regarding emergency planning, due to the Hall reinstatement work. JB said he didn't think the new Clerk had had time to even look at the issue of emergency planning yet. **ACTION:** Clerk to arrange a future meeting at a suitable date.

110/14 Matters Brought forward from last meeting

111/14 Members Reports

- a) Memorial Hall Update – an update was given by JB and JS later in the meeting.
- b) JB gave a brief report on Port of Felixstowe LALC Meeting attended by JB/JS and the Clerk earlier in the day – the minutes of this meeting would be circulated when received. The new Uniserve warehouse and possible new supermarket at Dock Gate 1 were discussed.

112/14 Correspondence – circulated/or made available with the agenda prior to the meeting.

- a) Post Office re McColls – 2 replies
- b) Car Sales – High Road (near Howlett Way Roundabout)
- c) Electoral Review of Suffolk Coastal: Final Recommendations
- d) SCC – Review and Consultation regarding Children's Centres
- e) Review of Polling Stations and Districts
- f) Neighborhood Planning – JB reported that he had been advised by ward councillors Richard Kerry and Susan Harvey that the process has been made simpler than it was previously and that having a plan could make it easier to control what happens in our neighbourhood and make access the CIL more straightforward. JB suggested a small working party consisting of Bob Parker to lead and to include Ian Cowan. All present were in agreement and if wished could be involved. **ACTION:** Clerk to send the relevant paperwork to RP and IC for them to do some initial investigation.

113/14 Information Circulars – the following items had been circulated by e-mail, or were made available for inspection at the meeting:

- Clerks & Councils Direct
- Countryside Voice
- The Local Councillor

114/14 Finance

- a) To approve an interest free 'draw-down' facility offered by SCDC to cover the remainder of the VAT due on the final contract invoices (this to assist with cash flow issues due to HMRC being in excess of 8 weeks behind repaying VAT claims). VAT amount on final contractors invoices to be paid to PC by SCDC on production of a copy of the invoice by the Clerk to SCDC. Amounts borrowed to be repaid when VAT reimbursed by HMRC. All amounts to be repaid to SCDC before March 31 2015 which would avoid interest becoming due. SCDC will offer up to £45,000 if needed. This had been suggested and organized in the first instance by Richard Kerry, with the help of SCDC officers. JB asked for a show of hands and all members present were in favour of accepting the loan. It was resolved to proceed. **ACTION:** Clerk to obtain the necessary paperwork from SCDC for the Chairman and Vice-Chairman to sign.

- b) The Clerk reported for the minutes that the external audit for 2013 – 2014 has been completed by BDO. There were **NO MATTERS** arising and that the annual return could therefore be approved and accepted at this meeting. RP Proposed approval and acceptance, and the seconder was CG and all present were in favour. **ACTION:** Clerk to post the statutory notice on the notice board.
- c) Cheques presented for signing and account status as follows: She explained that her expenses were for TWO months (July and August) and that August expenses included the three wreaths for the remembrance service – one of these was for Trimley St Mary and their Clerk will write a cheque to Trimley St Martin PC to cover this.

Date	Reference	Details	Receipts	Payments	Balance CF	
Bank: Current Account						
07/07/2014	REC 000059	Share Dividend	\$	£0.45		
10/07/2014	CHQ 000189	A C Harding Ltd	\$		£42,296.28	
17/07/2014	REC 000057	Trimley St Martin Poors Allotment Charity	\$	£200.00		
01/08/2014	CHQ 000184	K Coutts			£835.22	
01/08/2014	CHQ 000185	HMRC Month 4			£119.03	
01/08/2014	CHQ 000186	B Dunningham			£54.00	
01/08/2014	CHQ 000188	G Hall			£50.00	
08/08/2014	REC 000061	HMRC VAT Reclaim		£6,335.65		
20/08/2014	REC 000062	SCDC Grant RK		£6,000.00		
20/08/2014	CHQ 000190	A C Harding Ltd			£62,402.46	
02/09/2014	CHQ 000191	K Coutts			£835.22	
02/09/2014	CHQ 000192	HMRC Month 5			£119.03	
02/09/2014	CHQ 000193	B Dunningham			£67.50	
02/09/2014	CHQ 000194	K Coutts July and Aug Exp			£109.71	
02/09/2014	CHQ 000195	Trimley methodist Hall - booking			£27.50	
02/09/2014	CHQ 000196	BDO - external Audit			£480.00	
		Balance carried forward CURRENT ACCOUNT		£12,536.10	£107,395.95	£23,244.92

Date	Reference	Details	Receipts	Payments	Balance CF
Bank: Savings Account					
23/07/2014	REC 000060	Bank Interest		£1.34	
23/08/2014	REC 000063	Bank Interest		£1.38	
					£29,016.17

**115/14 Planning
New Applications:**

Reference	DC/14/2455/OUT
Alternative Reference	PP-03563856
Application Received	Tue 29 Jul 2014
Address	Part Side Garden 29 St Martins Green Trimley St Martin Felixstowe Suffolk IP11 0UN
Proposal	Outline application for one dwelling on side gardens of existing property.
Status	Pending Consideration
Appeal Status	Not Available
Appeal Decision	Not Available
PC Planning Committee	No Objection

Reference	DC/14/2279/LBC
Alternative Reference	PP-03530957
Application Received	Tue 15 Jul 2014
Address	351 High Road Trimley St Martin Suffolk IP11 ORS
Proposal	Retention of unauthorised UPVC windows to 1980's conservatory.
Status	Pending Consideration
Appeal Status	Not Available
PC Planning Committee	No Objection

Reference	DC/14/2277/LBC
Alternative Reference	PP-03525191
Application Received	Mon 14 Jul 2014
Address	351 High Road Trimley St Martin Suffolk IP11 ORS
Proposal	Removal of unauthorised UPVC windows from cottage (excluding conservatory) and reinstatement of powder coated aluminium framed double glazed windows with diamond leaded lights.
Status	Pending Consideration
Appeal Status	Not Available
PC Planning Committee	No Objection

Reference	DC/14/1921/VOC
Alternative Reference	Not Available
Application Received	Mon 16 Jun 2014
Address	Part Rear Garden Southfields 349 High Road Trimley St Martin Suffolk
Proposal	Removal of planning permission condition – opaque glass from window
Status	Pending Decision
PC Planning Committee	No Objection
Appeal Decision	Permitted

Reference	DC/14/1903/FUL
Alternative Reference	PP-03463374
Application Received	Fri 13 Jun 2014
Address	51 Grimston Lane Trimley St Martin Suffolk IP11 OSA
Proposal	Erection of a single garage.
Status	Pending Consideration
PC Planning Committee	No Objection (as long as not for business use)
Appeal Decision	Permitted

Previous Applications:

Reference	DC/14/1884/FUL
Alternative Reference	PP-03459598
Application Received	Thu 12 Jun 2014
Address	242 High Road Trimley St Martin Suffolk IP11 ORG
Proposal	Addition to canopy to front of property and single storey rear extension
Status	Permitted

Reference	DC/14/1671/OUT
Alternative Reference	PP-03415978
Application Received	Fri 23 May 2014
Address	58 Old Kirton Road Trimley St Martin Suffolk IP11 OQH
Proposal	Outline application for one dwelling on land to the side of the house
Status	Permitted
PC Planning Committee	Objected but permitted at SCDC South Sub Committee on 21 Aug 2014

Reference	DC/14/1346/FUL
Application Received	Mon 28 Apr 2014
Address	129 Kirton Road Trimley St Martin Suffolk IP11 OQL
Proposal	Proposed two storey side extension with single storey rear extension (demolition of existing single storey rear extensions).
Status	Permitted

Reference	DC/14/1319/FUL
Application Received	Fri 25 April 2014
Address	34 Grimston Lane, Trimley St Martin IP11 ORX
Proposal	Erection of a porch and garage extension and loft conversion with balcony
Status	Permitted

Reference	DC/14/1263/FUL
Application Received	22 April 2014
Address	57 Grimston Lane, Trimley St Martin IP11 OSA
Proposal	Rear sun room extension – NO OBJECTION
Status	Permitted

Reference	DC/14/1261/FUL
Application Received	Tue 22 Apr 2014
Address	Part Rear Garden 61 Mill Lane Trimley St Martin Felixstowe Suffolk IP11 ORP
Proposal	Erection of two-storey dwelling with access drive between No's 59 & 61 Mill Lane and formation of new access for existing dwelling.
PC Planning Committee	Circulated to planning committee – OBJECTION SENT
Status	Refused – applicants have appealed to Secretary of State Planning Inspector

Other:

116/14 Street Lighting – report of any defective lights.

- Grimston Lane Lamp (BE) – still outstanding. **ACTION:** Clerk to ask BE again whether there had been any further conversation/decision.

117/14 Highways and Footpaths – Actions from previous meeting had all been completed by the Clerk. New items:

- Drainage Thorpe Lane/Grimston Lane – IC reported that there were problems with two manholes, not one as mentioned in the reply from Malcolm King SCC Highways. **ACTION:** Clerk to raise this with MK and also to arrange a meeting with Bidwells to include JG to discuss the problems regarding large farm machinery damaging the verges and ditches in Grimston and Thorpe Lanes.
- Orwell Bridge – recent closure (RP) Wished to highlight an accident at Innocence Lane exit recently which had caused a major inconvenience with the bridge closed for an hour. RP proposed a letter to Tim Passmore Suffolk PCC and all were in favour. **ACTION:** Clerk to liaise with RP regarding the wording of a letter.
- Meadowlands – rubbish and fly tipping – ongoing problems reported by the Clerk between meetings and in hand at SCDC.
- DP – reported rubbish to the rear of a house in Meadowlands just off the footpath and an overgrown tree. **ACTION:** Clerk to report.
- CG – reported 282 High Road – vehicles still parking on the destroyed verge outside the property and cars badly parked near the skip which had been placed on the High Road, at the corner of Mill Lane. She said that apart from problems with buses getting past, vehicles were often parked on the path preventing pedestrians using it. **ACTION:** Clerk to contact our PC and PCSO.

118/14 To consider the exclusion of the public and press in the public interest for consideration of the following (if deemed necessary):

Personnel Issues - None

Legal Issues -

- i. Questions arising from the recent Memorial Hall Charity committee meeting.
- ii. To take questions regarding Hall reinstatement issues.
- iii. To report progression of our communications with Came & Co. (brokers).

119/14 URGENT BUSINESS ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. SUCH MATTERS WILL BE FOR NOTING OR DEFERRAL TO A FUTURE MEETING ONLY.

120/14 Dates of any other meetings, or community events members or the Clerk may wish to draw to the attention of the members:

121/14 Date of next Parish Council Meeting and Annual Meeting of the Parish Council – Tuesday 7 October at 7.30pm Trimley Methodist Hall.

There being no other business, the meeting closed at: 22.05 hrs

Signed.....

Dated.....