

**Minutes of The Trimley St Martin Parish Council
Monthly Meeting
04 November 2014 at 7.30pm
The Trimley Memorial Hall, Trimley St Martin**

Public Session

- Police Report; County and District Councillor Reports

Police Reports – PCSO Glynn Bown sent his apologies and would supply his report after the meeting which would be circulated by the Clerk with the minutes

District Councillor Susan Harvey - attended and gave her report

District Councillor Graham Harding – sent his apologies – unable to attend due to recent illness

County Councillor John Goodwin – attended and gave his report

District Councillor Richard Kerry – had sent his apologies, together with his report which would be circulated by the Clerk with the minutes

- Members Questions to Police/District/Ward Councillors
- Public Questions to Police/District/Ward Councillors

**Parish Council Meeting
MINUTES**

Apologies: None

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

Minutes: Kit Coutts (Clerk)

137/14 Declarations of Interest

- Cllr Ann Owen – Bidwells tenant
- Cllr Ian Cowan – Goslings Farmhouse Planning Application
- Cllr John Sills – Member Sports and Social Club
- Cllr John Sills – Sits on Memorial Hall Committee
- Cllr Heather Rodwell - Sits on Memorial Hall Committee
- Cllr Ian Cowan - Sits on Memorial Hall Committee
- Cllr Joe Smith – 61 Mill Lane Planning Application
- Cllr Berridge Eve – in negotiations with Bidwells (possible future tenant)

138/14 Minutes and Closed Minutes of the Monthly Parish Council Meeting held on the 7 October 2014 – for approval and signing

- The monthly meeting minutes were approved by 10 members present as a true and accurate record. One member – Cllr Cowan - abstained and asked to read a short statement Cllr IC abstained and asked to read a short statement which is appended to these minutes – see Appendix 1.
- The closed meeting minutes approved by approved by 10 members present as a true and accurate record. One member – Cllr Cowan - abstained

Cllr Cowan also wished it formally minuted that he denied causing any harassment, which he felt was a serious accusation.

139/14 Clerk's report on progress and other matters arising since the last meeting:

- The Clerk reported that she was still awaiting date for meeting with Bidwells re damage caused by farm vehicles and that she had contacted Tim Collins again to remind him.

140/14 Matters Brought forward from last meeting - none

141/14 Members Reports

a) Memorial Hall –

- Cllr JSills reported to members that the hall was handed over to the parish council on Wed 1 October and the keys were handed over to The Memorial Hall Committee on Friday 3rd October. He gave an update of the final snagging which was being undertaken at the hall. Cllr HR advised that there weren't a large number of problems, contrary to recent reports that Cllr Cowan had spoken to Luke Rudd, Concertus, at the opening ceremony on 1 November and told him that Cllr HR had a very long list of problems he needed to sort out. Cllr Cowan wished it minuted that he definitely did not say that there was a large list of problems.
- One master key to the hall was handed back to Heather Rodwell (Secretary Trimley Memorial Hall Management Committee) at the meeting and the other was retained by the Clerk in a sealed envelope with the hall legal documents should the hall be required in an emergency.
- Cllr JB advised members that Luke Rudd, had fought our corner throughout the project and with members' permission he would like to write to Concertus expressing our thanks. ALL present were in favour of this course of action. (HR, in her position as secretary requested that The Memorial Hall Committee is included in the thanks). **ACTION:** Clerk to write a letter and send to Andrew Rowe, MD, Concertus.

b) Neighborhood Planning – Cllr RP reported the recent release of additional possible additional housing sites for consideration - <http://www.suffolkcoastal.gov.uk/yourdistrict/planning/review/evidence/shlaa/> - there was a discussion regarding the Local Plan and whether this took precedence over the Neighbourhood Plan. It was agreed that a Neighbourhood Plan would be needed, but not until the CIL consultation has been completed.

c) Mushroom Farm Development – Cllr RP had attended the recent exhibition and felt it would be a good opportunity to negotiate things we might want in the village. District Cllr Susan Harvey had reported earlier in the meeting that there would be £47K outdoor sport/play space money to come from this development. Cllrs CG and J Smith had brought up when visiting the Taylor Wimpey exhibition, the fact that the suggested cycle path upgrade that was originally suggested had not been put in the new plans.

- There was a separate discussion as members were discussing outdoor play space money, re the Sports and Social Club play equipment and the gentleman's agreement that the children of the village may use the equipment and the field for ball games. Cllr HR asked whether, at the time of this being put into a legal document, whether the gentleman's agreement that the PC and club share overspill parking when big events are on, could be included. **ACTION:** Clerk to investigate with Hilary Slater whether there is any news on SCDC legal department possibly being able to draw up such a document.

Cllr HR – whilst on the subject of parking reported that signs 'park at your own risk' were in hand.

d) Motion Tabled by Cllr Parker that – "All requests for information outside of parish council meetings should be in writing and addressed to the Chairman and that under no circumstance will this parish council copy and send parish council paperwork out to individual members, but upon written request these can be made available at the next council meeting to be viewed at the meeting but not taken away".

Cllr RP explained that we could not continue with members asking questions and requesting sight of paperwork between meetings. Such paperwork was the property of the PC should not be allowed to be circulated outside of the PC jurisdiction. There was further discussion and RP clarified that it was sight of paperwork such as bills/invoices that was being referred to and though these could be, on request to the Chairman, be viewed at a meeting, they should not be copied and sent out by e-mail (as had been requested by Cllr IC), or taken away from meetings. He reiterated that requests for information or sight of papers must be made to the Chairman, not to the Clerk, who did not have the executive powers to decide who should be allowed to have paperwork or PC documents. Cllr IC again contested this in respect of the Standing Orders and the fact that the Clerk as RFO had delegated powers.

Cllr RP referred to an e-mail from Cllr Cowan to the Clerk on the 22nd October in which he had stated at point 9. *'For your information I have copied this e-mail to a number of interested parties. As pointed out in my e-mail of 3 October, this is something I would have done even if the "legal connotation" condition was applicable'*. Cllr RP asked Cllr IC who he had copied the e-mails to. Cllr IC refused to divulge the names of the parties who had been allowed to share the contents of the e-mails.

The Chairman, Cllr JB, advised all present that the previous years' accounts had been lodged as usual, and signed off by both internal and external auditors, as would the present year's accounts which would be finalized at the end of the financial year. This being the normal process to ensure that finances had been properly dealt with. He also reiterated the reasons behind the tabled motion and the fact that verbal information had been given in good faith at meetings and after meetings criticisms had been made by one member. He commended Cllr RP's motion to the PC to prevent a situation arising again as had at the October meeting and also on another occasion in the past, when the Clerk had been requested by a member, between meetings, to send a letter he had drafted himself on behalf of the PC, without the agreement of the Chairman, or other members of the PC at a meeting.

Cllr Joe Smith asked for clarification in the wording in order to ensure that councillors could get information that was needed for day to day matters, and minor amendments were made. Cllr JB assured members that this would not affect members' ability to carry out their duties in the community.

Following a discussion the motion tabled by Cllr Parker, he agreed to the amended wording as follows:

"All requests for information outside of parish council meetings should be made in writing in the form of a letter, which can if wished, be sent as an e-mail attachment, and to be addressed to the Chairman, who will acknowledge receipt and respond as soon as possible, and further that, under no circumstance will this parish council copy and send parish council paperwork out to individual members, but upon written request these can be made available at the next council meeting to be viewed at the meeting, but not taken away".

The Chairman put the amended motion to those present and asked for a proposer and seconder:

Proposed by Cllr Parker
Seconded by Cllr Garrett

There was a show of hands:

In favour of accepting the motion with the amended wording: Cllrs Barker, Sills, Garrett, Pither, Parker, Owen, Good, and Smith
Against: Cllrs Eve and Cowan
Abstained: Cllr Rodwell

8 in favour, 2 against, 1 abstention

The motion was therefore carried and it was resolved to accept the amended wording.

The Chairman asked members if they agreed to the resolution being added to the Standing orders and an updated Standing orders document be re-issued to all by the Clerk.

Proposed by Cllr Barker
Seconded by Cllr Garrett

There was a show of hands:

In favour: Cllrs Barker, Sills, Garrett, Pither, Parker, Owen, Good, and Smith
Against: Cllrs Eve and Cowan
Abstained: Cllr Rodwell

8 in favour, 2 against, 1 abstention

ACTION: Clerk to add to the PC Standing Orders and re-issue them to members.

Cllr DP reminded the members that they had taken a vote of confidence in the Chairman, Vice-Chairman and Clerk in September and that all had voted their confidence.

Cllr IC proposed that advice be taken from Hilary Slater, monitoring officer at SCDC regarding the resolution.

Cllr Smith asked if we could also review the PC FOI arrangements to ensure that they were up to date, particularly in respect of charges. **ACTION:** Clerk to review.

Cllr JB proposed that the meeting moved on. This was seconded by Cllr BE. All were in favour.

e) Came and Co update – the Clerk advised that there was nothing further to report at present.

142/14 Correspondence – circulated/or made available with the agenda prior to the meeting as follows.

- a) Responses x 2 to PC letter regarding Orwell bridge closures
- b) Early Engagement – Felixstowe Peninsula Action Plan information pack – lead proposed by JB as JSills Chair of planning – all happy
- c) Trimley St Martin Working Group – SCDC Invitation – lead proposed by JB as JSills Chair of planning – all happy
- d) SPCC letter to councillors' regarding speed enforcement
- e) Cllr Cowan e-mail correspondence 22/23 Oct 2014 – IC spoke on this subject and said he had taken advice and wished to read a short statement which is appended to these minutes – see Appendix 2.

J Sills reiterated to all present that the parish council accounts for 2013/2014 had been both internally and externally audited and were found to be to the complete satisfaction of both the internal auditor and BDO Ltd, the external auditors.

143/14 Information Circulars – the following items had been circulated by e-mail, or were made available for inspection at the meeting:

- a) Trimley Station Press release
- b) SALC Annual Report 2013-2014
- c) Clerk and Councils Direct
- d) Suffolk View
- e) Autumn Suffolk Coasts and Heaths Newsletter

144/14 Finance

Cheques were presented for approval and signing, and the account status shown: Proposer Cllr CG, Seconder Cllr RP. 10 members in favour. Cllr Cowan abstained.

Bank: Current Account					
Date	Reference	Details	Receipts	Payments	Balance
23/10/2014	REC 000070	SCDC Loan Draw Down (for VAT payment)	£10,317.37		
24/10/2014	REC 000071	AVIVA	£35,000.00		
27/10/2014	REC 000072	SCDC Tennis Club Rates	£89.58		
29/10/2014	CHQ 000214	A C Harding Ltd		£61,904.23	
29/10/2014	REC 000074	SCC Community Enabling Grant	£8,000.00		
04/11/2014	CHQ 000208	Suffolk Coastal Services Ltd (Norse)		£354.00	
04/11/2014	CHQ 000209	Computing Needs		£47.88	
04/11/2014	CHQ 000210	K Coutts		£835.42	
04/11/2014	CHQ 000211	HMRC Month 7		£118.83	
04/11/2014	CHQ 000212	B Dunningham		£54.00	
04/11/2014	CHQ 000213	K Coutts Oct Exp		£45.15	
04/11/2014	CHQ 000215	SCC Jobs		£60.00	
04/11/2014		Balance carried forward			£7,020.94
Bank: Savings Account					
Date	Reference	Details	Receipts	Payments	Balance
23/04/2014	REC 000047	Bank Interest	£0.52		
23/05/2014	REC 000052	Bank Interest	£0.51		
05/06/2014	TRF 000002		£18,000.00		
23/06/2014	REC 000056	Bank Interest	£1.03		
23/07/2014	REC 000060	Bank Interest	£1.34		
23/08/2014	REC 000063	Bank Interest	£1.38		
23/09/2014	REC 000067	Bank Interest	£1.39		
25/09/2014	TRF 000003	Transfer		£19,000.00	

25/10/2014	REC 000073	Bank Interest	£0.47		
04/11/2014		Balance carried forward			£10,018.03
04/11/2014		Total Both Accounts			£17,038.97

There was further discussion and a vote of confidence in the Chairman, Vice-Chairman, and Clerk was proposed by Cllr RP. This was seconded by Cllr CG.

There was a show of hands-

In favour: Cllrs Parker, Garrett, Pither, Owen, Good, Rodwell, Eve and Smith

1 abstention: Cllr IC.

145/14 Planning

New Applications: None

Previous Applications:

Reference	DC/14/2854/FUL
Address	Goslings Farmhouse, Thorpe Lane, Trimley St Martin
Proposal	Conversion of existing barn to annex for family accommodation
Status	Permitted
Reference	DC/14/2279/LBC
Address	351 High Road Trimley St Martin Suffolk IP11 0RS
Proposal	Retention of unauthorised UPVC windows to 1980's conservatory.
Status	Refused
Reference	DC/14/2277/LBC
Address	351 High Road Trimley St Martin Suffolk IP11 0RS
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 – it is understood the decision was that the windows must be changed-proposal from PC planning committee that the PC write to SCDC planners. After discussion with SH present who felt that this probably would not be of any further help.

Reference	DC/14/1261/FUL
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	Appealed to Secretary of State Planning Inspector – APPEAL UNSUCCESSFUL

Cllrs JSills/JSmith had concerns regarding development of the present bungalow that is on the site. **Action:** Clerk to speak with SCDC Planning.

Other: None

146/14 Street Lighting – report of any defective lights.

- Reported by Cllr J Smith – Overgrowth of vegetation (tree) street light 253, on the corner of Grimston Lane (over foot crossing and on left hand side on bend).

147/14 Highways and Footpaths – Actions from previous meeting had all been completed by the Clerk. New items:

- Tree down FP1 –the Clerk had reported before the meeting.
- Report by a member of the public of a group of persons living in a van outside Trimley Church – the Clerk had reported to local police before the meeting.
- Cllr CG had reported the gated railway crossing – Grimston Lane- the upright post that holds the latch to the gate is down making it easy for dogs to go through. **ACTION:** Reported to SCllr JG in the earlier part of the meeting and he would advise the Clerk of the person she should contact.
- Cllr CG had reported FP No 32 starting opposite Hand in Hand was completely ploughed over in the spring. It was reinstated by the farmer; however now the crop of rape is growing fast the path has been reduced in many places to less than 12inches wide (and wet). **ACTION:** Clerk had reported before the meeting.
- Cllr HR reported that the hedge round the hall car park needs cutting – can we incorporate in our gardening contract? **ACTION:** Clerk to ask JAS for a quote and report back at the next meeting.
- Cllr BE – wished to clarify the problems with Grimston Lane discussed earlier in the meeting with CC J Goodwin – it is not only farm vehicles, but also that the banks had slumped as well. Cllr JB advised that John Goodwin and Malcolm King (SCC Highways dept.) had been invited to the meeting.
- Cllr IC – snow clearance – wished to confirm with Saxmundham depot who was responsible for clearing Grimston/Thorpe Lanes now Jane Smith was no longer farming the land.
- Cllr CG – reported a yellow sign secured to the road sign on the Howlett Way roundabout – JB would remove.

This part of the meeting suspended at 21:30 to go into closed session and members of the public were duly asked to leave.

148/14 To consider the exclusion of the public and press in the public interest for consideration of the following (if deemed necessary):

- a) Personnel Issues – one staffing item – minuted separately
- b) Legal Issues – None

The meeting reopened at 21:40

149/14 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 - None

150/14 Dates of any other meetings, or community events members or the Clerk may wish to draw to the attention of the members:

- Remembrance Service – Reeve Lodge 11/11/2014 at 10.50am
- Tree light up – Tuesday 2nd December (before the PC meeting) at 6.15pm
- Reeve Lodge Carols – Thursday 4th December at 7.00pm (Trimley St Martin PC to supply food – list circulated)

151/14 Date of next Parish Council Meeting – Tue 2 December at 7.30pm; Trimley Methodist Hall if possible (to prevent a late start to the meeting due to the tree light up and visit from Santa at the Memorial Hall). Clerk to advise members when she has spoken to the booking secretary of the Methodist Hall.

There being no other business, the meeting closed at 21:50hrs

Signed.....

Dated.....

UNAPPROVED

APPENDIX 1

Statement One: Reference Agenda Item 3 - Minutes

The October Minutes, which have already been published online and are now approved, discuss *“harassing by e-mail of the Chairman, Vice Chairman and Clerk”*. It is clear that the perpetrator of this alleged *“harassment”* is me. *“Harassment”* is a very serious offence which is generally defined, including in the Parish Council Governance Toolkit, as *“affecting the recipient's dignity, relating to age, sex, race, disability, religion, nationality or personal characteristics, which are viewed as demeaning or unacceptable”*. Therefore, *“harassment”* is a highly defamatory accusation which, among other things, affects my reputation as a person and a Parish Councillor. I would like it now to be formally Minuted that I completely deny any allegation of *“harassment”*. However, if anyone wants to take this matter further they should report me to the Monitoring Officer at Suffolk Coastal District Council and produce evidence. Otherwise, I suggest that we move on.

(Cllr Cowan)

APPENDIX 2

Statement Two: Reference Agenda Item 7(e) – Cllr Cowan E-mail Correspondence

After much thought, I have decided that it would be pointless and unproductive to continue asking for sight of correspondence with our brokers or details of expenditure amounting to £31,750. Sadly, my pursuit of this information has caused a great deal of ill feeling and the Parish Council deserves better than having to endure even more acrimony, including bullying, unsubstantiated allegations and unwarranted personal insults. However, I hope that the relevant documents will be presented to the Council in due course.

For clarity, I would like to state that, based on my considerable experience as a chartered accountant, I sought publication of this information for the benefit of the community, in order to ensure that as a Parish Council we were acting in good faith, getting value for money, and that funds we hold in trust were being properly accounted for.

In failing to supply this information, I have no doubt that our Standing Orders, Suffolk Coastal's Code of Conduct, and the Nolan Principles of Standards in Public Life have all been disregarded. These all require the promotion of openness and accountability.

At the end of our financial year our external auditors will require full disclosure of all relevant documentation. After they have studied this documentation, which could include Minutes, e-mails and letters, they will be legally required to reach a judgement on proper accountability. At any time prior to and during their examination process I will have a chance to give advice and opinions based on my own experience as a chartered accountant and auditor. If the external auditors are unhappy with the way we have accounted for our finances, have not obtained value for money, or have acted in bad faith, they will be obliged to issue a critical Audit Opinion and Advisory Notice, which will be automatically passed on to the Audit Commission for further action. It is even within the realms of possibility that a surcharge could be placed on individual Parish Councillors due to a communal failure with regard to these matters.

I am happy to be judged on my motives and stand by the actions I have taken as an elected Member of this Parish Council. I would like this statement to be incorporated in the Minutes, for the record and for my own protection, and will e-mail the Clerk a copy so that there is no confusion regarding my wording.

Thank you.

(Cllr Cowan)