

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

**Public Session**

- Police Report – PCSO Glynn Bown – Had sent his apologies together with a report for the month of May, which had been circulated by the Clerk and was read at the meeting.
- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting).

District Councillor Graham Harding – attended the meeting and gave his report

District Councillor Susan Harvey – had sent her apologies together with a report for the month of May, which had been circulated by the Clerk

District Councillor Richard Kerry – had sent his apologies together with a report for the month of May, which had been circulated by the Clerk

County Councillor John Goodwin – attended the meeting and gave his report

- Public Question Time
- Members Questions – GH was asked to arrange for Bryan Frost to come and speak to the parish council at the September meeting if possible in connection with Trimley Station and local rail services.

**Parish Council Meeting  
MINUTES**

**Apologies:** Parish Councillors – Joe Smith and Justine Good, District Councillors – Susan Harvey and Richard Kerry

**In attendance:** Chairman John Barker, Vice-Chairman John Sills, Parish Councillors Heather Rodwell, Carol Garrett, Dave Pither, Bob Parker, Berridge Eve and Ian Cowan

**Minutes:** Kit Coutts (Clerk)

**78/14 Declarations of Interest** - none

**79/14 Minutes of the Monthly Parish Council Meeting held on 6 May 2014** – unanimously approved and signed

**80/14 Clerk's report on progress and other matters arising since the last meeting:**

- Grant Funding Applications and cost update for Hall refurbishment

The Clerk reported the recent outcomes from ongoing grant applications on behalf of The Parish Council and The Memorial Hall Charity. Outcomes of other funding applications made by both herself and HR were awaited and would be reported in due course and figures would therefore be subject to change. The project shortfall was currently estimated to be:

Approximately £6,000      PC Shortfall (externals and building work)

Approximately £12,000      Charity Shortfall (contents)

- Dog Bin – St Martins Green and litter Bin – Foreshore (Details Circulated) – both options discussed. All in favour of the option of a free 'second-hand' larger bin at the foreshore if SCDC staff can manage to remove it from its current location and resite in place of the present bin at the foreshore. In view of JSmith being absent at this meeting, it was agreed to hold the decision on the dog bin over until the next meeting.

## 81/14 Matters Brought forward from last meeting – none

## 82/14 Members Reports

- a) Memorial Hall Update – JB/JSills. JS reported on the site progress meeting held that morning. Work had been held up by a month due to the late arrival of the trusses from the supplier. He explained that these are highly engineered and a bespoke item due to their architectural design. He advised that they had arrived on site that morning. A crane should be on site to lift the trusses into place w/b 9<sup>th</sup> June. Once the roof is on the mechanical and electrical work can commence. The new working date of completion was w/b 8<sup>th</sup> September although contractors indicated that they may be able to make up some of the time lost awaiting the arrival of the trusses. It was reported at the site meeting earlier in the day there was a country-wide problem with shortage of building materials and difficulties with supply to the building industry across the country as a whole.

IC asked if the remaining walls of the hall were found not to be able to take the weight of the new roof, whether the work is still covered by insurance. JB referred to the construction policy in place with Hardings and the parish council for the duration of the build. JSills explained that the new roof was in fact slightly lighter than the old roof that had been removed.

HR raised questions regarding stage lighting and possible donation of Saints Players equipment. JB explained that the sound and lighting installation had been discussed at the site progress meeting held that morning and that once the trusses were in place, confirmation of the Gofer lighting/sound contract would be made. The details of the contract had been discussed at a specially arranged technical meeting regarding the sound and lighting held at Concertus' offices and attended by JB, John Sills and the Clerk (for the parish council), and Tony Rodwell and Keith Slaughter, as lighting and sound representatives for The Memorial Hall Committee. Gofer gave a presentation on the design and installation and this was discussed. PC and Memorial Hall Committee representatives who had attended the meeting were happy with the design. JB explained that at this meeting Tony Rodwell had asked for, and provision had been made in the design for two additional 15amp sockets.

- b) Police Staffing Levels and Crime, Trimleys – JSills reported on meeting with Inspector Matt Dee attended by JSills, RK and the Clerk. Crime levels had increased dramatically in Trimley St Martin and Insp Dee advised that a replacement PC from the existing SNT was to be allocated to the Trimleys/Kirton, although he was unable to do this straight away due to the inability to back fill the officer at the moment. The PC were very unhappy that the situation had not been resolved. At the public session GH had agreed to take the matter to Police Commissioner, Tim Passmore and will also speak to T Coffey if nothing is done. JG is also due to see Tim Passmore this week and will discuss the policing problems. He will request a joint meeting with the joint parish councils. **ACTION:** Clerk to send details of the correspondence to GH/JG. GH/JG to liaise.
- c) Early Years Project – meeting with SCC – JB/JSills – report on the meeting with Neil McManus and Melanie Bushell from SCC Early Years Department. They confirmed that the area of the tennis court is big enough for a pre-school facility to be built should the PC decide they wish to offer it for this purpose. EY's are looking into funding options. BP asked whether they might be able to use the newly refurbished hall once open. JB explained that the preschool could not use the Memorial Hall due to the fact that the hall was fully booked throughout the week. Members were happy that the Chair/VChair and Clerk continue with preliminary investigations report at future meetings. All were in favour.
- d) Felixstowe Futures Workshop Two – (Details Circulated). JB updated members. He had spoken to Bryan Frost and they had asked to meet with the program manager. JSills gave details of the meetings he had attended and the program that had been circulated. **ACTION:** JB to report back at a future meeting.

## 83/14 Correspondence

- Letter from Bowls Club regarding tennis court surface – reported to members. **ACTION:** the Clerk had reported the damage to a small area at the edge of the court to the Contract Administrator, Luke Rudd and he had liaised with the contractor who had fenced off the area to prevent parking by members of the public on the damaged court and therefore any risks of trips/falls. JB reported that cars from The Bowls Club arriving on site had been removing the fence to park. Subsequently the committee had asked whether they could use the court for temporary parking due to a big match on the recent bank

holiday Monday. This was discussed by the Clerk with the Chair and VChair and it was decided that this was not permissible under the terms of the insurance, particularly now attention had been drawn by The Bowls Club Committee to the trip hazard on the court. The small piece of damaged surface is at one end of the court and was caused by the lorry delivering the blocks for the gable end wall. The PC had given their express permission for the contractors to use the court for site specific business in order to keep the rest of the car park clear and the surface of the court to be looked at the end of the project.

**84/14 Information Circulars** – the following items have been circulated by e-mail, or were made available for inspection at the meeting:

- The Traveller
- Suffolk Wildlife Trust

**85/14 Finance**

a) Internal Accounts Audit – Internal Auditor’s Report and to approve and sign BDO External Audit Form (Details Circulated). The internal auditor’s report was read at the meeting. JB asked whether members were happy that the accounting statements made were correct and that the annual audit form be signed. There was a show of hands – all in favour. **ACTION:** Clerk to send audit forms and accompanying documents to BDO.

b) Cheques were presented for signing and account status reported. All present were in agreement.

**Current Account**

**Running Total**

Date	Method	Description	Amount	Running Total
07/05/2014	INC	Community Enabling Budget (GH)	£4,000.00	£66,882.95
19/05/2014	100167	Anglian Water - diversion and reconnect water supply - paid between meetings to avoid delay to rebuilding work.	£2,096.40	£64,786.55
28/05/2014	INC	AVIVA Staged Insurance advance	£100,025.00	£164,811.55
03/06/2014	100168	HMRC Month 2 PAYE and NI	£119.03	£164,692.52
03/06/2014	100169	K Coutts May pay	£835.22	£163,857.30
03/06/2014	100170	K Coutts May Expenses	£55.46	£163,801.84
03/06/2014	100171	B Dunningham - May Bus Shelters	£54.00	£163,747.84
03/06/2014	100172	Trimley Methodist Hall (booking)	£27.50	£163,720.34
03/06/2014	100173	Colin Monk - Internal Audit	£40.00	£163,680.34

**Deposit Account**

**Running Total**

Date	Method	Description	Amount	Running Total
01/04/2013		Deposit AC Carried forward from 2013/14	£11,011.39	
23/04/2014	INC	Bank Interest	£0.52	£11,011.91
23/05/2014	INC	Bank Interest	£0.51	£11,012.42

c) Ray Howlett Awards – JB/JSills/Clerk have a meeting with the new Head Teacher to discuss revitalising the awards. JB reported that the awards hadn’t been made last year due to the events at the hall taking us by surprise. All present were in favour of resuming and if possible, Clerk to try and get vouchers that can only be used for books. **ACTION:** Clerk to purchase after meeting with the head teacher.

86/14 Planning

New Applications

<b>Reference</b>	<b>DC/14/1346/FUL</b>
<b>Application Received</b>	Mon 28 Apr 2014
<b>Address</b>	129 Kirton Road Trimley St Martin Suffolk IP11 0QL
<b>Proposal</b>	Proposed two storey side extension with single storey rear extension (demolition of existing single storey rear extensions).
<b>PC Planning Committee</b>	Circulated to planning committee – no objections

<b>Reference</b>	<b>DC/14/1319/FUL</b>
<b>Application Received</b>	Fri 25 April 2014
<b>Address</b>	34 Grimston Lane, Trimley St Martin IP11 ORX
<b>Proposal</b>	Erection of a porch and garage extension and loft conversion with balcony
<b>PC Planning Committee</b>	Circulated to planning committee – no objections

<b>Reference</b>	<b>DC/14/1263/FUL</b>
<b>Application Received</b>	22 April 2014
<b>Address</b>	57 Grimston Lane, Trimley St Martin IP11 0SA
<b>Proposal</b>	Rear sun room extension
<b>PC Planning Committee</b>	Circulated to planning committee – no objections

<b>Reference</b>	<b>DC/14/1261/FUL</b>
<b>Application Received</b>	<b>Tue 22 Apr 2014</b>
<b>Address</b>	Part Rear Garden 61 Mill Lane Trimley St Martin Felixstowe Suffolk IP11 0RP
<b>Proposal</b>	Erection of two-storey dwelling with access drive between No's 59 & 61 Mill Lane and formation of new access for existing dwelling.
<b>PC Planning Committee</b>	Circulated to planning committee and requested an extension of 1 week from the date of this meeting

Previous Applications:

<b>Reference</b>	<b>DC/14/0777/FUL</b>
<b>Application Received</b>	Fri 07 Mar 2014
<b>Address</b>	27 Cavendish Road Trimley St Martin Suffolk IP11 0RR
<b>Proposal</b>	Two storey side extension following removal of existing single storey side annexe
<b>Status</b>	Application Permitted

<b>Reference</b>	<b>DC/14/0969/FUL</b>
<b>Application Received</b>	Mon 24 Mar 2014
<b>Address</b>	149 Kirton Road Trimley St Martin Suffolk IP11 0QL
<b>Proposal</b>	Removal of existing garage and replacement with new garage and home office over.
<b>Status</b>	Application Permitted

<b>Reference</b>	<b>DC/14/0948/FUL</b>
<b>Application Received</b>	Thu 20 Mar 2014
<b>Address</b>	11 Mill Close Trimley St Martin Suffolk IP11 0RW
<b>Proposal</b>	Proposed single-storey front extension and formation of residential annexe.
<b>Status</b>	Application Permitted

Other:

- a) SCDC Community Infrastructure Levy - Preliminary Draft Charging Schedule, Statement of Community Involvement Public Consultation. IC raised concerns about lack of section 106 agreements. **ACTION:** Planning committee to look at the papers and if they wish to make any comments to contact the Clerk

**86/14 Street Lighting** – report of any defective lights. None.

**87/14 Highways and Footpaths** – Actions from previous meetings all undertaken

- Items reported at last meeting dealt with by the Clerk
- FP34 overgrown by crops – reported by Clerk between meetings and had been cut
- CG reported a tree root broken through the tarmac of the pavement on the corner of the High Road and outside 2 Grimston Lane. Approx 12” x 2” – a trip hazard particularly after dark
- FP2 difficult to traverse – JG had taken details during the public part of the meeting

**ACTION:** Clerk to take the necessary actions.

**88/14 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 - None

**89/14 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**

IC spoke regarding the new Felixstowe emergency planning committee – the concern being that items discussed may involve the Trimleys. **ACTION:** Clerk to contact the new town clerk regarding our concerns.

**90/14 Dates of any other meetings, or community events members or the Clerk may wish to draw to the attention of the members:** None

**91/14 Date of next Parish Council Meeting and Annual Meeting of the Parish Council** – 7.30pm Tuesday 1 July 2014 at The Trimley St Martin Methodist Church Hall

**There being no other business, the meeting closed at: 21:25 hrs**

Signed.....

Dated.....