

Minutes of The Trimley St Martin Parish Council
7th January 2014 at 7.30pm
The Methodist Church Hall, Trimley St Martin

Public Session

- Police Report – apologies received by PCSO Glynn Bown due to a late shift change, he had been intending to attend. He had reported by e-mail that there was no crime in the month of December
- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting)
 - County Councillor John Goodwin – attended and gave his general report – regarding the Clerk’s e-mail dated 23 December requesting locality money for certain items at the hall. He said he could only pledge £800 as the PC had not approached him earlier and that his advice to apply for ‘enhancements’ in July had fallen on stony ground. The Clerk corrected this statement as she had contacted him on several occasions since July asking if there was any locality money available and his only reply, received by the Clerk in August had been to the effect that he may have some funds, but that there was a queue of organisations waiting. She also advised him that there would have been no way of knowing what ‘enhancements’ we would be applying for until it was clear what the PC would need to pay for themselves over and above what was covered by insurance, and this had not been determined until after the meeting with Concertus on the 10th December when the final plans and design drawings had been drawn up were made available to the PC.
 - District Councillor Graham Harding - attended and gave his general report, in particular regarding giving funding for play equipment. The Chair advised on the position regarding the section 106 monies held on account for TSMartin PC and the history of the equipment at TSSC which the PC had donated money to in the past. GH to liaise with the Clerk and keep the PC advised.
 - District Councillor Richard Kerry – apologies (report sent and had been circulated)
 - District Councillor Susan Harvey – apologies (report sent and had been circulated)
- Public Question Time
 - Tony Rodwell, Saints Players and Memorial Hall Committee - gave details of Saints Players donations received and what equipment may be in the hall once it re opens, to ensure that they don’t duplicate purchases. There was a discussion regarding the power supply at the hall.
 - Wilf Youngs, resident - re lack of progress at The Memorial Hall. He spoke on behalf of public who have expressed concern to him that the PC were not progressing the hall reinstatement and that people did not know what was happening and may lose faith in their elected representatives. He wished to know whether the PC had made a complaint to AVIVA about the lack of progress. The Chairman JB elaborated on the history and there was further discussion on the project. He also pointed out that two issues of The Parish Pump had been printed and circulated to all households in the village; in October and December, with reports of progress in both the Chairman’s and the Clerk’s columns. The Vice Chairman, John Sills advised that he would be giving a report on the hall later in the meeting. There was further discussion on the subject of the project and JB offered to speak to Mr Youngs on the phone after the meeting if he wished further clarification.
- Members Questions - none

Parish Council Meeting
MINUTES

Apologies: District Councillors Richard Kerry and Susan Harvey

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

Minutes: Kit Coutts (Clerk)

01/14 Declarations of Interest

Ann Owen - Bidwells
Berridge Eve – Bidwells
Ian Cowan – Suffolk Coastal Local Plan

02/14 Minutes of the Monthly Parish Council Meeting held on the 3rd December 2013 – unanimously approved and signed at the meeting

03/14 Clerk's report on progress and other matters arising since the last meeting:

- a) Parking on amenity land – Heathfields/Mill Close – the Clerk reported that this had now been mostly resolved with help from the letting agents and the police.
- b) PC dedicated phone line – new phone number is active 01394 448669.
- c) Grant applications – ongoing funding applications being sought by the Clerk.

04/14 Matters Brought forward from last meeting

- a) Proposal by Chairman - Write to the bursar Trinity College re meetings with Bidwells regarding future planning in and around the village. JB – advised that it was agreed before Christmas that we would do this in the New Year. ACTION: Clerk to liaise with JB/JSills regarding the drafting of a letter.
- b) Casual Vacancy – an advertisement had been placed on the on noticeboard for 14 days (expires in 17th January) advising that the PC wished to co-opt a parish councillor. ACTION: The Clerk will circulate applications to members after this date.

05/14 Members Reports

- a) Memorial Hall Update – VC John Sills gave an in depth report on progress at the hall. He advised that since the fire many inherent faults had been uncovered in the structure during the course of the investigations and strip-out. He said that he supported Concertus and the Project Manager, Luke Rudd, who he felt had done a good job under difficult circumstances. He explained that the drawings/plans proposed needed to be signed off as 'fit for purpose' before they go out to tender. This needs to be done by the 11th for the tenders to go out to contract on the 13th.

IC felt there were concerns that had not yet been addresses and felt there should be a meeting of the Hall Reinstatement Committee. There was a discussion regarding these concerns, in particular to seating numbers which had been a contentious issue. The Clerk had liaised with both the fire and licencing officers over the technicalities, and JSills had checked with Tony Rodwell, Saints Players, regarding the number of seats usually needed in performances and both had established that 150 seats were what were both permissible and needed. It was also established that there was no need for an extra fire door.

It was explained that the licence will need to be reviewed and updated when the hall is due to reopen.

IC queried the change in numbers of seats on Concertus' minutes when they were raised from 111 to 150 following the meeting in November at Endeavour House. JB reiterated that we now had a firm figure, after advice from the fire officer at SCC, of 150. IC said Concertus minutes regarding seating has faults in the calculations. There was further discussion amongst members.

JB had been concerned about signing off technical drawings. The Clerk had contacted our loss adjuster Stefan L who had reassured and given the advice that this is an 'in principle, fitness for purpose' signing off, not a 'technical' signing off.

JSills explained the 'tender' process and cautioned that if the PC delay signing off the plans, or else decided to change project managers, then the date of reinstatement of the hall could be in jeopardy.

JSills also explained the strip-out process in more detail. In particular the fact that the rear gable end wall will be knocked down to head height due to damage of the bricks by the heat of the fire. This wall had been strengthened with timber during the strip-out when it had become apparent that it was severely weakened. This was thanks to the quick thinking of Luke Rudd, Project Manager and had been done before the recent high winds which could have potentially caused a collapse.

He also explained why the front wall has no protective polythene on, which had been queried - it is not a double wall, so has no cavity to protect.

The safety fencing will stay around the hall until the work is completed in July.

JB elaborated on some of the internal details, in particular regarding electricity and heating.

JSills reiterated that the drawings received from Concertus give us what we want from a reinstated hall. Joe Smith asked whether all members of the PC could view the plans. A hard copy was circulated at the meeting.

JB asked whether members agree that we proceed with signing off the drawings in order that the work can go out to tender on the date in the schedule. He said that advice had been sought from our own loss adjuster; Stefan Leszczuk by the Clerk that prior to the meeting to check that by signing off the PC would not be liable for any technical failings in the design. His advice was:

The client input into the ultimate design is limited to "fitness for purpose" and finishings/layout. The design and technical specification of the structure and services remains the responsibility of Concertus.

JB asked for a show of hands - 8 in favour, 1 against. **ACTION:** Clerk to liaise with JB/JS to draft an appropriate e-mail signing-off the drawings before the 11th January.

- b) SCDC Local Plan – (SCC/Academy Land reply to our letter) – IC proposed that this matter be held over until next month as he is awaiting some further information. This was agreed.
- c) Christmas Tree Lights – it had been reported before Christmas by the Clerk that a set of the new solar power lights had been stolen from the tree.

06/14 Correspondence – items have been circulated as listed in each section, or below, or will be available for inspection at the meeting:

- a) Superintendent Paul Sharp – Introductory letter
- b) SCC Railway Track Safety Enquiry
- c) Neighbourhood Planning Event Flyer
- d) Felixstowe SNT Meeting Dates 2014
- e) Inspector Matt Dee re SNT Meeting format (see item 15 below)
- f) DCLG – Local Government Finance Letter

07/14 Information Circulars – the following items have been circulated by e-mail, or will be available for inspection at the meeting:
None

08/14 Finance

- a) Precept Budget 2014/15 – Presented for approval. After discussion, acceptance was proposed by JB and seconded by CG. There was a show of hands in favour of acceptance and the precept was set at £19,000 for 2014/15.
- b) World Scout Jamboree - Funding request received – Agreed to discuss at the Annual Meeting as matter was not urgent
- c) Memorial Hall Accounts –It was advised that the PC really needed to know what was in the account each month and asked that they receive monthly financial statements from the Memorial Hall Committee in order to coordinate current and possible future expenditure in respect to the hall during the rebuilding works.
- d) Bowls Club Annual Accounts – Presented and will be kept with the paperwork for presentation at the Annual meeting.
- e) Cheques presented and approved by all for signing and account status as follows:

Current Account

Running Total

24/12/2013	INC	Ch	Ipswich County Court (Rent Payment on A/C)	£50.00	£18,028.52
07/01/2014	100117		Trimley Sports and Social Club	£30.00	£17,998.52
07/01/2014	100118		J Sills	£14.60	£17,983.92
07/01/2014	100119		J Barker	£15.60	£17,968.32
07/01/2014	100120		Suffolk Wildlife Trust	£38.00	£17,930.32
07/01/2014	100121		JAS Roundabout	£265.00	£17,665.32
07/01/2014	100122		Goslings Farms	£62.95	£17,602.37
07/01/2014	100123		B Dunningham	£67.50	£17,534.87
07/01/2014	100124		HMRC Month 9	£154.51	£17,380.36
07/01/2014	100125		K Coutts Dec pay	£747.24	£16,633.12
07/01/2014	100126		K Coutts Dec expenses - includes Reeve Lodge wine/soft drinks and phone/answerphone	£70.18	£16,562.94
07/01/2014	100127		Concertus - QS fees (from AVIVA advance)	£768.00	£15,794.94
07/01/2014	100128		Trimley Methodist Hall (booking)	£27.50	£15,767.44
07/01/2014	100129		The Saints Players Donation	£50.00	£15,717.44
07/01/2014	100130		MLM Building Control Appointment (from AVIVA advance)	£360.00	£15,357.44

Deposit Account

Running Total

23/12/2013	INT		Bank Interest	£0.51	£11,009.87
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09/14 Planning

New Applications: None

Previous Applications:

Reference	DC/13/3071/FUL
Alternative Reference	PP-02954258
Application Received	Wed 16 Oct 2013
Address	40 Cavendish Road Trimley St Martin Suffolk IP11 0RR
Proposal	Proposed detached chalet style bungalow on land Adjacent 40 Cavendish Road
Status	Pending Consideration (amended plan received and passed to JS-our objection stands)
PC Planning Committee	Object – outcome awaited
Reference	DC/13/3300/CLE
Alternative Reference	PP-02991782
Application Received	Tue 05 Nov 2013
Address	Old Poultry Farm High Road Trimley St Martin Suffolk IP11 0RG
Proposal	Application for a lawful development certificate for an existing use; occupation of bungalow and its associated curtilage in breach of agricultural occupancy restriction (Condition 2 appeal decision APP/2034A/A/86191 dated 10/03/1965).
PC Planning Committee	Object – outcome awaited
Reference	DC/13/3120/AGO
Application Received	Fri 18 Oct 2013

Address	Land West Of Hams Farmhouse Back Road Trimley St Martin Suffolk
Proposal	Reservoir to be used for storing water abstracted during winter months and used for spray irrigation during summer.
Status	Awaited

Other: None

10/14 Street Lighting – report of any defective lights.

11/14 Highways and Footpaths –

The Clerk had received the following items from Mr D Hart, Kirton Road:

1 Flooding after rain beside the pavement in Kirton Road. The three drains closest to the south side of the school are blocked by mud washed into them from last winter's deposits from farm work which has never been cleared up. After heavy rain the water reaches the middle of the road for several hours and path users are getting soaked by passing vehicles. ACTION: Clerk to report.

2. The parish maintained amenity area at the west end on Capel Hall Lane is now decreasing in area by encroaching brambles and bracken. The small oak tree west of the tables was planted in the centre of an open area. This was cut back by myself just before I returned the council owned motor strimmer for servicing last year in with the expectation that another person would continue to look after the site. I am now committed to caring for my invalid wife and household. ACTION: to be placed on the agenda for next meeting.

3. I noted yesterday that the footpath signpost for footpath No.26, beside Howletts Way into St Martins Green has been removed, also a small tree has fallen across the same path towards Old Kirton Road. ACTION: Clerk to report.

CG– Reported Footpath 1 – tree on path two thirds of the way down from the High Road before the track that goes to Goslings (approx 150 mtrs along). **ACTION:** Clerk to report.

CG – after recent storms Nigel Smith's bench is more precariously positioned. **ACTION:** Clerk to ask Bidwells if this can be relocated.

12/14 To consider the exclusion of the public and press in the public interest for consideration of the following (if deemed necessary):

Personnel Issues – Clerk's annual incremental review (recorded in confidential minutes)
Legal Issues - None

13/14 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

HR spoke regarding DC Richard Kerry's report and the article in the local press suggesting again possible closure of Brackenbury Sports Centre, the site of which would be sold for housing. **ACTION:** Clerk to contact RK and ask for clarification.

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

Felixstowe & District SNT Tasking Meeting - Monday 27th January 2014 at 2.00pm, at the Town Hall Felixstowe:

The key areas to be discussed:

- I. Should there be a Tasking Group.
- II. What should be its role?
- III. Who should be on it?
- IV. How often should it meet?

JB proposed that we write a letter along the lines that direct dialogue PC/Community Police officer is preferred to SNT meetings.
ACTION: Clerk to liaise with JB and JS re a draft.

15/14 Date of next Parish Council Meeting – 7.30pm, Tuesday 4 February 2014 at The Trimley St Martin Methodist Church Hall

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

Signed.....

Dated.....

UNAPPROVED MINUTES