

Minutes of the Meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 4 December 2018 at 7.45 p.m.

Present: Parish Councillors Clarke, D'arville, Garrett, Owen, Parker, Rastrick, Rodwell, Smart and, from item 7, Councillor Southworth

Also present: County Councillor Bird and seven members of the public

1. To Receive Apologies for Absence

Apologies for absence had been received from Parish Councillors Barker and Bozier and District Councillor Harding

2. To Receive Declarations of Interest

Councillor Rastrick declared an interest in Item 7b and confirmed that he would not take part in the consideration of this item.

3. To Receive and Determine Requests for Dispensations

There were no requests from Councillors for dispensations to enable them to speak, or speak and vote, on matters in which they have a pecuniary interest

4. To Approve the Minutes of the Meeting Held on 6 November 2018

The Council approved the minutes of the meeting held on 6 November which were signed as a true record.

5. Public Forum

County Councillor Bird presented his report and explained that he was continuing to pursue parish highways issues with vigour. He had now been assigned an officer who would act as the focal point for the issues he raised. He would also be discussing highways issues in a forthcoming meeting with the leader of the County Council. Members raised a number of issues including the importance of sensible prioritization, the lack of cats eyes and white lines on Howlett Way and the poor standard of some resurfacing work. It was noted that it would be useful to know more about the process, to see the steps that were taken from the point of an issue being raised through to completion, and to have a clear indication of the steps taken to confirm that any work undertaken was completed to the required standard.

A member of the public asked if there had been any progress towards installing a speed indicator device. The Chairman explained that because of the difficulties over the County Council requirement for SIDs to be moved at four weekly intervals the Parish Council had decided not to install a device, but that action was being taken towards the installation of a pedestrian refuge on the High Road outside the Memorial Hall.

A member of the public asked if Trinity College was aware of the extent of local opposition to their plans for local development. The Chairman confirmed that the college and their agents were very well aware of local feelings.

A spokesperson for the Kirton and Trimley Community Action Group expressed the view that the District Council had failed to make an objective housing need analysis and that this was likely to lead to allocations of land in excess of need. It was the group's hope to arrange for the completion of an independent objective needs analysis. They hoped to raise £150,000 towards this project and other costs associated with fighting the proposals for Innocence Farm. The question was asked if the Parish Council would consider contributing to this fund. The Vice Chairman explained that the Parish Council had made their views on the Innocence Farm proposals very clear in their comments to the District Council. No planning application had yet been submitted. There was little more that could

be done at this stage. The matter could be discussed at an appropriate time, but no commitment could be given as to the outcome of that discussion. It was noted that the Action Group representative would inform the Clerk in the event that legal action was planned.

6. To Consider an application from Nicky Southworth to be co-opted to fill a vacancy on the Parish Council

Members resolved to co-opt Nicky Southworth onto the Parish Council. Councillors welcomed Ms Southworth to the council.

7. To consider, in accordance with the Parish Council's Grants and Donations Policy requests for assistance from:

a) SARS

b) Local History Recorder

Members resolved to donate £250 to SARS and £10 to the local history recorder

8. To decide what action to take with the flower tubs and plaques marking the centenary of the armistice.

Members agreed that organisations and businesses wishing to retain and replant the pots they had been given would be able to do so, but those which were not retained would be collected for replanting in the spring and displayed around the Memorial Hall. The plaques would be sent to the County Records Office by the Village Recorder. Members recorded their thanks to Cllr Roger Clarke for his work on the centenary of the armistice. Thanks were also recorded to Cllr Clarke and Cllr Rodwell who had represented the Parish Council at the Remembrance Day service.

9. To Receive an update on Innocence Farm

Members received a report on the stakeholders meeting which had been attended by the Chairman, Vice Chairman and Clerk together with representatives of neighbouring parish councils and others. The change in Trinity's position was noted including the reduction in the area proposed for development to 67 hectares and the proposal for the inclusion of substantial buffers and green space. The damaging environmental impact of the proposals had been emphasized by attendees and traffic issues were also identified as a major cause for concern within the local communities. Public consultation on the proposals was expected to take place early in 2019.

10. To consider whether to make further representations to Therese Coffey MP in the light of the comments she submitted to Suffolk Coastal District Council during the consultation stage of the draft local plan

No response has been received to the Clerk's request for a copy of the schedule referred to in her comments nor did a copy of such a schedule appear in the record of comments published by SCDC. It was agreed that the Clerk would write to Dr Coffey to consider reflecting the views of the parish Council on the extent of building development in the Parish when she comments on the final draft.

11. To receive an update on the application submitted to Suffolk Coastal District Council for assistance from the play and sport fund. The funding covers the cost of the professional services estimate for a refuge outside the Memorial Hall. The intention is to improve safety for people crossing the High Rd to reach leisure facilities at the Memorial Hall and the Sports and Social Club.

The SCDC Active Communities Officer had reported that it had been agreed to support Trimley St Martin Parish Council's project for the sum of £7,334.63 from the sport pot to allow for a professional services estimate to be prepared. Once that work had been done it

would be possible to make a further application for the cost of constructing the refuge. Members agreed to accept the offer and asked the Clerk to complete the necessary acceptance form.

12. To receive a report from Cllr Clarke on the registration of assets of community value and consider whether there were grounds to use the procedure in Trimley St Martin.

Cllr Clarke reported his recommendation that the Parish Council should pursue the registration of the Sports and Social Club and the Hand in Hand as assets of community value. In the event that either of these assets were to come up for sale members thought that the opportunity to run these two assets as community enterprises would be welcomed by local residents, but this was something on which residents could be asked to comment should action proceed towards a neighbourhood plan. Cllr Clarke would gather information which would assist in the completion of an application.

13. To receive feedback from Cllr Bozier on the result of his consultation with the residents of Grimston Lane on the need for a sign in Grimston Lane inviting the drivers of farm vehicles to take extra care positioning of a sign

Item postponed until January 2019

14. To receive a report from the Task and Finish Group established to:

- **review the current guidance on neighbourhood planning, including information about the availability of grants and alternatives to a neighbourhood plan such as a parish plan;**
- **liaise with other groups which have already been through the process for first-hand experience of what is involved;**
- **formulate a proposed strategy for community liaison to include residents, businesses and other organisations.**

The Task and Finish group reported on the meeting they had had with Mark Edgeley and Stephen Brown to discuss the possibility of developing a neighbourhood plan or a parish plan. Planners had suggested that a neighbourhood plan might be the best approach and the group recommended that there should be an initial consultation with the public in the first quarter of 2019. A useful step would be to arrange a Parish Review which would be facilitated by the Communities Team and which could be used to help gauge support for a Parish or Neighbourhood Plan. It was agreed that:

- The Parish Council would invite the public to engage during the first quarter of 2019 with a view to deciding how to proceed in April 2019;
- Cllr Clarke would set up a website to be used in connection with the project;
- Cllr Southworth would join the Task and Finish Group;
- The Task & Finish Group would produce a briefing pack for residents to explain neighbourhood planning
- The Task & Finish Group would consider the arrangements for public consultation - including arrangements for notifying all residents, businesses and organisations in the village - and make recommendations to the full council on the next steps.

15. To Receive a Financial Statement to 25th November 2018

Councillors receive a financial statement to 25th November 2018 in accordance with the summary below. A full record of payments and receipts, together with bank statements, will be available for inspection at the meeting.

					s4
04/12/2018	309	P Rastrck	Travel expenses for training	34.20	LAMA (Eng) regs 2003 reg 26
04/12/2018	310	Trevor Burgess	Grounds maintenance Memorial Hall July - November	115.00	LGA 1972 s133
04 12 2018	311	LCPAS	Cllr Training	120.00	LGA 1972 s111
04 12 2018	312	SALC	Planning workshop x4	124.80	LGA 1972 s111
04 12 2018	313	Corporate Trustees	Funds Transfer	3500.00	LGA 1972 s133
04 12 2018	314	SALC	Clerks' Networking event	20.40	LGA 1972 s112
04 12 2018	315	Goslings	Christmas Tree	47.90	LGA1972 s137
04 12 2018	316	David Friend Heating	Boiler Service – Memorial Hall	90.00	LGA1972 s133
04 12 2018	317	E Rastrick	Donation for memory stick	10.00	LGA1972 s137

19. Items for consideration of inclusion on next agenda

The following items were identified for inclusion on the next agenda:
 Report from Cllr Bozier on the positioning of an advisory sign on Grimston Lane
 Members wishing to identify further items were advised to inform the Clerk by 20 December.

20. To note that the January meeting will take place on Wednesday 2 January 2019 at the usual time of 7.30 pm

Noted

21. Close

The meeting closed at 10.10 p.m.

Trimley St Martin Parish Council Annual Budget 2019/20

CATEGORY	BUDGET 2017/18	ACTUAL 2017/18	BUDGET 2018/19	ACTUAL 30 11 18	Less Recharge due to Corporate Trustees	NET SPEND 30 11 2018	PROJECTED 31 03 2019	BUDGET 2019/2020	NOTES
Clerk's salary & expenses	7,500	8,552	8,800	5,744		5,744	8,800	9,000	1
General expenses	1,800	1,035	1,050	920		920	1,500	2,000	2
Audit Fees	600	410	800	420		420	420	800	3
Insurance	433	481	500	1,332	800	532	532	600	4
Clerk Training	350	272	500	35		35	500	500	
Councillor Training	600	146	1,000	806		806	1,000	1,200	5
Chairman's Allowance	350	350	350	350		350	350	350	
Subscriptions	750	755	800	781		781	781	800	
Grants/Donations/Sec 137	750	150	500	200		200	400	1,500	6
Bus Shelter Cleaning	800	648	700	432		432	650	700	
Flower Beds & Roundabout etc	1,500	1,155	2,250	1,883	100	1,783	2,000	3,000	7
Parish Pump	450	453	750	398		398	650	750	
Memorial Hall Corp Trustees	3,145	2,750	2,000	-		-	3,500	2,000	8
Appt of Data Protection Officer	-	-	300	150		150	150	300	9
Centenary of Armistice	-	-	500	281		281	281	-	
Election 2019	-	-	-	-		-	-	1,500	10
Neighbourhood or Parish Plan	-	-	-	-		-	-	3,000	11
Computer Equipment	-	-	-	-		-	-	1,000	12
Total	19,028	17,157	20,850	13,734	900	12,834	21,514	29,000	13
Contribution to Earmarked Reserves									
Corporate Trustees Longterm Maintenance			6,000					2,000.00	
Election Fees Future Reserve			300					300	
Employee Reserve			1,000					0	
Parish Council Longterm Maintenance			3,000					3,000	
Total Required:			31,150					34,300	
To be funded by									
Precept			28,250					31,000	
Bank Interest			25					50	
Grant Funding			1005					0	
Contribution from general reserve			1,870					3,250	
Total			31,150					34,300	

Notes

- Allows for expected 2% increase in national scales from April 2019
- General Expenditure incurred in 2018/19 includes unbudgetted items: projector, screen and noticeboard. Budget for 2019/20 allows for some leeway
- Budgetted sum allows for the possibility of fees being incurred for extra charges should questions be raised by electors
- £800 of actual expenditure fails to be transferred to the Corporate Trustees which explains why actual spend exceeds projected spend
- The councillor training budget for 2019/20 allows for the possibility of change in the event of an election
- An increase is proposed in the amount budgeted for 2019/20 in case members wish to respond positively to a funding request from CAB
- The amount spent this year includes the cost of the overhaul of the roundabout and beds which was paid for by Taylor Wimpey. Members might have expected to see the budget for 2019/20 reduced to cover routine charges only, however an increase is suggested in case it becomes necessary to extend the remit of the parish council's involvement in outdoor maintenance during the course of this year to cover some works which would previously have been done by SCC Highways
- There will be an overspend of approx £1500 under this budget heading for 2018/19 to allow for the cost of the new soakaway
- This allows for any routine rise in costs as well as the possibility of any additional work being needed
- The election figure assumes that there will be a contested election
- This amount should cover the cost of the preparation, distribution and analysis of a questionnaire. The budget assumes that if a neighbourhood plan is decided upon, then additional costs in year 1 can be met through a) use will be made of the CIL money held b) grant aid
- Allows for replacement of the clerk's laptop and the purchase of a laptop to be used by the Chairman
- Note that projected expenditure for 2018/19 exceeds the budget because of the need to allow for the new soakaway and the planned noticeboard. The overspend, which is projected to be £664 and is covered by reserves

	2017/18	2018/19	2019/20
Precept	26730	28250	31,000
Band D equivalent number	655	695.64	719.86
Council Tax	£40.84	£40.69	£43.06
Reserve Held at start of:	2018/19	2019/20 est	2020/21 (est)
Total (A+B+C+D)	48,111	56891	53841
Starting point breakdown as follows:			
CIL - A	2,019	4,039	6,050
Grant - B	1,005	0	0
General Reserve - C	14,187	11,652	8,402
A+B+C	17,211	15,691	14,452
Earmarked D			
Corp Trustees Longterm Maintenance	18,000	24,000	26,000
Election Fee future Reseve	900	1,200	1,500
Employee Reserve	3000	4,000	4,000
Parish Council Longterm Maintenance	9000	12,000	15,000
Total earmarked reserves at start of year - D	30,900	41,200	46,500
Expected CIL receipt	2019	2,000	
Planned position at end of year			
CIL - A	4,039	6,050	
Grant - B	0	0	
General Reserve - C	11,652		
Earmarked	41,200*	46,500	

*This is the starting figure for earmarked reserves plus the 10,300 added from the 2018/19 budget