

Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 6 February at 7.30 p.m.

**Present: Councillors Clarke, Darville, Garrett, Owen, Parker, Pither, Rodwell, Sills (Chair) and Smart.
Also present: County Councillor Bird, District Councillor Harding and two members of the public.**

1. To receive apologies for absence

Apologies for absence had been received from Councillor Bozier who had work commitments.

2. To receive declarations of interest

There were no declarations of interests in matters on the agenda.

3. To receive and determine requests for dispensations

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

4. To approve the minutes of the meeting held on 2 January 2018

The minutes of the meeting held on 2 January 2018 were approved and signed as a true record.

5. Public Forum

County Councillor Bird reported that he had asked Jane Storey, Cabinet member for Highways, to visit the Trimleys to see a range of problems which existed in the two villages. He also reported that the Ofsted report on Felixstowe academy was expected to be published on 14 February

District Councillor Harding thanked County Councillor Bird and Parish Councillor Smart for their efforts in drawing attention to Highways issues in the village. He also noted the ongoing difficulties experienced by some people in the Thorpe Lane area in obtaining an adequate broadband speed. Finally he expressed his support for the Sports and Social Club project to replace their play equipment.

Elizabeth Rastrick, Local History Recorder, explained that she would be pleased if members would agree to include her forthcoming local history blog on the Parish Council website. This would give prominence to the work undertaken by the Recorder and provide additional interest on the website.

6. To receive feedback from the Working Party on their progress towards making recommendations on the Parish Council's plans to mark the centenary of the armistice.

Feedback was received from Councillor Clarke following a joint meeting with colleagues from Trimley St Mary. The working party was making good progress in developing proposals which they would present to the Council in April. The focus of the proposals was likely to be around activities in the months leading up to 11 November including the distribution of poppy seeds, the display of poppies and a history trail taking in sites around both villages. The Parish Council agreed to authorize expenditure of up to £50 on poppy seeds.

7. To receive an update on the options for appointing a Data Protection Officer as required by the General Data Protection Regulation

The Parish Council noted that the DPO Centre had reduced the cost of its service. The lower price for a council with a precept in the region of £5,000 to £25,000 would be £600 in the first year and £300 in the second and subsequent years and would include questionnaires at 3 monthly intervals, review and documentation update and up to three telephone call/email enquiries per month. No news has yet been received on alternative services which might be offered by SALC and/or NALC.

8. To note that the Public Inquiry into the Felixstowe Branch Line Transport and Works Act Order took place between Tuesday 23 January 2018 and Friday 26 January 2018.

The Parish Council noted that the Public Inquiry had taken place and thanked the Clerk for presenting evidence on the part of the Council. The next step would be for the Inspector to complete and submit a report to the Secretary of State for Transport in whose hands the decision would rest. It was expected that it would be at least six months before the outcome was known. The Inquiry had dealt with the closure of six footpath crossings and the construction of a bridleway

bridge at Gun Lane. Network Rail already had permission dating from 2008 to dual the line and work towards this would begin prior to the Secretary of State's decision.

9. To consider the following Planning Applications:

- **DC/18/0168/FUL: Alterations at 258a High Rd, Trimley St Martin to provide rooflights within front and rear roof slopes and first floor window in south east gable**
- **DC/18/0214/FUL: 21 Cavendish Road, Demolition of dining room. Cladding of dwelling with new highway access.**
- **DC/18/0341/FUL: Erection of single storey front and rear extension at 135 Kirton Rd**
- **DC/17/5155/FUL: To note that the application for an extension at 67A Thorpe Lane has been permitted by the Planning Authority.**

The Parish Council considered the three applications and concluded that they had no comment to make except with regard to application DC/18/0168/FUL in respect of which they noted that a previous application for a similar window in the North West elevation had been disapproved on the grounds that it would overlook other houses in the High Rd.

10. To consider a request from the Suffolk Neighbourhood Watch Association to make a single one-off donation of £50.00 as a contribution to help them sustain the support of neighbourhood watch across the county.

The Parish Council considered the request from Suffolk Neighbourhood Watch Association, but concluded that a contribution was not appropriate as the organization no longer had a strong presence in the village.

11. To Consider a request from Elizabeth Rastrick, Local History Recorder, to draw attention to the role of the Recorder by hosting an occasional blog on the Parish Council website under the heading " Trimley Life Now and Then" .

Members agreed that the Local History Recorder's blog would be a useful addition to the Parish Council website. It was thought that it would be several weeks before the first material became available for inclusion.

12. To consider providing confirmation of the Council's preparedness to notify SCDC that their concerns have been met in relation to the replacement of play equipment at the Sports and Social Club, subject to additional undertakings on signage, insurance, safety checks and the establishment of a fund to cover future replacement of the equipment.

Further undertakings had been received after publication of the agenda and Members were broadly satisfied with these, but took the view that they were unable to give the grant of funds their full approval at this stage. The Clerk was asked to contact the Active Communities Officer for: a) clarification of the actual hours when the play equipment would be available for use and b) details of the precise wording intended to be used on the signs as well as their intended location, style and size.

13. To receive feedback from Cllr Smart on her exploration of play and sport options.

- I. Cllr Smart reported back on her attendance at a meeting of Felixstowe Sports Council.
- II. A request had been received from Trimley St Mary Parish Council for Trimley St Martin representatives to engage in discussions around the possibility of joint working; it was agreed that Councillors Smart and D'Arville would attend.
- III. Within the village Councillors noted that there was a piece of land of moderate size situated off St Martin's Green, just past Jubilee Close, which was a possible contender for an outdoor activity role and the Clerk was asked to establish who owned that land.

14. To note that Taylor Wimpey have very generously contributed the sum of £1,005 to cover the cost of the overhaul of the planting at the roundabout and surrounding beds.

Councillors were pleased to note that Taylor Wimpey had generously made a payment to cover the cost of the overhaul of the roundabout and beds. The Clerk would contact the contractor to establish when he would make a start on the planting.

15. To note that the licence held by the Parish Council in relation to the roundabout is a licence to plant which does not permit advertising and to consider how best to proceed in relation to ongoing maintenance.

Councillors noted that the licence held in relation to the roundabout was a licence to plant and did not permit advertising. Although it would be possible to hand responsibility for the roundabout back

to the County Council the same would not be true of the borders. In the circumstances it was decided that the Parish Council would continue to maintain the roundabout and beds without advertising. A problem had arisen with mole hills on the roundabout and the Clerk was asked to make arrangements for this to be dealt with.

16. To note that the Pitkin & Ruddock engineer raised concerns about the original fitting of the heat exchangers and also the relationship to the heating system at the Memorial Hall

The concerns of the Pitkin and Ruddock engineer were noted. It was agreed that the Clerk would seek a meeting between representatives of the Council and representatives of Concertus in order to establish whether there were any problems with the original installation and how best to proceed.

17. To consider whether to organize a litter picking event in the village following the recent promotion of these events by Suffolk Recycling

Members discussed the possibility of arranging a litter picking event in the village but concluded that litter was not so great a problem as to require a formal arrangement of this sort.

18. To note that concerns over lighting in Mill Lane have been raised with Suffolk County Council

Members noted that there were problems with the lighting and that Suffolk County Council had now informed the Clerk that the Mill Lane lights were owned by Suffolk Coastal District Council and not by County. There were problems with inadequate lighting elsewhere in the village and it was agreed that the clerk should contact SCDC to ask for a full audit of street lighting in the village.

19. To Receive a Financial Statement to 25 January 2018 and consider a virement of £400 from each of the following three headings Audit fees, Clerk Training and Councillor Training to the Corporate Trustee budget.

The Clerk delivered a financial statement as detailed below. There was a small discrepancy of £2.58 in the reconciliation which was pending resolution. The balance of the current and deposit accounts was as shown below and bank statements and a full list of payments to date were made available for inspection at the meeting. In relation to spend against budget, it was agreed that there should be a virement of £400 from each of three headings: Audit fees, Clerk Training and Councillor Training to cover the shortfall in the budget for the Corporate Trustees. This shortfall had occurred as a result of the legal cost of the Lease of the Memorial Hall having been budgeted for in 2016/17, when, in the event, the work had not been completed until well into 2017/18.

Reconciliation				
As at 31/03/17				
Deposit Account	£ 12,008.80			
Current Account	£ 23,269.96			
	£ 35,278.76		Unrepresented cheques	
Add Receipts to 25/01/2018	£ 31,350.02			
Less Expenditure to 25/01/2018	£ 17,537.49			
Less Unrepresented Cheques				£ -
	£ 49,091.29			
As at 25/01/2018				
Deposit Account	£ 13,788.51			
Current Account	£35,305.36			
	£ 49,093.87		2.58	

ITEM	Proposed Budget 2017/18	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary and expenses	£ 7,500	£ 7,266.18	96.9%
General Expenses	£ 1,800	£ 1,644.32	91.4%
Audit Fees	£ 1,000	£ 410.00	41.0%
Insurance	£ 433	£ 1,280.84	295.8%
Clerk Training	£ 750	£ 22.00	2.9%
Councillor Training	£ 1,000	£ 146.14	14.6%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 755.19	100.7%
Grants/Donations/Sec 137	£ 750	£ 150.00	20.0%
Bus Shelter Cleaning	£ 800	£ 540.00	67.5%
Flower Beds & Roundabout	£ 1,500	£ 1,360.66	90.7%
Parish Pump	£ 450	£ 333.00	74.0%
Memorial Hall Corporate Trustees	£ 1,945	£ 2,813.00	144.6%
TOTAL	£ 19,028	£ 17,071.33	
INCOME			
Bank Interest	£ 5		
Grant Funding	£ -		
TOTAL	£ 5		
NET REQUIREMENT	£ 19,023		

20. To Approve the Following Payments

The following payments were approved

Date	No	Name	In respect of	Amount
06 02 2018	300224	C Ley	Clerk's salary (inc o'time for public inquiry)	700.92
06 02 2018	300225	Revenue & Customs	Tax on clerk's salary	173.53
06 02 2018	300226	C Ley	Clerk's Expenses	32.80
06 02 2018	300227	Cllr Parker	Travel expenses	85.70
06 02 2018	300228	Flyer Press	Printing Parish Pump	120.00
06 02 2018	300229	Pitkin & Ruddock	Maintenance of Heat recovery system at Hall	£162.50
06 02 2018	300230	B Dunningham	Cleaning of Bus shelter	£54.00
06 02 2018	300231	C Ley	Repayment for renewal of Kaspersky antivirus for Parish Council laptop	34.99

21. Close

The meeting closed at 9.50 p.m.