

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 3rd July 2018 at 7.30 p.m.**

**Present: Councillors Barker, Clarke, D'arville, Garrett, Parker, Smart, Rastrick, Rodwell**  
**Also Present: County Councillor Bird, District Councillor Harding and four members of the public**

**1. To Receive Apologies for Absence**

Apologies for absence had been received from Councillor Bozier who had another engagement and Councillor Owen who was unwell.

**2. To Receive Declarations of Interest**

There were no declarations of interest 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 5 June 2018**

The minutes of the meeting of 5 June were approved and signed as a true record.

**5. Public Forum**

Ben Porter and Rupal Patel of Volker Fitzpatrick attended to report on the Felixstowe Branch line Project. They had had only a small number of complaints focused on noise of the train at weekends. The laying of ballast was nearing completion and would be followed by laying of the track and sleepers. The work was proceeding to plan and would become less intrusive as they started to move towards Westerfield although the Christmas period would be busy with the installation of new signaling equipment. An open morning at the end of the summer was being considered.

County Councillor Bird presented his report and noted the good news that Trimley St Martin School had received a 'good' assessment following their recent Ofsted inspection. He continued to be concerned by the work of the Highways Department and recognized that the prioritization of Highways tasks was baffling to outsiders and something which needed to be addressed.

District Councillor Harding commented that traffic counting cables had been laid at various points across the High Rd. The hedge opposite the Sausage Shop was continuing to cause problems.

**6. To consider an application from Angela Butler to be co-opted to fill a vacancy on the Parish Council,**

As Ms Butler had not made contact the Parish Council resolved that not to proceed with co-option and the application was set aside.

**7. To note that the first draft of the revised local plan is expected to be released shortly and to agree arrangements to consider and comment upon the plan**

Members resolved to delegate the task of considering the draft to the Planning Committee for them to decide on a response to go forward to the District Council.

**8. To Consider the Appointment of SALC as Internal Auditors for 2018/19**

Members resolved that they would appoint SALC as Internal Auditors for the current year 2018/19

**9. To Consider extending the contract for Trevor Burgess for grounds maintenance at the Memorial Hall for the year to June 2019.**

Members agreed to extend Mr Burgess's contract for grounds maintenance at the Memorial Hall for the year to 30 June 2019 subject to confirmation that the contractor held public liability insurance cover with an indemnity level of £5 million.

**10. To consider adopting a Computer Equipment Policy**

Members agreed the terms of a Computer Equipment Policy

**11. To consider adopting a revised Data Protection Policy**

Members agreed the terms of a revised Data Protection Policy

**12. To consider seeking a professional costs estimate from SCC Highways Budget Team for a pedestrian refuge to be situated on the High Road near to the junction with St Martin's Green**

13. This item was deferred as costings were not available.

**14. To receive an update from Cllr Clarke on the arrangements to mark the centenary of the armistice**

Councillor Clarke reported that the majority of the poppy pots and plaques had been distributed. Cllr Garrett would arrange for the display of hand crafted poppies. There was a possibility that Trimley St Martin primary school might join in some activity in the Autumn term.

**15. To consider whether to reopen the question of the installation of a Speed Indicator Device (SID) within the village**

Members agreed that the question of the installation of a SID should be looked at again. The Clerk was asked to assemble information on the issues, costs and permissions needed for consideration at the September meeting.

**16. To receive feedback on the meeting with representatives of Suffolk County council, Highways England and others in relation to the diversion of traffic arising out of A14 carriageway closure.**

The chairman reported that this had been a useful meeting during which it had become clear that A14 contraflow was not an option which could be put into effect. Highways England and Suffolk County Council would work together to consider the best approach to mitigation of the serious nuisance caused by the diversion. A meeting note had been produced by SCC Highways which would be circulated to all members.

**17. To consider payment of the data protection fee by direct debit**

Members resolved to pay the new data protection fee under the Data Protection (Charges and Information) Regulations 2018 by direct debit in order to secure the benefit of a £5 discount which would bring the cost down to £35.

**18. To Comment on Planning Application DC/18/2506/FUL**

Members resolved not to offer any comment on this application for a single storey extension and front porch at 67 Kirton Road, Trimley St Martin

**19. To consider inviting a representative of Trimley St Mary Parish Council to join the Footpaths, River Orwell, Tree and Hedgerow Group.**

Members resolved that representation would not be necessary; if working party members spotted and reported an issue in the neighbouring parish it would be sufficient for the Clerk of that parish to be informed.

## 20. To Receive a Financial Statement to 25<sup>th</sup> June 2018

Members received a financial statement to 25<sup>th</sup> June 2018 as detailed in the reconciliation below. Bank statements were made available for inspection. The Parish Council has received no income during the month.

Reconciliation			
<b>As at 31/03/18</b>			
Deposit Account	£ 14,996.11		
Current Account	£ 33,309.54		
	<u>£ 48,305.65</u>	Unpresented cheques	
Add Receipts to 25/06/2018	£ 14,690.47	300259	£ 10.00
Less Expenditure to 25/06/2018	£ 6,151.29		
Less cheque 300229 - delayed presentation	£ 195.00		
Less Unpresented Cheques	£10.00		£ 10.00
	<u>£ 56,659.83</u>		
<b>Balance As at 25/04/2018</b>			
Deposit Account	£ 14,996.11		
Current Account	£ 41,663.72		
	<u>£ 56,659.83</u>		

## 21. To Approve the Following Payments

The following payments were approved

Date	No	Name	In respect of	Amount	Power
03/07/2018	262	C Ley	Clerk's salary	547.55	LGA1972 s112
03/07/2018	263	Revenue & customs	Tax	109.40	LGA1972 s112
03/07/2018	264	C Ley	Clerk's expenses	28.40	LGA1972 s112
03/07/2018	265	Trevor Burgess	Cutting of hedges/grass/weeding at Memorial Hall final instalment to June	100.00	LGA1972 s133
03/07/2018	266	B Dunningham	Bus shelter cleaning	54.00	LGA Misc Provs Act 1953 s4
03/07/2018	267	Trimley St Martin Memorial Hall	Hire of Hall for Meetings	104.00	LGA 1972 s133

## 22. To note that payments falling due in August may be made by cheque, signed by two approved signatories, and ratified at the September meeting.

Members noted that payments falling due in August would be made by cheque, signed by two approved signatories, and ratified at the September meeting.

### **23. Items for consideration of inclusion on next agenda**

The following items were identified for discussion at the next meeting

- The registration of assets of community value
- Acquisition of a projector and screen for use at meetings

### **24. Close**

The meeting closed at 21.40