

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 6 March 2018 at 7.30 p.m.

Present: Cllrs Barker, Clarke, D'Arville, Garrett, Owen, Parker, 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 Cllr Bozier by reason of work commitments, and Cllrs Pither and Rodwell, both of whom had personal commitments.

2. To receive declarations of interest

Councillors Barker, Garrett and Sills declared an interests in item 11 in respect of planning application DC/18/0770FUL.

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 6 February 2018

The minutes of the meeting held on 6 February 2018 were approved and signed as a true record.

5. Public Forum

County Councillor Bird presented his report. He had been unable to attend the meeting with Highways England in relation to the diversion of traffic from the A14 through Trimley St Martin, but had been advised by Cllr Newman that the problems caused by the diversion had been made very clear and Highways England had been left in no doubt as to the strength of feeling locally.

More broadly Cllr Bird was aware of a range of issues which had been raised by the Parish Council in relation to Highways problems within the village and he had arranged with Highways that there would be a site visit to Trimley St Martin and Trimley St Mary. Parish Council representation would be included and the Chairman's wish to ensure that at least two representatives of Trimley St Martin Parish Council should be included in the visit was accepted. Cllr Bird also reported on developments in relation to the Felixstowe Academy and the associated Parliamentary Petition initiated by Dr Therese Coffey M.P.

District Councillor Harding reported on concerns about the condition of the bridleway through the woods from Thurman's Lane to Trimley St Martin. The pavement opposite the Sausage Shop was also noted as an ongoing concern. Progress had been made on the Sports and Social Club Playground and the need for the Club to discuss signage arrangements with the Parish Council was noted. Cllr Harding also reported that he was pursuing concerns about lorries failing to observe the weight restrictions on Howlett Way.

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.

Cllr Clarke reported on progress. There was an intention to arrange for an exhibition and it was hoped that the local schools would become involved. The next meeting with Trimley St Mary Parish Council representatives and the Church would take place on 19 March.

7. To consider the future of the Christmas entertainment at Reeve Lodge in the light of the poor attendance at the event in both 2016 and 2017

It was agreed that the Christmas entertainment should not continue as attendance had diminished over the years. The Clerk would write to the warden to establish if residents had any thoughts about a suitable alternative

8. To consider adopting a Grants and Donations policy

The draft Grants and Donations Policy set out at Annex A of the agenda was approved subject to the removal of the specified £500 limit from the list of criteria applicable to all applications.

9. To conduct a review of the Council's governance risks

The Council reviewed and approved the schedule of governance risks included at Annex B of the agenda

10. To conduct a review of internal controls

The Council reviewed and approved the schedule of internal controls set out at Annex C of the agenda

11. To consider the following Planning Applications:

- **DC/18/0742/LBC: Listed building consent. Proposed upgrading at 2 Capel Hall cottages, Capel Hall Lane**
- **DC/18/0770FUL: 8 Heathfields. To extend to the front of building to enlarge the lounge.**

Members considered planning application DC/18/0742/LBC and concluded that they had no objection to the proposals.

Councillor Parker took the Chair for consideration of DC/18/0770/FUL. Councillors Barker, Garrett and Sills withdrew from the decision making process for this item. Remaining members concluded that they had no objection to the proposal.

12. To note that a representative of Norse is liaising with SCC in relation to the problem with lighting in Mill Lane

Members noted that a representative of Norse is liaising with SCC in relation to the problem with lighting in Mill Lane. The Parish Clerk was asked to contact Norse to ensure that the Parish Council were invited to be represented in the event of a meeting being arranged within Trimley St Martin.

13. To agree a response to the Suffolk Highways Community Self Help Survey

Members resolved that they did not wish to respond to the Community Self Help Survey.

14. To note that a local resident has expressed concern over possible illegal activity at the picnic site on the corner of Capel Hall Road.

It was noted that the Clerk was still trying to confirm who, within SCC, would be in a position to take action. Once confirmation had been received the matter will be reported to the responsible person. Local residents have already reported their concerns to the local police.

15. To note that the Clerk will be seeking quotations from contractors, including the current contractor, for the maintenance of the planting to the roundabout and borders from 1 April 2018.

Noted. Quotations would be sought from at least three contractors including the current and previous contract holders.

16. To receive a report from Councillor Smart on the meeting with representatives of Trimley St Mary Parish Council to discuss sport and play provision within the Trimley villages.

Cllr Smart reported on the meeting which had taken place with representatives of Trimley St Mary Parish Council to discuss sport and play provision within Trimley St Martin and Trimley St Mary. A further meeting of the group had been scheduled to take place on 12 March when Mark Edgeley, Principal Planner with Suffolk Coastal District Council would be present to assist in the identification of areas of common interest to the two villages and to ensure that the need for sport and recreation provision within the area would be recognized in the local plan. Members resolved that representatives of the Parish Council should not attend the joint meeting and that instead Mark Edgeley should be invited to attend a meeting of the Trimley St Martin Planning Committee in order to discover his views on how, within the confines of the Felixstowe Peninsula Area Action Plan, an area of land might be set aside for recreational provision for the benefit of Trimley St Martin. It was further resolved that approval would not be given for play and sport funding for Trimley St Martin to be directed to assist with a project to create a destination leisure facility at Stennets to serve both villages.

17. To note that work has begun on the Network Rail compound between Cavendish Grove and Reeve Lodge. Footpath 31 has been diverted.

Noted

18. To Receive a Financial Statement to 25 February 2018

Bank statements and a full list of payments were available for inspection at the meeting. The balance of both bank accounts was as detailed below and the reconciliation had balanced. The Clerk reported that expenditure remained within budget and that the virements between headings agreed in February had been incorporated into the budget. It was noted that that the total of payments for expenses associated with the Memorial Hall, for which the Corporate Trustees have been billed, was recorded separately below the itemised budget.

Councillor Barker asked whether provision for the Clerk's CiLCA training and qualification was included in the 2017/18 budget. The Clerk explained that provision had been made the previous year and the training had been undertaken, but she had not yet completed the qualification owing to pressure of work. Councillor Barker commented that the Clerk was in breach of contract and his assertion was supported by Councillor Sills. The Clerk agreed that the qualification could be completed within a further twelve months.

ITEM	Proposed Budget 2017/18	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary and expenses	£ 7,500	£ 8,173.43	109.0%
General Expenses	£ 1,800	£ 821.84	45.7%
Audit Fees	£ 600	£ 410.00	68.3%
Insurance	£ 433	£ 480.84	111.0%
Clerk Training	£ 350	£ 22.00	6.3%
Councillor Training	£ 600	£ 146.14	24.4%
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	£ 594.00	74.3%
Flower Beds & Roundabout	£ 1,500	£ 1,111.66	74.1%
Parish Pump	£ 450	£ 333.00	74.0%
Memorial Hall Corporate Trustees	£ 3,145	£ 2,750.00	87.4%
TOTAL	£ 19,028	£ 16,098.10	
Notes			
Expenditure incurred on behalf of Corp Trustees & billed to them (net of VAT):		2211.67	
INCOME			
Bank Interest	£ 5		
Grant Funding	£ -		
TOTAL	£ 5		
NET REQUIREMENT	£ 19,023		

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	£ 32,357.60		300229	£ 195.00
Less Expenditure to 25/01/2018	£ 18,934.43			
Less Unpresented Cheques	£195.00			£ 195.00
	£ 48,896.93			
Balance As at 25/02/2018				
Deposit Account	£ 14,793.51			
Current Account	£34,103.42			
	£ 48,896.93			

19. To Approve the Following Payments

The following payments were approved

Date	No	Name	In respect of	Amount
06 03 2018	300232	C Ley	Clerk's salary	531.09
06 03 2018	300233	Revenue & Customs	Tax on clerk's salary	102.20
06 03 2018	300234	C Ley	Clerk's Expenses	45.64
06 03 2018	300235	Roger Clarke	Purchase of poppy seed	42.95
06 03 2018	300236	B Dunningham	Cleaning of Bus Shelter	54.00

20. Close

The meeting closed at 21.50