

You are hereby summoned to attend the Annual Meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 1 May 2018 at 7.30 p.m. The agenda is set out below.

Caroline Ley, Parish Clerk
25 April 2018

- 1. To Elect a Chairman and a Vice-Chairman**
 - i. To elect a Chairman for the Council year 2018/19
 - ii To elect a Vice-Chairman for the Council year 2018/19
- 2. To receive apologies for absence**
- 3. To receive declarations of interest**

For councillors to declare any interests in matters on the agenda.
- 4. To receive and determine requests for dispensations**

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest
- 5. To approve the minutes of the meeting held on 3 April 2018**
- 6. Public Forum**

Residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

 - County and District Councillor Reports
 - Public Question Time
- 7. To consider a request from Taylor Wimpey to erect a sign to mark the new planting at the roundabout.**
- 8. To consider planning application DC/18/1440/FUL: construction of a 2 storey house in the side garden at 21 Cavendish Rd**
- 9. To receive feedback from the armistice working party on their recommendations for marking the centenary of the armistice and to consider the working party's request for authorization of a spend against budget of £315 to cover those proposals.**
- 10. To note the outcome of site meetings which have taken place since the last meeting of the Parish Council**
 - i. To note that Cllrs Garrett, Parker and Smart attended a site meeting arranged by County Councillor Bird with Paul Gant of Suffolk County Council Highways Department where they had the opportunity to draw attention to some of the concerns that villagers had brought to the attention of the Parish Council.
 - ii. To note that Cllrs Garrett, Parker and Smart attended a meeting with Stuart Sneddon of Suffolk Norse at Capel Hall Lane Picnic Site to draw attention to the poor condition of the wooden bollards and problems associated with the incursion of vehicles onto the grassed area
- 11. To Review the Delegation Arrangements to and Terms of Reference for the Planning and Personnel Committees and Delegation Arrangements to the Clerk**
- 12. To Appoint Members to the Following Committees**
 - a) Planning Committee
 - b) Personnel Committee
 - c) Appeals Committee
- 13. To Review Standing Orders (revised) and Financial Regulations**

14. To Review the Council's Representatives on External Bodies and Arrangements for Reporting Back

15. To Review the Council's Land and Assets

16. To Confirm the Council's Insurance Arrangements

17. To Review the Council's Subscriptions to Other Bodies

18. To Review those of the Council's Policies and Procedures set out below

- Complaints Procedure
- Policy for dealing with the Press/Media
- Publication Scheme

19. To consider the adoption of new policies as set out below

Data Protection Policy	Social Media and Electronic Communications Policy
Retention of Documents Policy	

20. To consider the adoption of a general privacy notice and privacy notice for councillors using templates recommended by LCPAS

21. To note that copies of the General Data Protection Awareness Checklist for Councillors had been issued to individual councillors for completion

22. To note the response received to the Parish Council's representations made to the Highways Agency via the office of Therese Coffey.

23. To Determine the Time and Place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council

24. To Approve the Following Payments

Date	No	Name	In respect of	Amount	Power
01 05 2018	300244	C Ley	Clerk's salary	528.69	LGA1972 s112
01 05 2018	300245	Revenue & Customs	Tax on clerk's salary	104.60	LGA1972 s112
01 05 2018	300246	B Dunningham	Cleaning of Bus Shelter	54.00	LGA Misc Provs Act 1953 s4
01 05 2018	300247	SALC	Subscription for 2018/19	740.00	LGA 1972 s143
01 05 2018	300248	Simon Jones L'scapes	Maintenance of grass and planting	340.00	Highways Act 1980 s96
01 05 2018	300249	Caroline Ley	employer's NI contribution paid electronically by clerk to meet d'dline	60.27	LGS 1972 s112
01 05 2018	300250	LCPAS	Data Protection Service	150.00	Art 37 GDPR
01 05 2018	300251		Chairman's Allowance	350.00	Local Authorities (Members Allowances) (England) Regs 2003
01 05 2018	300252	Flyer Press	Printing	130.00	LGA1972 s142

25. Close

Note to accompany Item 8

Plans submitted in respect of application DC/18/1440/FUL



Note to Accompany Item 9

The following report has been provided by the Armistice Centenary Working Party Report

Trimley St Martin Working Party to plan celebration of Remembrance 2018 - 100th Anniversary of WWI

As part of the activity delegated to the working party we have been progressing discussions with Trimley St Mary PC regarding proposals for activities to mark the 100th Anniversary of WW1.

Following various meetings it has been agreed that both Parish Councils would purchase poppies to be planted at various key locations in both villages and both Parish Councils would prepare A4 sized posters for each of the soldiers from both villages listed on the war memorial for WW1

Therefore the working party requests agreement to the following spend against the allocated budget:

Purchase of Poppy Seeds - £42.95 (already agreed and paid)

Purchase of 10 plastic tubs for Poppy Seeds - £29.90

Purchase of compost - £30 estimate

Purchase of frames for posters - £125 estimate

Printing of posters - £40 estimate

Fixings for posters - £40 estimate

There is also a proposal to engage Trimley St Martin School with the celebration activities. At this time the exact details of the activities are not confirmed however it would be good to agree a level of funding to support these activities to be confirmed.

Estimate allocation of £50 for school engagement but once discussions complete with school a specific amount will be confirmed.

Note to accompany Item 11

The arrangements approved in 2017 are as follows

Planning Committee	To comment on planning applications received which must be determined before the next meeting of Full Council
Personnel Committee	To act as first stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters To recommend the annual staffing budget To oversee and make recommendations in respect of employee terms and conditions and health and safety
Appeals Committee	To act as second stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters
Parish Clerk	In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 (extract from Financial Regulations)

Note to accompany Item 12

Committee Membership

The membership of committees approved in May 2017 and not subsequently amended is as follows.

Planning Committee	Personnel Committee	Appeals Committee
Garrett	Vice-Chairman	Chairman
Owen	Clarke	Owen
Parker	Garrett	Rodwell
Pither	Pither	Smart
Smart		
Sills		

Note to Accompany Item 14

In May 2017 the Council's representatives on external bodies and arrangements for reporting back were reviewed and agreed as follows

Memorial Hall Management – Ann Owen and John Sills

Poors Charity Trustees – Carol Garrett and, in addition, from September 2017 Yvonne Smart

Port of Felixstowe Liaison – Chair, Vice Chair and Clerk

Police SNT Quarterly Meetings – All elected councillors

Freight Quality Partnership – Bob Parker

SCDC Felixstowe Peninsular AAP Working Group – John Sills

The Footpaths, River Orwell, Tree and Hedgerows Group. It was noted that was not an external body, but a working group within the Parish Council. It was agreed that the members of the group would be Carol Garrett, Bob Parker and Yvonne Smart.

Representatives on external bodies would report back to members at the full council meeting following their attendance at a committee meeting.

Note to accompany item 15

Memorial Hall and Land

The Memorial Hall exists as a separate entity under the corporate trusteeship of the Parish Council. The area occupied by the Bowling Club is leased to them at a peppercorn rent. The Memorial Hall itself is leased to the Memorial Hall Management Committee, also at a peppercorn rent.

Asset Register

The register approved in May 2017 is shown below. Note that the number of bus shelters identified as being in the Parish Council's possession may have been incorrectly identified in 2017 and in previous years. The Clerk has liaised with the senior infrastructure officer at Suffolk County Council who has confirmed that bus shelters remaining within Parish Council ownership are the two brick shelters.

TRIMLEY ST MARTIN PARISH COUNCIL ASSET REGISTER AS AT 31/03/2017

LOCATION	DESCRIPTION	DATE ACQUIRED/PURCHASED	VALUE	Totals
High Road/Link Road	Bus Shelters x 4	Over a period of years, most recent in 2009	£8107.51 (insured value-index linked)	£8,107.51
			£1,000	£1,000.00
High Road	Memorial and other public seats	Over a period of years, most recent in 1982	(no property damage insurance - public liability only)	
Junction High Road and St Martin's Green	Village Sign	1977	£500	£500.00
			(no property damage insurance - public liability only)	
Reeve Lodge, High Road	'Peace' Sign (jointly with Trimley St Mary)	1995	£500	£500.00
			(no property damage insurance - public liability only)	
			£1,000	£1,295.00
Various Locations in the village	Dog and Litter Bins	Over a period of years,	(no property damage insurance - public liability only)	
Just past Goslings Farm	Bench (George Harlow)	2002	£500	£500.00
			(no property damage insurance - public liability only)	
High Road	PerspeX Bus Shelters x 2	Feb-03	Insured by SCDC	
Outside The Memorial Hall	Noticeboard	Mar-04	£1326.47 (insured value-index linked)	£1,326.47
Clerk's Home	HP Laptop Computer plus external HD	Dec-11	£759.50 (insured value-index linked)	£759.50
			£500	£500.00
Trimley Foreshore	Bench (Nigel Smith)	May-07	(no property damage insurance - public liability only)	
				£14,488.48
Signature				
Date 02/05/2017				

**Note to Accompany Item 16
Insurance Arrangements**

The Council is insured with Hiscox. The current insurance runs until 30 September 2017 at an annual premium of £1280.84 including tax of 137.23 and was negotiated under a long term agreement which runs to 30 September 2019. Of the total premium the sum of £800 was met by the Trustees of the Memorial Hall to reflect the cost of insuring the Memorial Hall Building. A full copy of the schedule will be available at the meeting. It is understood from LCPAS that the Council will now need to ensure that indemnity for GDPR breaches is included in the insurance.

Item description	Excess	Amount Insured
Total Buildings	£250.00	£456,275.58
Gates and fences	£250.00	£0.00
Fixed outside equipment	£250.00	£0.00
Street furniture	£250.00	£10,684.94
War memorials	£250.00	£0.00
Playground equipment	£250.00	£0.00
Sports surfaces	£250.00	£0.00
Other surfaces	£250.00	£0.00
Rent receivable	£250.00	£0.00

Excess applies to: Each and every loss

Note to Item 17

Review the Council's Subscriptions to Other Bodies

The Council currently subscribes to the following organisations:-

- Suffolk Association of Local Councils
- Council for the Preservation of Rural England
- Suffolk Preservation Society
- Felixstowe Sports Council

Membership of the Suffolk Association of Local Councils is identified in the Council's Corporate Risk Assessment as being essential to ensure compliance with legislation and for procedural advice. The indicative fee breakdown for your council covering both the SALC and NALC element is shown below so that you can see how the subscription is determined.

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	SALC	NALC	Total
2018-19	630.10	109.90	740.00

The Suffolk Preservation Society (£30 p.a.) provides support in respect of planning matters as does the Council for the Preservation of Rural England (£36.00 in 2017/18). The Felixstowe Sports Council (£5.00 in 2017/18 provides advisory services)

Members are recommended to renew all four memberships