

**Minutes of the Annual Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 1 May 2018 at 7.30 p.m.**

**Present: Councillors Bozier, Clarke, D'Arville, Garrett (from Item 7), Parker, Smart**

**Also Present: Three members of the public**

**1. To Elect a Chairman and a Vice-Chairman**

- i. Councillor Smart was elected unopposed to the role of Chairman for the Council year 2018/19
- ii Councillor Parker was elected unopposed to the role of Vice-Chairman for the Council year 2018/19

In handing over the Chair to Cllr Smart, Cllr Parker recorded his thanks to the Clerk for her work over the course of the year.

**2. To receive apologies for absence**

Apologies for absence had been received from Cllr Owen and Councillor Rodwell

**3. To receive declarations of interest**

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

**4. 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 have a pecuniary interest

**5. To approve the minutes of the meeting held on 3 April 2018**

The minutes of the meeting held on 3 April 2018 were approved and signed as a true record.

**6. Public Forum**

No issues were raised by members of the public. Written reports from District Cllr Kerry and County Cllr Bird had been made available during the earlier Annual Parish Meeting (APM) and remained on display throughout. District Cllr Harding had reported to the APM.

**7. To consider a request from Taylor Wimpey to erect a sign to mark the new planting at the roundabout.**

Members noted that the Taylor Wimpey Marketing Manager had suggested signs at each entrance to the roundabout bearing the words "sponsored by Taylor Wimpey". It was noted that the overhaul of the planting did not constitute a sponsorship arrangement and that signage of the extent suggested was unlikely to meet with the approval of the County Council; the Parish Council held only a licence to plant and were not authorized to accept advertisements on the roundabout. The Clerk was asked to seek a view from the County Council on what might be acceptable. A possible solution was to locate a sign in one of the beds outside the entrance to Cavendish Grove.

**8. To consider planning application DC/18/1440/FUL: construction of a 2 storey house in the side garden at 21 Cavendish Rd**

Members agreed that they had no objection to the application for the construction of a house in the side garden at 21 Cavendish Grove.

**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.**

The Parish Council received and approved plans put forward by the Armistice Centenary working Party, working in conjunction with representatives of Trimley St Mary Parish Council, for poppies to be planted at various key locations in both villages and for the display of A4 sized posters recording, in pairs, the names of each of the soldiers from both villages listed on the war memorial as having lost their lives in WW1.

The council approved the estimated spend against the allocated budget as follows:

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)  
 Purchase of paint and ties for plastic poppies: £10 (estimate)  
 School engagement 50.00 (estimate)

**10. To note the outcome of site meetings since the last meeting of the Parish Council**

Members noted that a site meeting with County Councillor Bird and Paul Gant of SCC Highways Department had been attended by Cllrs Garrett, Parker and Smart. They had drawn attention to several concerns and one - a blocked drain outside Longford House - had been dealt with. County Cllr Bird was chasing progress on the outstanding items. The Clerk would ask Cllr Bird if it would be possible to seek completion of items within a specified timescale.  
 Cllrs Garrett, Parker and Smart had also 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. Mr Snedden had said that he would arrange for repair of the wooden bollards and investigate the possibility of making it more difficult for vehicles to encroach onto the grass. Rubbish tipped on the site had been attended to, but the large cable reel had yet to be removed.

**11. To Review the Delegation Arrangements to and Terms of Reference for the Planning and Personnel Committees and Delegation Arrangements to the Clerk**

The delegation arrangements and terms of reference for the Planning and the Personnel Committees and the delegation arrangements for the Clerk were reviewed and agreed 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)

**12. To Appoint Members to the Planning Committee, Personnel Committee and Appeals Committee**

Members were appointed to Committees as follows:

Planning Committee	Personnel Committee	Appeals Committee
Bozier	Vice-Chairman	Chairman
Clarke	Clarke	Bozier
D'Arville	D'Arville	Owen
Garrett	Garrett	Rodwell
Owen		
Parker		
Smart		

**13. To Review Standing Orders (revised) and Financial Regulations**

Standing Order (revised) and Financial Regulations were reviewed and approved

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

The Council's representatives on external bodies and arrangements for reporting back were reviewed and approved as follows:

Memorial Hall Management	Ann Owen and Yvonne Smart
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Poors Charity Trustees	Carol Garrett and Yvonne Smart
Port of Felixstowe Liaison	Chair, Vice Chair and Clerk
Police SNT Quarterly Meetings	All elected councillors
Freight Quality Partnership	Bob Parker

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

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

## 15. To Review the Council's Land and Assets

Members reviewed the Council's land and assets. The Memorial Hall exists as a separate entity under the corporate trusteeship of the Parish Council. Part of the land was leased to the Trustees of Trimley (Cranfield) Bowls Club for a peppercorn rent. The Memorial Hall was now leased to the Memorial Hall Committee, also for a peppercorn rent.

Other assets were as detailed below. It was noted that 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 the only bus shelters remaining within Parish Council ownership are the two brick shelters at Howlett Way and opposite the Hand in Hand on the High Rd.

TRIMLEY ST MARTIN PARISH COUNCIL ASSET REGISTER AS AT 31/03/2018				
LOCATION	DESCRIPTION	DATE ACQUIRED/PURCHASED	VALUE	Totals
High Road/Link Road	Bus Shelters x 2	Over a period of years, most recent in 2009	To be revised - estimate following reduction from 4 to 2 = £4,053.75	£4,053.75
			£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)	
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)	
				<b>£10,434.72</b>

Signature

**16. To Confirm the Council’s Insurance Arrangements**

The current insurance was scheduled to run until 30 September 2018 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 was available for inspection at the meeting. As advised by LCPAS that the Council would now need to ensure that indemnity for GDPR breaches is included in the insurance.

**17. To Review the Council’s Subscriptions to Other Bodies**

**The Council agreed that its subscriptions to the following bodies should be renewed**

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

**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

The Council reviewed the policies listed which were accepted as fit for purpose without change except with regard to the complaints policy where it was resolved to incorporate an amendment undertaking to acknowledge receipt of a complaint within seven days and to add information about options for further action.

**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	

The Council considered the data protection policy which had been provided by the Council’s data protection officer LCPAS. The Council resolved to accept the policy in principle but asked the Clerk to undertake additional customisation in consultation with the DPO. The Council agreed to adopt the Social Media and Electronic Communications policy and the Retention of Documents Policy

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

The Council considered the draft general privacy notice and privacy notice for councillors and approved them for use.

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

Members noted that the GDPR awareness checklist had been issued for completion and those present completed them and returned them to the Clerk.

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

Members expressed disappointment in the response received from Highways England via the office of Therese Coffey M.P. as it gave no indication of any positive action to be taken to mitigate the impact should a diversion through the village become necessary in the future. The Clerk was asked to write to Therese Coffey to express the Parish Council’s disappointment.

**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**

The Council agreed that meetings of the full council would continue to take place at 7.30 in the evening on the first Tuesday of each month. There would be no meeting in August.

**24. To Approve the Following Payments**

The following payments were approved.

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	Cllr Yvonne Smart	Chairman's Allowance	350.00	Local Authorities (Members Allowances) (England) Regs 2003
01 05 2018	300252	Flyer Press	Printing	130.00	LGA1972 s142
01 05 2018	300253	Felixstowe Sports Council	Subscription	5.00	LGA (Misc Provisions) Act 1976 s19

## 25. Close

The meeting closed at 21.45