

Minutes of the Annual Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7 May 2019 at 7.30 p.m.

Present: Councillors: Anderson, D'arville, Parker, Rodwell, Smart & Southwell

Also present: 35 members of the public

1. To Elect a Chairman and a Vice-Chairman

- i. Councillor Smart was elected to the role of Chairman for the Council year 2019/20 and duly signed her declaration of acceptance of office
- ii Councillor Parker was elected to the role of Vice-Chairman for the Council year 2019/20

2. To receive apologies for absence

Apologies for absence had been received from Councillors Owen and Rastrick. Councillor Rastrick had signed his declaration of acceptance of office. The Council agreed to grant Ann Owen an extension of time until the next meeting in which to sign her Declarations of Acceptance of Office. County Councillor Bird had sent his apologies for absence.

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 2 April 2019

The minutes of the meeting held on 2 April were agreed and signed as a true record.

6. To receive a report from Jordan Last of Taylor Wimpey on their plans for the development of the land opposite the Hand in Hand

Jordan Last confirmed that Taylor Wimpey were in the process of purchasing this site and went on to outline their plans for the site. Details of the presentation would be made available on the Parish Council website in due course. It was explained that the arrangements with regard to site access and changes to the High Rd had been fixed by the District Council when outline planning permission was granted and these were not within the control of Taylor Wimpey.

7. Public Forum

Residents expressed concern over plans for the site opposite the Hand in Hand with a particular focus on access to the site, the narrowness of the High Road after allowance had been made for parking, and concerns over the possibility that, at some point in the future, the landowner might bring forward plans for the development of land to the south of the site

Several members of the public spoke on the subject of Item 8 on the agenda and urged the Parish Council to look positively on the proposal that funding should be made available for advice or representation at the local plan hearing.

A member of the public welcomed the proposal to introduce a school link representative.

8. a) In the event that the Cross Boundary Parish Council Group determines that the group should seek professional advice or representation to support their case at the Local Plan Inspection Hearing, to consider whether the Parish Council wishes to contribute to the cost.

If so:

b) To agree the limit of such a contribution.

Members PC resolved to agree to contribute to the cost of professional advice or representation if the Cross Boundary Group determined that the group should seek it to support their case at the Local Plan Inspection hearing. The view was expressed that the support most appropriate to the situation might be best provided by a planning consultant rather than by a barrister. The PC further resolved that details of any proposal by the Cross Boundary Group to issue instructions to a barrister or planning consultant, in conjunction with any other organisation, should first be submitted to SALC for professional advice on the question of the legality of the arrangement.

Under 8B the limit of the contribution which the PC were prepared to make, in the circumstances described in 8a above, was agreed at £10,000.

9. To consider whether to consult the residents of St Martins Green and Meadow Close whose front doors face the green, to establish whether they would benefit from changes to signage to improve the ease with which their addresses can be found.

It was agreed that prior to incurring any expenditure a question would be posed in the forthcoming Parish Pump in order to determine whether the residents were experiencing difficulties which might be addressed through improved signage.

10. 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)

11. To Appoint Members to the Following Committees

- a) Planning Committee
- b) Personnel Committee
- c) Appeals Committee

Planning Committee	Personnel Committee	Appeals Committee
Cllr Anderson	Vice Chairman	Chairman
Cllr D'arville	Cllr Anderson	Cllr Owen
Cllr Owen	Cllr D'arville	Cllr Rodwell
Cllr Parker	Cllr Rastrick	Cllr Southworth
Cllr Rastrick		
Cllr Smart		
Cllr Southwell		

12. To appoint councillors to act as link representatives with special interest in:

- a) School liaison (1)
- b) Transport and highways issues (2)
- c) Distribution of The Parish Pump (1)

It was agreed that the appointment of a school liaison link should be deferred until the next meeting. Cllr Parker undertook to act as one of the Highways link representatives and Cllr Smart agreed to continue with the work she had been doing in arranging for the delivery of the Parish Pump

13. To appoint members to the following working parties

- a) footpath, river, tree and hedgerow working group
- b) neighbourhood plan advisory group

a) It was agreed that the members of the footpath, river tree and hedgerow group would be Cllrs Rastrick, Parker, Smart and Southworth. It was noted that Cllrs Rastrick and Smart were both tree wardens.

b) The members of the Neighbourhood Plan Advisory Task & Finish Group were agreed as: Cllrs Anderson, Parker, Rastrick, Smart and Southwell

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

The Council's representatives on external bodies were reviewed and approved as follows:

Memorial Hall Management	Ann Owen and Yvonne Smart
Poors Charity Trustees	Tanya Anderson and Yvonne Smart
Port of Felixstowe Liaison	Chair, Vice Chair and Clerk
Police ASB Group	Self-nomination by individual councillors – by rotation
Freight Quality Partnership	Bob Parker and Nicky Southworth
Innocence Farm Cross Boundary Group	Bob Parker & Yvonne Smart

15. To Review Standing Orders and Financial Regulations

Standing Orders and financial regulations were reviewed and approved.

16. 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 (allied to Suffolk Preservation Society).
- Felixstowe Sports Council

17. 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 undertook to complete them and return them to the Clerk.

18. To consider a response to Natural England in relation to their proposals for salt marsh and mudflat exclusions

Members considered the Natural England proposals and resolved that the only comment to be made was that the map would be improved were the beach area at Loompit Lake shown more clearly

19. To consider a professional services estimate from Suffolk County Council for the creation of a pedestrian refuge near to the Memorial Hall

The design for the new pedestrian refuge on High Road, Trimley St Martin had been completed, but the full estimating process was not yet complete with the result that Highways had produced an indicative estimate for construction of £21,649.98 (inc VAT). The design had had to incorporate some widening of the carriageway and introduce some drainage as the location for the new refuge was fairly flat and there was a danger that, without some drainage infrastructure, there could be some localised areas where surface water could pool. Members resolved that, in line with Highways' request, the design would be shared with the residents of numbers 50 to 58 Cavendish Rd, and the Sports & Social Club, and any comments fed back. It would also be necessary for the Clerk to complete and submit the funding application for this second stage of the process. Funding had already been provided to cover the cost of the professional services estimate. A final decision would be made at the June meeting in the light of the outcome of these actions.

20. To receive information on advice provided by the Communities Team on matters being explored by the Neighbourhood Plan Advisory Group

Cllr Smart reported on the advice given to the Neighbourhood Plan Advisory Group by the East Suffolk Communities Team. It was intended to have an exploratory event on 6 July where local clubs and organisations would be invited to take the opportunity to talk to people about the activities on offer. A questionnaire was being designed and the event would be publicized by flyer. Deferral to the Autumn would be considered if there was insufficient time to set the arrangement up for 6 July.

21. To agree topics for inclusion in the next edition of the Parish Pump

Topics for inclusion in the Parish Pump were agreed.

22. 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 and note the arrangements for the June meeting.

The Council agreed that meetings would continue to be held at the Memorial Hall on the first Tuesday of the month at 7.30 pm. The exception to this was that the June meeting would be held on Wednesday 12 June at the Methodist Church Hall. There would be no meeting in August.

24. To Approve the Following Payments

It was noted that on this occasion the Clerk's salary includes an additional one-off sum of £600 (3 x £200) being contributions by the Cross Boundary Parish Council Group members for additional administrative tasks undertaken to support the work of the group over the course of the last year. The following payments were approved:

Date	No	Name	In respect of	Amount	Power
07 05 2019	348	C Ley	Clerk's salary	975.80	LGA1972 s112
07 05 2019	349	C Ley	Clerk's Expenses	94.44	LGA1972 s112
07 05 2019	350	Revenue & Customs	Tax on clerk's salary	355.39	LGA1972 s112
07 05 2019	351	B Dunningham	Cleaning of Bus Shelter	54.00	LGA Misc Provs Act 1953 s4
07 05 2019	352	SALC	Subscription for 2019/20	745.25	LGA 1972 s143
07 05 2019	353	Flyer Press	Printing	68.00	LGA1972 s142
07 05 2019	354	Trimley Methodist Church	Hire of hall	27.50	LGA 1972 s133
07 05 2019	355	Simon Jones Landscapes	Roundabout & beds	378.00	Highways Act 1980 s96
07 05 2019	356	SALC	Copies of Good Cllrs Guide	14.10	LGA1972 s111

25. Items for consideration at next meeting

A final decision on the pedestrian refuge and an update from the Neighbourhood Plan Advisory Task and Finish Group were identified as matters for consideration at the next meeting.

26. Close

The meeting closed at 10.20 p.m.