

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Methodist Church Hall on Wednesday 12 June 2019 at 7.30 p.m.

Present: Councillors Anderson, D'arville, Owen, Parker, Rastrick, Rodwell and Smart

Also present: District Councillor Allen and six members of the public

- 1. Apologies for absence had been received from Councillor Southworth and County Councillor Stuart Bird**
- 2. There were no declarations of interest in matters on the agenda.**
- 3. There were no requests for dispensations**
- 4. The minutes of the meeting held on 7 May 2019 were agreed and signed as a true record**
- 5. Public Forum including County and District Councillor Reports and Public Question Time**
District Councillor Allen reported on progress with the Trimley Carnival and invited the Chairman to take part in the judging of the floats in the procession. She also asked if the council was aware of suitable charitable ventures in the village which might benefit from a donation of funds from carnival receipts. The Chairman answered that the Memory Lane project might be a suitable nominee and that contact details would be provided.

In her private capacity as a local resident Ms Allen asked the council to note her concerns about the environmental impact associated with the proposed change of use for Alston Barns.

KATCAG representatives spoke to express concern that they were not as closely engaged with the Cross Boundary Group as they had hoped and they felt that Trimley St Martin Parish Council was not providing the level of support which they had expected. Their aim was to use their resources in the best way possible and to avoid duplication and so they had been disappointed not to be involved in the arrangements for the appointment of a planning consultant. Cllr Parker explained that the Cross Boundary Group would be engaging a planning consultant, this was not a decision which was being taken solely by Trimley St Martin Parish Council. All councillors had to have regard for the application of the Code of Conduct and, in addition, advice had been received from the National Association of Local Councils to the effect that sharing of professional advisers was an arrangement which was best avoided. The Chairman commented that the concerns of KATCAG would be considered.

The Clerk read a summary of a report from County Councillor Bird who was not able to be present at the meeting. Cllr Bird had provided information on The Highways Community Self Help scheme, his appointment as Chairman of the Scrutiny Committee, confirmation that Unity Schools Partnership Trust would be taking over governance of the Felixstowe Academy in September 2019 and concerns about elective home education and a potential association with off-rolling.

- 6. To receive a report on the outcome of the Cross Boundary Parish Council Group meeting which took place on 29 May**
The Clerk provided feedback from the Cross Boundary Parish Council Group. The Group had resolved that it would be appropriate to seek professional advice/representation, the exact nature of which would have to be determined. The Inspector's matters and questions for the hearing had not yet been received, but the group had agreed that the first step would be to identify a planning consultant; the need for a barrister would then be considered in the light of the consultant's advice. With that in mind expressions of interest had been sought from a number of Planning Consultants.
- 7. To note that no response has been received from residents of St Martins Green and Meadow Close whose front doors face the green, seeking changes to signage to improve the ease with which their addresses can be found.**
As residents had not reported any problems with the existing arrangements no further action would be taken.
- 8. To receive an update on the work of the Neighbourhood Plan Task & Finish Group**

Cllr Smart reported that, as a first step towards gauging interest in a neighbourhood plan, the Task and Finish Group had arranged for questionnaires to be delivered to every household in the village. These were aimed at identifying the concerns of local residents. In addition, a market style event was to be held on 6 July at the Memorial Hall. Everyone was encouraged to attend to find out more about what is going on in the village and to take the opportunity to talk to members of the East Suffolk Communities Team about neighbourhood planning.

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

- a. School liaison**
- b. Transport and highways issues**

Cllr Smart agreed to take on the school liaison role on a caretaker basis. Cllr Owen agreed to take on the second of the two link roles on transport.

10. To consider making observations on the following planning applications:

- a. DC/19/2138/FUL: Proposed granny annex at 260 High Rd**
- b. DC/19/2093/FUL: Extensions and alterations at 260 High Rd**
- c. DC/19/1967/COU: Change of use of Alston Barns from agriculture to B1 (c) use**
- d. DC/19/2100/FUL: Alterations to existing double garage at 1 Goslings Way to form studio over**
- e. DC/19/2182/FUL: Proposed extension to detached garage at 380 High Rd**
- f. DC/19/2231/FUL Construct extension to accommodate master bedroom with ensuite at 21 Capel Close**

Following discussion councillors agreed, by majority, to respond with 'no objection' to the application DC/19/2138/FUL listed at a above. Councillors had no objection to the applications listed at b, d, e and f above. Councillors objected to the change of use of Alston Barns on the grounds of its environmental impact and the increased traffic along a narrow country lane.

11. To note the plans for a temporary closure of the High Rd on 13 July to enable the Trimley Carnival to process along the road

Noted

12. To note that the lack of grass cutting in the village is causing problems and to consider whether to pursue the Community Self-help Scheme

Members considered the available options and resolved to consider the cost of getting additional cuts carried out for those areas where the grass obstructed the view to a dangerous extent. Members would identify those locations where there were serious concerns following which the Clerk would obtain further information on cost.

13. To note the completion of the internal audit, consider the recommendations, agree accounts for 2018-2019 and to receive, agree and sign the Annual return for 2018-2019

A. To note the completion of the internal audit and consider the recommendations

The completion of the Internal Audit was noted. The recommendations of the auditor would be adopted

B. To agree the accounts for 2018-19.

The Accounts for 2018-19 were agreed

C To agree the governance statements on the Annual Return

The governance statements were read, agreed and signed

D. To receive, agree and sign the Annual Return for 2018-19

The Annual Return for 2018-2019 was received, agreed and signed.

14. To reaffirm the Council's commitment to the Code of Conduct

The Council's commitment to the Code of conduct was reaffirmed.

15. To receive feedback on the Parish & Town Council Planning Forum

Cllr Rastrick and the Clerk had attended the Parish & Town Council Planning Forum. The slides from the meeting covered a wide range of subject areas and these had been made available to councillors. The Clerk explained that the District Council would be phasing out the issue of paper copies of planning applications. In addition extensions to the time allowed for comment would not be readily available going forward.

16. To receive feedback on the May ASB meeting

The Clerk had attended the ASB meeting and circulated the minutes.

17. To receive an update on progress with the noticeboard replacement project

The noticeboards had been received, but the installation was not suitable for a volunteer to undertake. Arrangements would be made for this to be undertaken by a contractor.

18. To receive an update on the refuge project

Letters had been issued to the occupants of numbers 50 to 58 Cavendish Road and to Trimley Sports and Social Club. The outcome of this consultation would be discussed at the July meeting.

19. To consider, in accordance with the Parish Council's Grants and Donations Policy, requests for assistance from:

- Citizens Advice Bureau
- Suffolk Accident Rescue Service
- Two Sisters Arts Centre

Members resolved to donate £300 to the Citizens Advice Bureau and £100 each to the Suffolk Accident Rescue Service and the Two Sisters Art Centre.

20. To Approve the Following Payments

The following payments were approved. Members noted the addition of four payments - nos 374 to 367 (which had not been included in the agenda. In addition the value of cheque 361 had been incorrectly recorded in the agenda - the correct value was noted as detailed in the schedule below.

| Date | No | Name | In respect of | Amount | Power |
|----------|-----|---|---------------------------------|---------|--|
| 12 06 19 | 357 | C Ley | Clerk's salary | 560.15 | LGA1972 s112 |
| 12 06 19 | 358 | C Ley | Clerk's Expenses | 41.80 | LGA1972 s112 |
| 12 06 19 | 359 | Revenue & Customs | Tax on clerk's salary | 96.80 | LGA1972 s112 |
| 12 06 19 | 360 | B Dunningham | Cleaning of Bus Shelter | 54.00 | LGA Misc Provs Act 1953 s4 |
| 12 06 19 | 361 | Flyer Press | Printing | 111.00 | LGA1972 s142 |
| 12 06 19 | 362 | Pitkin & Ruddock | Work to air conditioning system | 1216.00 | LGA 1972 s133 |
| 12 06 19 | 363 | Yvonne Smart | Chairman's Allowance | 350.00 | Local Authorities (Members Allowances) (England) Regs 2003 |
| 12 06 19 | 364 | Felixstowe & District Council for Sport & Rec | Subscription | 5.00 | LGA1972 s137 |
| 12 06 19 | 365 | Flyer Press | Printing | 145.00 | LGA 1972 s142 |
| 12 06 19 | 366 | SALC | Internal Audit | 270.00 | LGA1972 s112 |
| 12 06 19 | 367 | Trimley Methodist Church | Hire of hall | 27.50 | LGA 1972 s133 |

21. Items for consideration at next meeting

Topics for inclusion in the Parish pump were identified as an item for discussion at the next meeting.

22. Close

The meeting closed at 9.55 p.m.