

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 2 October 2018 at 7.30 p.m.

Present: Parish Councillors Bozier, Clarke, D'arville, Garrett, Parker, Rastrick, Rodwell, Smart

Also present: District Councillor Harding, County Councillor Bird and fifteen members of the public

1. To Receive Apologies for Absence

There were no apologies for absence

2. To Receive Declarations of Interest

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

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 4 September 2018

The council approved the minutes of the meeting held on 4 September which were signed as a true record.

5. Public Forum

District Councillor Harding gave his report and summarized his plans for the allocation of his enabling communities grant. He reminded those present that the new play area behind the sports and social club was available for all local children.

County Councillor Bird reported on the work that had been done to cut back the hedge opposite the sausage shop. The severe cut would ensure that there was no problem with troublesome regrowth for a considerable time. More generally County Council resources were extremely limited. Cllr Bird had chased up the problem with loose chippings on the High Rd and these had been swept up.

A member of the public drew attention to the failure of those cutting back the hedge to clear up the rubbish between the hedge and the fence. He had dealt with this problem himself rather than leave it looking untidy. More generally he would have liked to have been informed about the work in advance and possibly offered the opportunity to cut the hedge back himself. Cllr Smart asked Cllr Bird to draw Highways' attention to the fact that the roots and earth still encroached on the pavement.

A member of the public noted the poor state of Mill Lane and the brambles across the Heathfields pavement. Councillors and members of the public noted problems with the way in which Highways prioritized their work – some tasks were done earlier than necessary whereas others were left. More might be achieved if all small jobs in a particular locality were dealt with at the same time.

A member of the public asked whether the field adjacent to Howlett Way would be returned to agricultural use following completion of the archaeological works and concern was expressed about the seemingly limited nature of the investigations. The Chairman reported that she understood that the archaeological work had been undertaken by a team from Leicestershire – if and when a planning application was submitted a report would appear on the District Council website. County Councillor Bird noted the Highways issues raised – the prioritization question was one which he and other county councillors had been pursuing. Highways had looked at the possibility of some works being passed on the Parish Councils on a voluntary basis, but this had not yet come to anything. One option for simple works, such as additional grass cutting, was for the Parish Council to pay for the County Council to undertake the extra work.

- 6. To Comment on planning application DC/18/3721/FUL: single storey extension to rear of existing dwelling at 40 High Hall Close with a garage extension to side**
The Parish Council had no objection to this application.
- 7. To consider purchase and placement of an additional noticeboard for the village**
Members resolved to replace the existing board with a twelve sheet Classic 58 board or similar, and to relocate the existing board on the Kirton Rd side of the A14 near the footbridge approach. The approval of the landowner would be sought for the relocation, but if successful the change would ensure that notices were seen by more residents.
- 8. To consider whether to ask SCC Highways to install speed humps in Grimston Lane to assist in reducing the high speed attained by some farm vehicles**
The suggestion had originated as a result of concern about farm vehicles travelling at speed. Members resolved that speed humps were unlikely to be effective. The Clerk was asked to contact Home Farm Nacton to ask them for advice on how residents might best inform them about speeding farm vehicles. In addition the Clerk would ask the farm to consider displaying a sign advising the drivers of farm vehicles to proceed with care. A similar sign was in place on Morston Hall Lane.
- 9. To consider the possibility of placing the Christmas tree on the green near the village sign**
The Christmas tree was donated by the Parish Council to the Memorial Hall Committee and was a focus for the annual Christmas Party at the Memorial Hall. Members resolved to ask the Memorial Hall Committee to consider the question of moving it to the green. Were the change to take place permission would be needed from the landowner and arrangements would need to be made to access a power supply.
- 10. To note that the Church of England Commissioners are consulting on a plan to formalize the closure of the Church of St Mary as a place for regular public worship and its appropriation for use as an arts centre.**
Members noted the proposals and the arrangements for the drop-in session to discuss any concerns which would be held at the Church on Thursday 18 October between 2.30 and 6.30 p.m. Some concern was expressed by about the impact of additional parking. The Chairman would attend the session to find out more.
- 11. To note the provisions for registering assets of community value and decide whether to proceed with such an application in respect of assets within the parish.**
Members noted the provision and agreed that Cllr Clarke would review the guidance and report back to the Parish Council
- 12. To note the outcome of the external audit. The certified annual report will be presented for inspection at the meeting and councillors are asked to approve and accept it.**
Members noted the conclusion of audit. The external auditor had reported that an un-presented cheque had resulted in an inaccuracy on the AGAR form. The relevant payment figure should be increased by £195 and the Box 8 figure amended to £48,111. These changes needed to be corrected in the prior year comparatives when completing the AGAR for 2018/19. The Notice of Conclusion of Audit had been placed on the noticeboard.
- 13. To consider whether to initiate action on the production of a neighbourhood plan and, if agreed, to establish a task and finish group to address the following issues and make recommendations to the full council on completion of their work:**

- **review the current guidance on neighbourhood planning, including information about the availability of grants and alternatives to a neighbourhood plan such as a parish plan;**
- **liaise with other groups which have already been through the process for first-hand experience of what is involved;**
- **formulate a proposed strategy for community liaison to include residents, businesses and other organisations.**

Members resolved to establish a task and finish group to consider the available options and make recommendations to the Parish Council. The members of the group were to be Cllrs Clarke, Parker, Rastrick and (subject to other commitments) Smart.

- 14. To receive an update on the current position in relation to the hedge which lies on the boundary between the Memorial Hall, the car park and the bowls club and to consider extending the contract for cutting the hedge at the Memorial Hall to include both sides of the hedge.**

Members agreed to extend the contract for hedge cutting at the Memorial Hall to include both sides of the hedge alongside the track between the front boundary and the bowls club pavilion. It was noted that the Clerk had asked the Bowls Club if they would be prepared to look after both sides of the stretch running alongside the track from the pavilion to the boundary with Cavendish Grove.

- 15. To note that the Director of Health, Well-Being and Children's Services at Suffolk County Council has replied to an enquiry from the Clerk to the effect that the directorate is still working through the options available to them to provide sufficient primary school places in the area due to increased demand from housing development.**

Noted

- 16. To note that the problems caused by the failure of Anglian Water to provide sufficient notice of road closure over 17th to 19th September have been drawn to the attention of Suffolk County Council network assurance team and also raised with their legal business unit because of apparent failures in the [procedures for notifying parishes of closure orders. The Clerk has also sent a complaint to First Buses over the failure to notify service users of changes occasioned by the diversion.**

Noted

- 17. To consider the purchase of a projector and screen to facilitate display of documents at meetings.**

Members agreed the purchase of an Epson EB-970 Projector and and Eyeline Presenter Tripod Screen.

- 18. To Receive a Financial Statement to 25th September 2018**

Members received a financial statement to 25th September 2018 including the reconciliation and a budget statement. Bank statements were made available for inspection at the meeting. A virement was agreed to move £750 from the general budget heading to cover future costs for the maintenance of the beds and roundabout. The additional costs arising from the overhaul of the planting and funded by Taylor Wimpey had been budgeted for in 2017/18, but in the event the work had not been completed until the start of the new financial year. The cost of appointing a data protection officer had proved lower than expected and a virement of £300 from this heading to Councillor Training was approved.

Reconciliation

As at 31/03/18	
Deposit Account	£ 14,996.11
Current Account	£ 33,309.54
	£ 48,305.65
Add Receipts to 25/09/2018	£ 14,697.95
Less Expenditure to 25/09/2018	£ 10,830.11
Less cheque 300229 delayed presentation	£ 195.00
<u>Less Unpresented Cheques</u>	
	£ 51,978.49
Balance As at 25/09/2018	
Deposit Account	£ 15,003.59
Current Account	£ 36,974.90
	£ 51,978.49

Budget Statement – Position at 25 09 2018

ITEM	Proposed Budget 2018/19	Spend to Date Net of VAT)	Percentage Spent		
Clerk's Salary and expenses	8,800.00	4,287.42	48.72		
General Expenses	1,800.00	259.50	14.42		
Audit Fees	800.00	220.00	27.50		
Insurance	550.00	1,332.07	242.19		
Clerk Training	500.00	0.00	0.00		
Councillor Training	500.00	426.00	85.20		
Chairman's Allowance	350.00	350.00	100.00		
Subscriptions	800.00	781.00	97.63		
Grants/Donations/Sec 137	500.00	200.00	40.00		
Bus Shelter Cleaning	700.00	324.00	46.29		
Flower Beds & Roundabout	1,500.00	1,568.43	104.56		
Parish Pump	750.00	255.00	34.00		
Memorial Hall Corporate Trustees	2,000.00	0.00	0.00		
Appt of Data Protection Officer	800.00	150.00	18.75		
Centenary of Armistice	500.00	253.92	50.78		
Total	20,850.00	10,407.34			

19. To Approve the Following Payments

Date	No	Name	In respect of	Amount	Power
04/10/2018	284	C Ley	Clerk's salary	547.55	LGA1972 s112
04/10/2018	285	Revenue & customs	Tax	109.40	LGA1972 s112

04/10/2018	286	C Ley	Clerk's expenses	93.49	LGA1972 s112
04/10/2018	287	PKF	External audit	240.00	LGA 1972 s112
04/10/2018	288	B Dunningham	Bus shelter cleaning	54.00	LGA Misc Provs Act 1953 s4
04/10/2018	289	Simon Jones Landscaping	Roundabouts and beds – grass cutting and maintenance	378.00	Highways Act 1980 s96
04/10/2018	290	Flyer Press	Printing of flyer	70.00	LGA 1972 s142
04/10/2018	291	LCPAS	Understanding Planning course	40.00	LGA1972 s112
04/10/2018	292	Memorial Hall Committee	Hire of memorial hall for meetings	78.00	LGA 1972 s133
04/10/2018	293	Community Action Suffolk	One Suffolk web hosting	60.00	LGA1972 s142
04/10/2018	294	R Parker	Training expenses	74.34	LGA 1972 s112

20. Items for consideration of inclusion on next agenda

The following items were identified for inclusion on the next agenda

- The absence of a Cyclists dismount sign from the approach to the footbridge
- A missing lit bollard near the junction of the High Rd and High Hall Close

21. Close

The meeting closed at 21.50