

TRIMLEY ST MARTIN PARISH COUNCIL

You are hereby summoned to attend the meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 6 December 2016 at 7.45 p.m.

**Caroline Ley, Parish Clerk
29 November 2016**

Public Session

Please Note: 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 (items raised for decision at this time will be placed on the agenda for the next meeting)
- To receive a report from Christine Jones, Secretary, Trimley Sports & Social Club on the proposals for the replacement of play equipment for the use of local children.
- Public Question Time

Parish Council Meeting

1. To elect a Chairperson

2. To Receive Apologies for Absence

3. To Receive Declarations of Interests

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 1st November 2016

To approve the minutes of the meeting held 1st November 2016

6. To Consider the Financing and Erection of a Post to Enable the Provision of a Portable Speed Warning Sign in High Road

To consider the financing and erection of a post to enable the provision of a portable speed warning sign in High Road in the light of further information

7. To Consider the Request for Financial Support towards Replacement Play Equipment at Trimley Sports & Social Club

To consider the request for an indicative view on the provision of financial support towards replacement children's swings and play equipment at Trimley Sports & Social Club and note

the procedure for organisations to apply to the District Council for access to the Play and Sport fund.

8. To Note the Position with Regard to Damage to perimeter of the Howlett Way roundabout and verges and the condition of the side access adjacent to the Memorial Hall

To note the position with regard to:

- areas of damage at the perimeter of the Howlett Way roundabout and verges
- the condition of the side access adjacent to the Memorial Hall.

9. To Consider the invitation from Taylor Wimpey to take on responsibility for an area of open space at the far end of the Cavendish Grove development.

To consider the invitation from Taylor Wimpey to take on responsibility for an area of open space at the far end of the Cavendish Grove development.

10. To Receive a Financial Statement to 25th November 2016 (includes bank statements and budget update)

To receive a Financial and Budget Statement to 25th November 2016

11. To Approve the Following Cheque Payments:-

To approve the following payments:-

Date	Cheque No.	Payable to	In Respect of	Amount £	
06/12/2016	300117	Salvation Army	Donation services of bugler	£50	
06/12/2016	300118	Mr B Dunningham	Cleaning of Bus shelter	£54.00	
06/12/2016	300119	G Mussett	Locum clerk's salary	£120.00	
06/12/2016	300120	Caroline Ley	Clerk's Salary	£390.28	
06/12/2016	300121	HMRC	Tax due on clerks' salary	£113.40	
06/12/2016	300122	Caroline Ley	Clerk's expenses Oct & Nov	£82.58	
06/12/2016	30123	JAS Landscapes	Planting of bulbs around roundabout	£250.00	
06/12/2016	30124	JAS Landscapes	Renewal of fencing behind Memorial Hall	£495.00	
06/12/2016	30125	SALC	Clerk's Intro Session	£24.00	

12. To consider whether the meeting of the Parish Council scheduled for 6th June could be held in the Chapel so as to avoid a clash with the planned performance schedule of Trimley Saints players

To consider whether the meeting of the Parish Council scheduled for 6th June could be held in the Chapel so as to avoid a clash with the planned performance schedule of Trimley Saints players. If required the hire costs of the chapel would be met by Trimley Saints.

13. To Note the intention to advertise the existence of the three casual vacancies.

To Note the intention to advertise the existence of the three casual vacancies

14. To note the intention to issue a copy of the Parish Pump early in the New Year

To note the intention to issue a copy of the Parish Pump early in the New Year and to identify topics for inclusion.

15. To Consider a Response to the request for comments on the impact of the Suffolk Local Policing Review

16. To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act 1960 in view of the confidential nature of the business to be transacted

17. To agree a response to the Report on the Code of Conduct complaint

18. Closure

ITEM 6

To Consider the Financing and Erection of a Post to Enable the Provision of a Portable Speed Warning Sign in High Road

At the meeting on 1 November the Council agreed to await further information on the operational aspects of the device. The clerk has contacted colleagues elsewhere within the County to establish how issues arising out of the sharing of the equipment have been dealt with. The following response in q & A format has been received from the clerk to Great Barton Parish Council..

Q.Has the VAS had a significant impact on the speed of traffic in your village?

A.It is very noticeable that drivers slow down when they see the VAS sign in Gt Barton

Q.Are all your volunteers councillors?

A. By volunteers if you mean the person who moves the VAS around and changes the batteries, it is myself and a Councillor. Battery changes can be done by 1 person but you need 2 people to move it.

Q. If not, how did you go about finding volunteers and was it easy to find enough people?

A. You only need 2 people.

Q. If you share with a neighbouring parish council how have you found it best to share the time between the two e.g. switch around each fortnight, month or quarter?

A. One of my Parishes has just started sharing a VAS and we are doing it 1 month in each village.

Q. How do you address the safety aspects of shifting the VAS from one location to another? For example, do you insist on your volunteers working in pairs or threes?

A. When you purchase the VAS through SCC you have to sign their Memorandum of Understanding which gives details of the safety aspects involved. It's very simple, 2 people wearing high vis

Q. How high is the VAS fixed, do the volunteers have to climb a step ladder in order to attach and detach it from its post?

A. Our VAS can be moved without the use of a step ladder. There are 2 heights of pole that SCC install. We only have 1 large one, which is over a footpath and it over 6ft tall. The others are around 5ft 6 and the unit goes on the top of this post. It is attached to the mount with a combination lock.

Q. Have you had to purchase high visibility clothing for the volunteers?

A. We use our own but they are very cheap.

Q. If you are sharing a VAS how do you deal with the issue of insurance of the equipment and of the volunteers?

A. The volunteers are covered under public liability insurance; we let the insurance company know we have a VAS. For sharing, 1 council was responsible for purchase and insuring and we noted on the other PC's asset reg these details.

Q. Are there any other aspects of having a VAS that you have found troublesome or things that, with hindsight, you would have done differently?

A. The battery life for busy roads is not great. The A143 runs through our village and the battery only lasts 2 days. Another road with 1000 vehicle movements a day, the battery lasts 5 days. Other roads in the village the battery lasts a week.

ITEM 7

To Consider the Request for Financial Support towards Replacement Children's Play Equipment at Trimley Sports & Social Club

A letter had been received from Trimley Sports & Social Club (Annex D) asking for financial support towards the cost of replacement children's play equipment at the club. The cost of the replacement was said to be between £8,000 and £22,000 depending on the scope of the final plans. Mrs Jones will attend the public session prior to the meeting on 6 December to provide more information.

SCDC is responsible for administering the Play and Sport fund. The procedure to be followed by Trimley Sports & Social Club will be to contact Sarah Shinney at SCDC and ask for the appropriate form on which to apply for funding from the play facilities fund. On receipt of the application SCDC then consult with the Parish Council and the Cabinet Member, Richard Kerry. At present there is £6,970 in the play fund and £6,960 in the sport fund. In addition there is an off site recreational contribution due from Taylor Wimpey in respect of the Mushroom Farm development towards play and sport facilities in respect of which. SCDC are due shortly to issue an invoice.

If the Parish Council is to respond positively when consulted by SCDC Members will need certain reassurances. These should include:-

- a) a full and detailed plan and costing of the works involved;
- b) the specific items of equipment that the Council's finance will provide
- c) a written commitment from Trimley Sports & Social Club that the area and equipment will remain freely available in perpetuity (or on an alternative site)
- d) a written commitment from Trimley Sports & Social Club that the club will assume total responsibility for ongoing maintenance, repairs and risks associated with the equipment.

The Clerk wrote seeking these reassurances in October, but no response has yet been received.

ITEMS 8 & 9

Fact finding Meeting with Jordan Last of Taylor Wimpey

John Sills and the Clerk met with Jordan Last of Taylor Wimpey on 15 November.

Roundabout/Verges

The verge at the boundary where the Cavendish Grove development abuts the High Road pavement was untidy and overgrown. JL explained that Taylor Wimpey would be planting new landscaping on their side of the hedge and would tidy the parts of the existing hedgerow which fell within their ownership.

JL offered a further meeting with the site team to agree what needed to be done after the installation of the cables was finished. It was expected that the cabling would be completed by late February.

Track Adjacent to Memorial Hall

The track that runs down the side of the Memorial Hall and previously provided pedestrian access to the Mushroom Farm had been retained by Greg Hearne but Taylor Wimpey had agreed access rights over that land. It was noted that residents of the existing premises alongside the track had vehicular access over the land. The condition of the hedge adjacent to the track was poor but Taylor Wimpey would be unwilling to remove the hedge as it softens the outlook of plot 64. The Taylor Wimpey side of the hedge would be maintained by a management company. JL thought the other side would be maintained by the bowls club, but JS was of the view that this task had routinely been undertaken by the Parish Council.

Potential Issues relating to refuse collections.

It was noted that elsewhere Suffolk Norse had declined to take refuse collection vehicles onto unadopted roads. JL explained that the first section of roadway into the site was adopted. The remainder of the drives would be unadopted, but they would be finished to adoptable standards and thus he did not expect any problems. Suffolk Norse's refuse collection team had been consulted as

part of our original planning application and confirmed that the bin collection points are in appropriate locations in order for them to collect the bins.

Off-site contribution - recreation

SCDC are shortly to invoice Taylor Wimpey for the contribution. The amount is not yet known.

The Open Space

The open space was at the far end of the development, accessible to residents of Cavendish Grove, but not conveniently situated for other local residents. If the Parish Council declined to take on responsibility for the open space, it would be looked after by a management company. Approximately one eighth of the land was used as a soak away and there were responsibilities associated with the maintenance of the soak away which would fall to the Parish Council if they accepted the land. JL undertook to provide further information on those responsibilities and also to provide an estimate of the charges that might be imposed by a management company for its maintenance.

If the Parish Council took on responsibility for the land a payment would be made by Taylor Wimpey which would be calculated at £9.90 per m2 which, JL explained, would produce a one off lump sum of £27,155. This was intended to cover costs for a ten year period, but beyond that it seems that the PC would continue to have a responsibility for ongoing maintenance.

Play equipment would be installed and paid for by the developer whatever the outcome, but its maintenance would fall to the PC if responsibility for the land was accepted. Some of the equipment, but not most, would be positioned over the soak away.

JL had previously considered whether it would be possible to transfer responsibility for the above ground maintenance to the PC while passing responsibility for the soak away to a management company, but his initial explorations suggested that this was not an option.

If the Parish Council chose not take up the offer, the task would be placed with a management company and paid for via annual charges levied on the Cavendish Grove residents.

ITEM 10

To receive a financial statement to 25 November

The pages which follow show: income over the course of the year so far; itemised expenditure for the last two months along with totals by category for the year to date; copies of bank statements, a reconciliation and a summary of the position in relation to the budget.

Income										
Date	Reference	From	In Respect of	Precept	Grants	VAT Refund	Bank Interest	Other Interest	Other	TOTAL
29/04/2016		Suffolk Coastal District Council	Precept	13230	207.56					13437.56
30/06/2016		Unity Trust Bank	Interest				£ 2.99			2.99
25/07/2016		HMRC	VAT Refund			£ 6,464.04				6464.04
27/09/2016		Suffolk Coastal District Council	Precept	£ 13,230.00	£ 207.56					13437.56
30/09/2016		Unity Trust Bank	Interest				£ 2.10			2.1
				£ 26,460.00	£ 415.12	£ 6,464.04	£ 5.09	£ -	£ -	£ 33,344.25

Ready 100%

Reconciliation

Reconciliation	
As at 31/03/16	
Deposit Account	£ 12,000.72
Current Account	£ 9,460.63
	£ 21,461.35
Add Receipts to 25/10/2016	£ 33,344.25
Less Expenditure to 25/10/2016	-£ 15,244.01
Less Unpresented Cheques	£ -
As at 25/10/2016	£ 39,561.59
As at 25/11/2016	
Deposit Account	£ 12,005.81
Current Account	£27,555.78
	£ 39,561.59

ITEM	Proposed Budget 2016/17	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 7,500	£ 4,658.24	62.1%
General Expenses	£ 1,260	£ 1,371.70	108.9%
Audit Fees	£ 750	£ 959.00	127.9%
Insurance	£ 500	£ 1,233.30	246.7%
Clerk Training	£ 1,000		0.0%
Councillor Training	£ 1,000	£ 600.00	60.0%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 693.45	92.5%
Grants/Donations/Sec 137	£ 750		0.0%
Bus Shelter Cleaning	£ 800	£ 540.00	67.5%
Flower Beds & Roundabout	£ 1,500	£ 1,185.00	79.0%
Parish Pump	£ 450	£ -	0.0%
New Dog Bins	£ 350	£ 430.00	122.9%
Memorial Hall Corporate Trustees	£ 2,785	£ 1,000.00	35.9%
Legal Advice	£ -	£ 882.00	Unbudgetted
Queen's Birthday Commemoration	£ 475	£ 610.90	128.6%
TOTAL	£ 20,220	£ 14,513.59	

Statement of your account



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Mrs Katrina Hilary Coutts
Trimley St Martin Parish Council
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Witham
Essex
CM8 2HX

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

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Contact us -

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Name of account: Trimley St Martin Parish Council

Date: 25 November 2016

Statement 012 (page 1 of 1)

Account number: 20362883

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
25 OCT 16	Balance brought forward			29,240.06 *
4 NOV 16	Cheque 300110	120.00		
4 NOV 16	Cheque 300116	25.00		29,095.06 *
8 NOV 16	Cheque 300115	54.00		29,041.06 *
9 NOV 16	Cheque 300111	384.28		
9 NOV 16	Cheque 300114	119.40		28,537.38 *
14 NOV 16	Cheque 300113	60.00		28,477.38 *
18 NOV 16	Cheque 300112	921.60		27,555.78 *
	Balance carried forward			27,555.78 *

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Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

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ITEM 15

The Suffolk Local Policing Review (SLPR), was implemented in April this year and the impact is now being reviewed. Comments, if any, on how the new policing model is working are sought by 23 December. The option to comment after that date on matters arising remains open. Full details of the SLPR can be found on the constabulary website:

https://www.suffolk.police.uk/sites/suffolk/files/page/downloads/suffolk_change_constables_county_-_partner_version_2.pdf

The report does not lend itself to an overall summary, but each section contains its own summary of changes and for ease of access these are isolated and copied below in order that any response to the impact now that they are in place may be linked to the specific change.

Reduction of Safer Neighbourhood Teams (SNTs) from 29 to 18. • Reorganisation of policing areas from 15 to 9. • A reduction in police bases from 33 to 18. • The roles and work of Operational Partnership Teams embedded within the new SNT model. • Reduction to 3 public access points. Forty officers moved from response into investigations. • Emergency response officers will be ring-fenced to deal with the most urgent calls for help. • Significantly reduced requirement to attend less urgent calls • Non-urgent calls will be dealt with by the new Incident and Crime Management Hub (ICMH) or Area Investigation teams. • Removal of 'diary car' function, which will be resourced by the new Neighbourhood Support Teams.

Fifty nine PCSO posts removed from county policing as part of the re-design of SNTs. New shift patterns aligned to support demand, with PCSOs focussed around core partnership working hours. New core roles for PCSOs, locality teams bolstered by volunteers and Special Constabulary members to ensure visibility, reassurance and engagement remain key community policing concerns.

• Re-introduction of proportionate investigation based on THRIVE and review of our current CCTV policy. • The introduction of the Incident and Crime Management Hub (ICMH) combines the current Service Desk and Investigation Management Unit – and provides an initial point for investigators to set out plans for non-urgent crime reports and to carry out desk-based investigations for volume crime that is low-risk. • Investigators in the ICMH will be supported by new 'Neighbourhood Support Teams' (NST) to deal with non-urgent calls for service and investigations requiring deployment of an investigator. • The NSTs will be based at Ipswich, Bury St Edmunds and Lowestoft and will be aligned to the three new command areas. The NSTs work as part of area investigation hubs alongside existing CID, Safeguarding and pro-active Scorpion teams. • There will be 79 officers and 20 support staff investigators working within the ICMH and NSTs.

Enhanced online presence to ensure that 24/7 online communication methods are available to all. • A reduction in the number of police station front counters from 18 to 3. • A reduction in the number of staff employed to work at front station counters. • Significant change to opening hours based on demand.

The Constabulary has implemented a range of successful collaborative projects with Norfolk Constabulary. These include the creation of a number of joint departments serving both counties.

Proposed VAS Locations





