

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 7th June 2016 at 7.30 p.m.

**Kit Coutts, Parish Clerk
31 MAY 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.

- Police Report (circulated)
- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting)
- Public Question Time

Parish Council Meeting

1. To Receive Apologies for Absence

2. Receive Declarations of Interests

For Councillors to declare any interests in matters on the agenda.

3. 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

4. To Approve the Minutes of the Meeting Held 3 May 2016 (previously circulated)

To approve the minutes of the meeting held 3 May 2016

5. To Note the Receipt of the Minutes of the Planning Committee held 12 May 2016 and 24 May 2016 (previously circulated)

To note the receipt of the minutes of the Planning Committee held on 12 May 2016 and 24 May 2016

6. To Consider Comments on the SCC Highways proposal for Mill Lane, Trimley St Martin TRO for new waiting restrictions – ITEM 6

To consider the documents received from SCC and discuss/approve the draft letter with the Trimley St Martin PC comments on the SCC Highways proposal for new waiting restrictions

7. **To Consider a formal request from Twinkletoes Pre-School that they be allowed to look at ways to raise money to purpose build educational provision for children aged 0-8 years and that over the next few months/years they will seek to fund a building project on council land – the old tennis court — see ITEM 7**

To consider the Twinkletoes Pre-School formal request for them to be allowed investigate raising funding to allow for the possibility of building a purpose built educational provision on the old tennis court

8. **To note the receipt of an invitation from Jordan Last (Taylor-Wimpy) to meet with the Chairman and Vice-Chairman in order to discuss the options in the S106 agreement which relates to the transfer of the area of public open space.**

To note the receipt of an emailed invitation from Taylor Wimpey and to agree to delegate the attendance at a meeting to Councillors Barker and Sills (Chair and Vice-Chair)/Clerk

9. **To Receive a Financial Statement to 25 May 2016 (includes bank statements and budget update) – ITEM 9**

To receive a Financial and Budget Statement to 25 May 2016

26 April - 25 May 3016

Current Account 20362883		BF Balance	£6,944.91
Cheque Date	Ch No.	Payments	
05/04/2016	9	Corporate Trustees-Trimley St Martin Memorial Hall	£1,000.00
01/05/2016		Account Fee	£5.00
03/05/2016	13	G Mussett	£120.00
03/05/2016	14	K Coutts	£469.51
03/05/2016	15	HMRC	£30.00
03/05/2016	16	B Dunningham	£54.00
03/05/2016	17	Memorial Hall	£152.00
03/05/2016	19	K Coutts	£34.93
		Total Out	£1,865.44
		Receipts	
29/04/2016		SCDC 1st half of precept 2016-17	£13,437.56
		Total In	£13,437.56

Uncashed Cheques on this account			
03/05/2016	20	John Barker	£350.00
03/05/2016	18	SALC	£720.00
			£1,070.00

			Current Account Balance as at 25 April 2016	£18,517.03

Deposit Account	20362896	
		Payments
		None

		Receipts
		None

Deposit Account Balance as at 25 May 2016	£12,000.72
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TOTAL BANK FUNDS as at 25 May 2016	£25,438.28
Less uncashed cheques	-£1,070.00
	£24,368.28

ITEM	Proposed Budget 2016/17	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 7,500	£ 2,040.66	27.2%
General Expenses	£ 1,260	£ 157.00	12.5%
Audit Fees	£ 750		0.0%
Insurance	£ 500		0.0%
Clerk Training	£ 1,000		0.0%
Councillor Training	£ 1,000	£ 720.00	72.0%
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	£ 188.90	23.6%
Flower Beds & Roundabout	£ 1,500		0.0%
Parish Pump	£ 450	£ -	0.0%
New Dog Bin	£ 350		0.0%
Memorial Hall Corporate Trustees	£ 2,785	£ 1,000.00	35.9%
Queen's Birthday Commemoration	£ 475	£ 610.90	128.6%

TOTAL

£ 20,220	£ 5,760.91
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10. To Approve the Following Cheque Payments:-

To approve the following payments:-

07/06/2016	21	G Mussett	Salary - May	£ 96.00
07/06/2016	22	K Coutts	Salary - May	£ 469.51
07/06/2016	23	HMRC	Month 2 16/17	£ 24.00
07/06/2016	24	B Dunningham	Bus Shelter Cleaning	£ 67.40
07/06/2016	25	K Coutts	Clerk's expenses breakdown attached – ITEM 10	£ 107.03
07/06/2016	26	SALC	Membership subs	£ 693.45

11. To note the receipt of the NALC/SLCC 2016 pay scales and approve the revised pay rate backdated to 1 April 2016 (Clerk's current Pay scale 17 was £9.029 2015-16, new rate for 2016 – 2017 £9.120 – ITEM 11

To note the 2016-2017 revised payscales received from SALC and approve their use and backdating to 1 April 2016

12. To note the receipt of the Clerk's Resignation and approve the interim arrangement with Gordon Mussett (Temp Clerk)

To note the receipt of the Clerk's resignation and approve the interim arrangements with Gordon Mussett (Temp Clerk)

13. To consider the exclusion of the public and press in the public interest for consideration of the following (if deemed necessary):

- Legal issue

14. Date of Next Meeting – 5 July at 7.30pm, Trimley Memorial Hall

15. Closure

Mrs. Kit Coutts, Parish Clerk
Trimley St. Martin Parish Council
2 Guston Gardens
Kirtton
Suffolk IP10 0PN
parishclerk@trimley-st-martin.org.uk

Our Ref: 87605/STATC/LEC
Enquiries to: Suffolk Highways
Tel: 01473 260409
Email: laurel.cook@suffolkhighways.co.uk

Date: 18th May 2016

Dear Sir/Madam,

Re: Formal Statutory Consultation for Proposed Changes to Waiting Restrictions in (U3101) Mill Lane & (U3124) High Road, Trimley St. Martin.

Suffolk County Council is proposing to raise a Traffic Regulation Order for new waiting restrictions in (U3101) Mill Lane and (U3124) High Road, Trimley St. Martin. It is intended that the 'no waiting at any time' restrictions:

- 1) Extend into (U3101) Mill Lane on both sides in a north easterly direction, for approximately 13 metres from its junction with (U3124) High Road.
- 2) Extend into (U3124) High Road in a south easterly direction for approximately 25 meters and 9.5m in a north westerly direction from its junction with (U3101) Mill Lane.

Please refer to attached drawing No.87605/02A, for a plan showing details of the latest waiting restriction proposals.

The new Traffic Regulation Order for Mill Lane, at its junction with High Road is being proposed in response to an increased number of traffic incidents having taken place around this junction and being reported to the Suffolk County authorities over time.

It is intended that the new 'no waiting at any time' restrictions will improve the level of road visibility and road traffic safety for pedestrians (in particular children), allow unrestricted passage for emergency vehicles and improves the two-way traffic flows for cyclist and vehicular traffic moving around this vicinity.

We are sending out this Formal Statutory Consultation enquiry to organisations most likely be impacted by the proposed new waiting restrictions. If you would like to submit your comments and enquiries regarding the new proposals, could you ensure that your response reaches me by the 8th June, 2016. Responses can be made in writing to the address supplied above, by telephone or Email. Contact details are provided at the top of this letter.

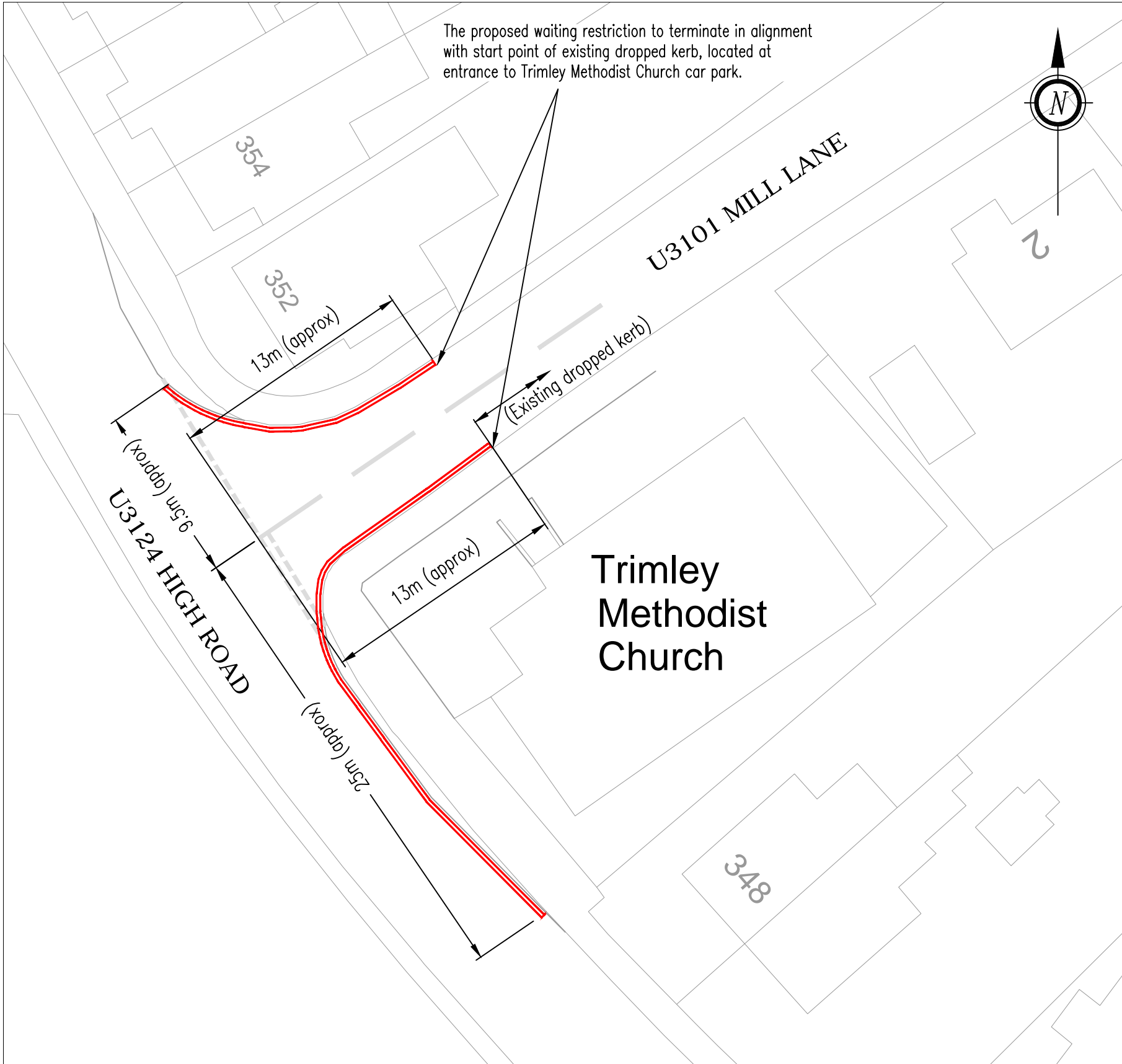
Yours faithfully,

L. E. Cook

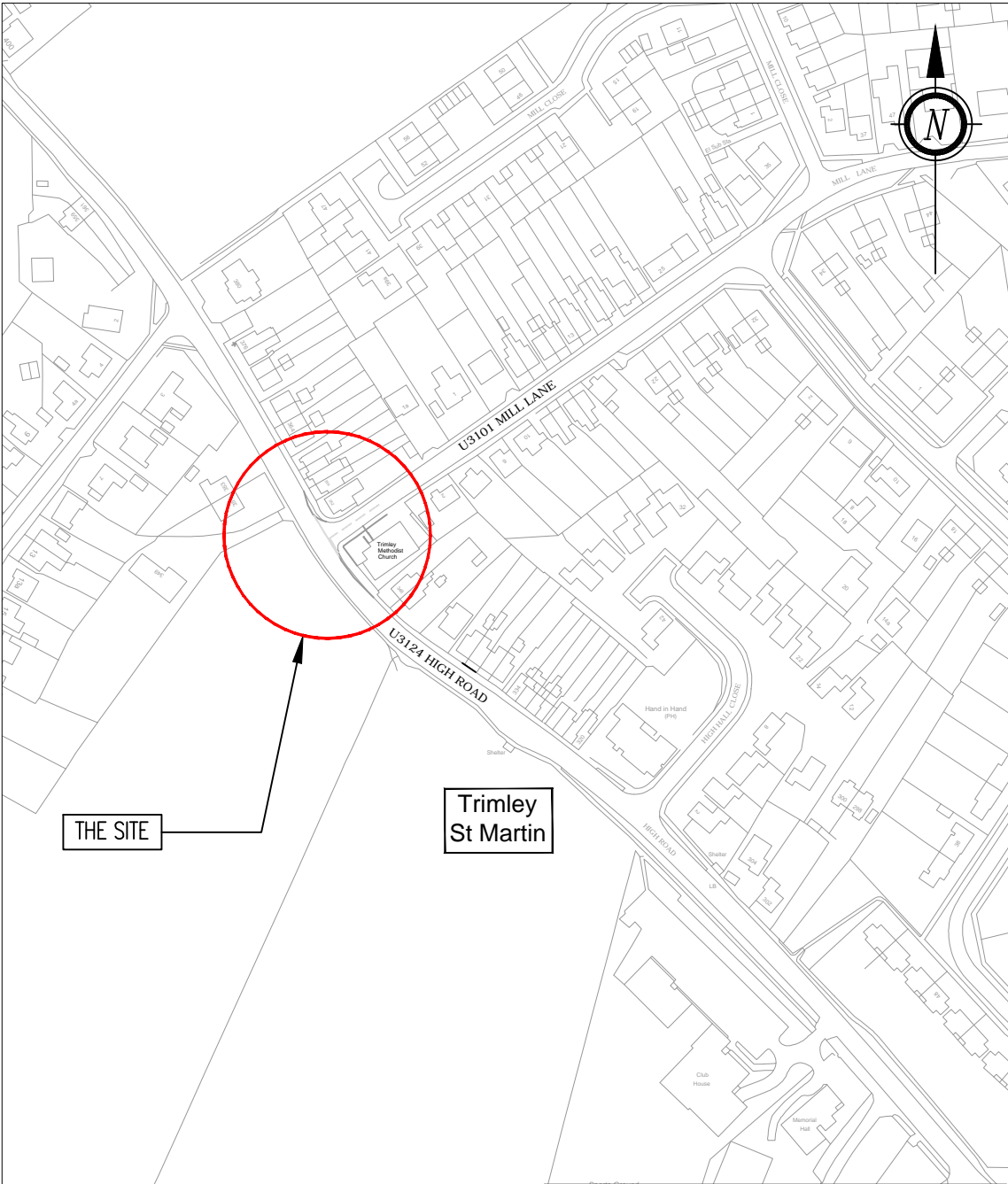
Suffolk Highways Technician
Phoenix House Highways Depot

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Registered in England No. 00873179
Registered Office: Tempsford Hall, Sandy
Bedfordshire, SG19 2BD

File Path S:\1. ARCHIVE\Scheme Delivery\East Schemes\087605 Trimley St Martin TRO\3 - Drawing Records\Acad Drawings\87605-02A Statutory Consultation Plan.dwg
Plot date 16/05/2016



SITE PLAN
SCALE 1:250



SITE LOCATION PLAN
SCALE N.T.S.

THIS MAP IS BASED UPON ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. © CROWN COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. SUFFOLK COUNTY COUNCIL, LICENCE NO. 100023395, 2016.

KEY



New waiting restriction proposed 'No waiting at any time' with double yellow lining (Type 1).
All dimensions are in metres and approximate only.



Suffolk Highways
your roads, our business

Jointly managed by
Jerry Pert (Kier General Manager) & Mark Stevens (Suffolk County Council Assistant Director)
Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX

CLIENT	REVISION(S)						PROJECT TITLE	ORIGINATOR	CHECKER	DESIGNER	REVIEWER
	General update and re-issue for Statutory consultation.			A	05/2016	JL	MILL LANE TRO TRIMLEY ST. MARTIN WAITING RESTRICTIONS	LEC	SLB	LEC	JAK
							SCALE(S) ORIGINAL SIZE A3 AS SHOWN		DATE MAY 2016		
	DESCRIPTION			REV.	DATE	INTL.	DRAWING TITLE	DRAWING NUMBER			REVISION
							STATUTORY CONSULTATION PLAN	87605/02			A

CONTACT NAME	ORGANISATION NAME	BUILDING	ROAD	VILLAGE	TOWN	COUNTY	POST_CODE	EMAIL
The Chief Constable	Suffolk Constabulary	Force Headquarters	Martlesham Heath	Martlesham	Ipswich	Suffolk	IP5 7QS	Steve.Griss@suffolk.pnn.police.uk
Felixstow SNT	Suffolk Constabulary	Felixstowe Police Station	32 High Road West		Felistowe	Suffolk	IP11 9JE	felixstowe.snt@suffolk.pnn.police.uk
Technical Services Department	Suffolk Fire Service	Endeavour House	8 Russell Road		Ipswich	Suffolk	IP1 2BX	fire.businesssupport@suffolk.gov.uk
Gary Fry, Watch Commander	Suffolk Fire Service	Felixstowe Fire Station	High Road West		Felixstowe	Suffolk	IP11 9JA	fire.enquiries@suffolk.gov.uk
Assistant Chief Officer for Control & Communications	East Anglian Ambulance NHS Trust	Ambulance Headquarters	Hospital Lane	Hellesdon	Norwich	Norfolk	NR6 5NA	eoasnt.feedback@nhs.net
Head Office & South East Region	Freight Transport Association	Hermes House	St. John's Road		Tunbridge Wells	Kent	TN4 9UZ	
South & Eastern Region	Road Hauliers Association	Roadway House	Bretton Way	Bretton	Peterborough	Cambridgeshire	PE3 8DD	headoffice@rha.uk.net
Schools Infrastructure Team	Suffolk County Council Education	Endeavour House	8 Russell Road		Ipswich	Suffolk	IP1 2BX	hometoschooltravel@suffolk.gov.uk
Passenger Transport Unit	Suffolk County Council Passenger Transport	Endeavour House	8 Russell Road		Ipswich	Suffolk	IP1 2BX	transport.services@suffolk.gov.uk
Shaun Daw	First Eastern Counties Bus Company	First Group Buses	Dogs Head Street		Ipswich	Suffolk	IP4 1AD	
Joint Committee on Mobility of Blind	And Partially Sighted People		224 Great Portland Street		London	Essex	W1N 6AA	
Mr Joe Hennessy	Joint Committee on Mobility for the Disabled		11 Rothesay Court	Le May Avenue	London	Essex	SE12 0BA	
Felixstow Area Community Transport Service	The Portacabins	Garrison Lane Car Park	Garrison Lane		Felixstowe	Suffolk	IP11 7SH	manager@factsbus.org.uk
The Head Teacher		Trimley St Martin Primary School	Kirton Road	Trimley St Martin	Felixstowe	Suffolk	IP11 0QL	ad.trimleystmartin.p@talk21.com
Church Property Officer		Trimley Methodist Church Hall	High Road	Trimley St Martin	Felixstowe	Suffolk	IP11 0RN	
Cllr. John Goodwin	Suffolk County Council		23 Beatrice Avenue		Felixstowe	Suffolk	IP11 9HB	john.goodwin@suffolk.gov.uk
Cllr. Richard Kerry	Suffolk Coastal District Council		20 Burnham Close	Trimley St Mary	Felixstowe	Suffolk	IP11 0XG	richard.kerry@suffolkcoastal.gov.uk
Cllr. Graham Harding	Suffolk Coastal District Council		25 Fen Meadow	Trimley St Mary	Felixstowe	Suffolk	IP11 0YZ	graham.harding@suffolkcoastal.gov.uk
Mrs. Kit Coutts, Parish Clerk	Trimley St. Martin Parish Council		2 Guston Gardens	Kirton	Ipswich	Suffolk	IP10 0PN	parishclerk@trimley-st-martin.org.uk

TRIMLEY ST MARTIN PARISH COUNCIL

Correspondence address
2 Guston Gardens
Kirton
Ipswich
Suffolk IP10 0PN
01394 448912

Email: parishclerk@trimley-st-martin.org.uk

Ms Laurel Cook
Suffolk Highways Technician
Phoenix House Highways Depot
3 Goddard Road
Ipswich IP1 5NP

07 June 2016

Dear Ms Cook

Re: Mill Lane, Trimley St Martin TRO for new waiting restrictions - Updated Formal Statutory Consultation

Members wish to make a formal objection to the layout of the new waiting restrictions. We have already objected to a similar proposal on the grounds that the restrictions on the Trimley Methodist Church side of Mill Lane do not extend far enough up Mill Lane. We have previously asked that they extend to the boundary of No 2 Mill Lane/Methodist Church (see the green line marked on the attached diagram).

Also, having spoken to the resident at number 348 High Road, we have ascertained that, in the interest of road safety (lack of vision past parked cars) and problems with access to and from his drive, we have previously requested that the yellow lines extend to include his drive (see the green line marked on the attached diagram).

We request again that our objections and comments are recognised and acted upon.

Yours sincerely

Mrs K Coutts
Parish Clerk



Twinkletoes Pre-school
Reg. office
15 Cowley Road
Felixstowe
Suffolk
IP11 7BU

Twinkletoes.preschool@hotmail.com
07763816224

13th April 2016

Trimley St Martin Parish Council
c/o Kit Coutts - Parish Clerk

Thank you for updating me on the Education for Early Years in Trimley St Martin at the Parish Council meeting held on 5th April 2016.

It is with great interest/pleasure that we understand the land (old tennis courts at Trimley St Martin) could be leased for Early Years provision.

We would like to formally request that we be allowed to look at ways to raise money to build purpose built education provision for children aged 0-8 years and that over the next few months and years we will seek to fund a building project.

Thank you.

Sara Picken BA, EYPS



Customer: Trimley St Martin Parish Council

Account: 60-83-01 20362883

Statement 4 from 26 Apr 2016 to 25 May 2016

Date	Description	Serial No	Debits	Credits	Balance
26Apr2016	Brought forward balance			6,944.91	6,944.91
29Apr2016	SUFFOLK COASTAL DC			13,437.56	20,382.47
01May2016	Service Charge		(5.00)		20,377.47
06May2016	Cheque	300014 ✓	(469.51)		19,907.96
06May2016	Cheque	300019 ✓	(34.93)		19,873.03
10May2016	Cheque	300017 ✓	(152.00)		19,721.03
11May2016	Cheque	300013 ✓	(120.00)		19,601.03
11May2016	Cheque	300015 ✓	(30.00)		19,571.03
11May2016	Cheque	300016 ✓	(54.00)		19,517.03
18May2016	Cheque	300009 ✓	(1,000.00)		18,517.03

Page Generated at 04:58 on 26 May 2016

Reconciled  26 May 2016



Customer: Trimley St Martin Parish Council

Account: 60-83-01 20362896

Statement 4 from 26 Apr 2016 to 25 May 2016

Date	Description	Serial No	Debits	Credits	Balance
26Apr2016	Brought forward balance			12,000.72	12,000.72

Page Generated at 04:56 on 26 May 2016

Reconciled 26 May 2016

Went -

Mileage
Clerks Expenses May 2016

Date	Event	Mileage	Rate	Business Passenger	BP rate		Due
05/05/2016	Barclays Bank Ipswich - meeting to open Corporate Trustees AC	20	£ 0.45	2	£ 0.05	£ 2.00	£ 11.00
			£ 0.45		£ 0.05		£ -
						Total	£ 11.00
Heating and Power	Rate: £18.00PM			Phone and Broadband			
April	£18.00			May	Broadband	£7.50	50%
May	£18.00				Plusnet Anytim	£16.99	
						£24.49	Total
	£36.00	Total					
Purchases Other Expenses							
Date	Purchase	Due					
	Printer Toner	£ 27.54			Grand Total	£ 115.69	
	Parking - see above 05/05/2016	£ 4.50					
	Printer Paper	£ 3.50					
	Postage and stamps	£ 8.66					
		£ 44.20	Total				

E02-16

May 2016

2016 - 2018 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

ANNEX 1

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part- time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

Pay scales from 1 April 2016

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range
LC1			
	(15-17)	(18-22)	(23-25)
15	£16,772	18 £17,891	23 £21,057
16	£17,169	19 £18,560	24 £21,745
17	£17,547	20 £19,238	25 £22,434
		21 £19,939	
		22 £20,456	
LC2			
	(26-29)	(30-34)	(35-38)
26	£23,166	30 £26,556	35 £30,480
27	£23,935	31 £27,394	36 £31,288
28	£24,717	32 £28,203	37 £32,164
29	£25,694	33 £29,033	38 £33,106
		34 £29,854	
LC3			
	(39-42)	(43-47)	(48-51)
39	£34,196	43 £37,858	48 £42,474
40	£35,093	44 £38,789	49 £43,387
41	£36,019	45 £39,660	50 £44,473
42	£36,937	46 £40,619	51 £45,580
		47 £41,551	
LC4			
	(52-55)	(56-60)	(61-68)
52	£46,727	56 £51,573	61 £59,923
53	£47,885	57 £52,858	62 £61,678
54	£48,943	58 £54,623	63 £63,455
55	£50,313	59 £56,379	64 £65,198
		60 £58,145	65 £66,850
			66 £68,538
			67 £70,265
			68 £72,042

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£8.717
SCP	16	£8.924
SCP	17	£9.120
SCP	18	£9.299
SCP	19	£9.647
SCP	20	£9.999
SCP	21	£10.363
SCP	22	£10.632
SCP	23	£10.944
SCP	24	£11.302
SCP	25	£11.660
SCP	26	£12.041
SCP	27	£12.440

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part- time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

Pay scales from 1 April 2017

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range
LC1			
	(15-17)	(18-22)	(23-25)
15	£17,072	18 £18,070	23 £21,268
16	£17,419	19 £18,746	24 £21,962
17	£17,772	20 £19,430	25 £22,658
		21 £20,138	
		22 £20,661	
LC2			
	(26-29)	(30-34)	(35-38)
26	£23,398	30 £26,822	35 £30,785
27	£24,174	31 £27,668	36 £31,601
28	£24,964	32 £28,485	37 £32,486
29	£25,951	33 £29,323	38 £33,437
		34 £30,153	
LC3			
	(39-42)	(43-47)	(48-51)
39	£34,538	43 £38,237	48 £42,899
40	£35,444	44 £39,177	49 £43,821
41	£36,379	45 £40,057	50 £44,918
42	£37,306	46 £41,025	51 £46,036
		47 £41,967	
LC4			
	(52-55)	(56-60)	(61-68)
52	£47,194	56 £52,089	61 £60,522
53	£48,364	57 £53,387	62 £62,295
54	£49,432	58 £55,169	63 £64,090
55	£50,816	59 £56,943	64 £65,850
		60 £58,726	65 £67,519
			66 £69,223
			67 £70,968
			68 £72,762

ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£8.873
SCP	16	£9.054
SCP	17	£9.237
SCP	18	£9.392
SCP	19	£9.743
SCP	20	£10.099
SCP	21	£10.467
SCP	22	£10.739
SCP	23	£11.054
SCP	24	£11.415
SCP	25	£11.777
SCP	26	£12.161
SCP	27	£12.564

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			