

Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7 December 2021 at 7.30 p.m.

Present: Cllrs D'arville, Owen, Rastrick and Smart (Chairman)

Also Present: Three members of the public

1. To receive apologies for absence.

Apologies for absence had been received from Cllr Aguilar-Gomez who had family responsibilities, Cllr Anderson who was away, Cllr Parker who had another engagement and Cllr Rodwell who was unwell.

Apologies had also been received from District Cllr Richardson and County Councillor Bird.

2. For councillors to declare any interests in matters on the agenda.

There were no declarations of interest in matters on the agenda

3. 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.

There were no request for dispensations

4. To approve the minutes of the meeting held on 02 November 2021.

The minutes of the meeting held on 02 November 2021 were approved and signed as a true record.

5. Public Forum including County and District Councillor Reports and Public Question Time

A member of the public asked for more information on the reasons for the reserves which were contained in the budget for the year 2021/22 .It was agreed that the Clerk would provide the questioner with the minute reference relating to the decision to set up a small reserve with the potential to enable them to purchase very small areas of amenity land.

Members of the public also:

Drew attention to the semi derelict state of the Trimley Station building in Trimley St Mary and expressed the hope that funds would be found in order to enable its restoration.

Drew attention to the difference in size between:

a) the additional area of land on the south side of Gun Lane which had been incorporated into the planning application for the land adjacent to Reeve Lodge for use as a meadow and dog walking area, and

b) the land on the south side of Church Lane which was expected to be included in a revised planning application for the land off Howlett Way as for use as a dog walking area.

6. To receive an update from Cllr Owen on her discussion with the Headteacher of Trimley St Martin Primary School over:

a) issues raised in relation to parking and safety in the vicinity of Trimley St Martin School;

b) activities to mark the Queen's platinum jubilee.

Cllr Owen reported on her meeting with Mrs Ross, Headteacher of Trimley S Martin Primary School, and Mrs Ainsley, a member of the governing body. The school's welcome pack set out their policy on parking and they continued to make every effort to present the facts to parents. The school could not direct traffic outside the school premises and nor did it qualify for a crossing warden. There was a school traffic report form on the school's website which enabled parents to report incidents; the information gathered was shared with Suffolk County Council. Members agreed to ask Mrs Ross to provide a contribution on the subject to be included in the Parish Pump.

Cllr Owen also reported back on that part of the discussion which related to marking the Queen's Platinum Jubilee. Members agreed that they would provide each child at the school with a pen marking the date and the occasion and provide a simple two seater bench and a tree in a garden pot for the school's quiet corner.

7. To receive feedback from Cllr Smart on a PC liaison meeting with Bidwells.

Cllr Smart reported on the information provided by Bidwells at the liaison meeting.

Revisions to the application for outline planning permission for the site off Howlett Way were expected to be submitted in January 2022. At the same time Trinity would update the site website and issue a newsletter to residents.

The changes include:

- A reduction to 307 in the total number of dwellings on the site;
- The allocation of an additional piece of land on the south side of Church Lane to provide open space for dog walking – a provision recommended by Natural England. The creation of two ponds on this open space was intended to enhance biodiversity;
- A little more open space along the Church Lane boundary of the site;
- The addition of a SuDS pond near the site boundary with the western boundary of the Old Rectory;
- An increase in the size of some of the gardens;
- In addition to the trim trail around the edge of the site, the creation of a new footpath loop to take in an area east of the A14.

On a separate issue, Bidwells representatives had also explained that they were not in a position to provide space on the Trimley Estate for community woodland, but that there was a possibility that the local Community Woodland Group might become involved in planting additional trees alongside some of the public rights of way on estate land. Members with ideas for suitable locations of this type were invited to pass them on to the Clerk to be passed on to Bidwells.

8. To consider a request to provide a community noticeboard for the Parish.

Members resolved that there would be a benefit in providing space for members of the community to post notices relating to local activities and charitable initiatives. The Clerk would obtain estimates of the costs which would be involved in placing an additional board in front of the Memorial Hall, adjacent to the two existing boards. In the light of the community benefit it would be possible to fund this from the Parish Council's CIL holding.

9. Planning Matters:

- a) **To decide a response to consultation on the following planning applications:**
 - i. **DC/21/5207/FUL: Retrospective Application - Alterations to existing conservatory to form proposed sun lounge including replacement roof structure at 46 Old Kirton Road;**
 - ii. **DC/21/5226/FUL: Two storey rear extension, single storey side, front porch and alterations at 143 Kirton Road.**
- b) **To note that the Planning Committee considered application DC/21/4862/VOC at their meeting on 17 November and submitted an objection to the proposed removal of additional trees.**

Members resolved to offer no comment on either DC/21/5207/FUL or DC/21/5226/FUL. The response of the Planning Committee to DC/21/4862/VOC was noted.

10. In the light of the East Suffolk draft Cycling and Walking Strategy Consultation

- a) **To receive an update from the Trimley St Martin PC Cycling and Footpaths Working Party on the consideration of the draft Strategy by the Felixstowe and Trimleys Cycling and Walking Group.**
- b) **In the event that a review of the Felixstowe and Trimleys Cycling and Walking Group's response to the draft strategy is required prior to the January meeting of the PC then to consider delegating that task to the Planning Committee.**

The draft strategy was far-reaching and was broadly welcomed by members, but there were serious concerns about the proposal to install bus gates on Morston Hall Road. Members agreed to submit a response in line with the recommendations of the Cycling and Footpaths Working Party which set out several grounds for objection to the bus gate proposal and put forward as possible solutions:

- a) Create cycle path on field side of Morston Hall Road which already has a wide grassed verge and could be upgraded, or
- b) Use the existing cycle path and create protection from A14 traffic (esp. back draught from HGVs) by erecting fencing with hedging planted behind. Hedging, once high enough, would in turn protect, and be more pleasing to the eye in the long term.

Members agreed to include a reference to the original purpose planned for Morston Hall Road. They also agreed to point out the potential conflict with the use of the road as an emergency route; the

unfairness of removing residents' right to use Morston Hall Road as a link to routes to Ipswich, and the dangers of placing all Trimley St Martin drivers in a position where they would need to make a lengthy detour or negotiate an acceleration lane in order to join the dual carriageway towards Ipswich.

Other points made by the Working Party and approved for inclusion were:

- The need to designate IF22/F19/F20/F24 (south half) as very high priority due the link to F26 and underpass to Candlet Track.
- The need to make clear that IF22 should not be shared with any motorised traffic.
- The unsuitability for cyclists of F24 due to soil erosion and subsequent protrusion of tree roots and general uneven ground.

The individual councils which made up the Felixstowe and the Trimleys Working Party had resolved to submit their comments separately from one another and so it would be possible for the PC's comments to be submitted without further ado.

11. To decide the Parish Council's response to the following consultations:

- a) Sustainable Construction Supplementary Planning Document**
- b) Affordable Housing Supplementary Planning Document**
- c) Draft CIL Charging Schedule**

Members welcomed the Sustainable Construction Supplementary Planning Document which was found to be detailed and informative. Aside from one small presentational point it was agreed to comment on the desirability of including a commitment to offering much more guidance on collective, community-based solutions as this was an area where one might reasonably see an active role for a parish council.

Members had no detailed comments to submit on items b and c above.

- 12. To consider making further representations to East Suffolk District Council in respect of the outline planning application DC/20/5279/OUT (Land adjacent to Reeve Lodge) drawing attention to the additional burden which would be placed on the play area at the end of Goslings Way, and suggesting that the developer should contribute to the maintenance costs given that these are currently borne by the residents of Goslings Way and Nigel Way.**
- Members resolved to make further representations to East Suffolk District Council in respect of the outline planning application DC/20/5279/OUT (Land adjacent to Reeve Lodge) drawing attention to the additional burden which would be placed on the play area at the end of Goslings Way, and suggesting that the developer should contribute to the maintenance costs given that these are currently borne by the residents of Goslings Way and Nigel Way.

13. To receive an update on the arrangements for the installation of chat benches.

Bidwells had made it clear that they were not satisfied that the design of chat bench proposed by East Suffolk would fit well in the AONB location proposed. They had a tree trunk from which it might be possible to fashion a seat and they planned to explore this further, but it would not be a designated chat bench.

A location at the Goslings Way play area had been agreed with the site managers. In addition an application had been submitted to East Suffolk for permission to place a chat bench on the grassed area adjacent to the path between Cavendish Rd and the High Rd. This was the reserve location agreed by members at the November meeting.

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

- **BSEVC**
- **Headway**
- **SARS**

Members resolved to allocate £300 to Suffolk Accident Rescue and £225 each to BSEV and Headway

15. To receive an update on the safety check of the village signs and the replacement of the image displayed on the village sign at the junction of St Martin's Green and the High Rd.

A safety check had revealed that the post was in need of replacement – quotations would be presented to the January meeting of the Parish Council. The post outside Reeve Lodge would also

need attention in the near future. It was understood that responsibility for the Reeve Lodge post might be shared with Trimley St Mary and the Clerk would make further enquiries about this. In the light of the difficulties associated with using an alternative material for the sign itself, members agreed that a vinyl option would be used. The image designed in 1977 could not be reproduced exactly, but a local graphic designer had been consulted and he was confident that it would be possible to create a similar result by adapting a stock image. Members agreed that this course of action should be followed.

16. To consider a draft budget for 2022/23.

Members received an outline of the expenditure which would be required to maintain the basics in 2022/23. The final budget would reflect any additional items and would be set at the January meeting.

The amount allowed for the Clerk's salary was much higher than for 2021/22 to allow for a higher salary, longer working hours and a three month overlap with the existing Clerk. An additional allowance had been made under the communications heading to allow for the cost of producing a guide for new residents. The level of funding would also make it possible for the Parish Council to revert to a commercial delivery arrangement for the Parish Pump.

With corrections to omit a duplicate item and to address the accidental omission of grants and donations, the outline budget was as shown below. Members noted that it would be possible to provide for this by keeping the Parish Council element of the council tax at the same level as last year (£32.59 for a band D property) which would produce a precept of £24,250. There would then need to be a contribution from reserves of £6,740 to make up the difference.

Admin & Governance	
Clerk's salary	17540
Clerk's expenses	600
Councillor Training	500
Clerk Training	500
Chairman's Allowance	350
Audit Fees	850
Insurance (non building element)	700
General expenses	2000
Communications	1500
Subscriptions	900
Bus Shelter Cleaning	200
Outdoor Maintenance	
Flower Beds & Roundabout etc	2,000
Memorial Hall	
Memorial Hall Grounds	1100
Memorial Hall building insurance	800
Memorial Hall miscellaneous	200
Grants/Donations & Platinum Jubilee	
Grants/donations	750
To mark the Platinum Jubilee of HM Queen	500
Total	30,990

17. To receive a financial statement to 25 November 2021.

Members received a financial statement to 25 November including outturn against budget. The reconciliation report was checked and signed by the Chairman. Bank statements and a full record of payments were made available for inspection at the meeting.

18. To note the following payments made:

Date	Name	In respect of	Amount	Power
18 11 21	David Friend Heating	Boiler Service – Memorial Hall	109.20	
30 11 21	C Ley	Clerk's November salary	628.25	LGA1972 s112

30 11 21	C Ley	Clerk's expenses	46.19	LGA 1972 s112
30 11 21	SALC	Training	60.00	LDA 1972 s111
30 11 21	EWP Consulting	Tree check Safety check of village sign posts	154.80	Highways Act 1980 96
30 11 21	Trimley Methodist Chapel	Hire of hall for Planning Committee meeting	20.00	LGA 1972 s133

and to approve the following payments to be made:

08 12 21	HM Revenue & Customs	Tax on clerk's salary	122.92	LGA1972 s112
02 12 21 By cheque	Goslings Farm	Christmas tree to be placed outside the Memorial Hall	61.96	LGA 1972 s137

Members noted that the payments in the first table had been made and approved the payments in the second table for payment. The designated councillor checked the schedules against the associated invoices and bank statements.

19. Items for consideration at next meeting

- Parish Council mission statement
- Policy reviews
- Finalisation of budget
- Items for Parish Pump

20. Close

The meeting closed at 9.20 pm.