

Minutes of the Meeting of Trimley St Martin Parish Council held remotely, via Zoom, on Tuesday 5 January 2021 at 7.30 p.m.

Present: Cllrs Anderson, D'Arville, Owen, Parker, Rastrick, Rodwell and Smart

Also Present: County Councillor Bird and three 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 meetings held on 1 December 2020

The minutes of the meeting held on 1 December 2020 were approved as a true record

5. Public Forum:

County Councillor Bird reported on budgetary matters. He also explained that although County Council elections would normally have been expected to be held in May of this year, there was uncertainty over whether or not those elections would be able to go ahead in the light of the current restrictions.

6. To consider the request made by a member of the public to support her project to seek landowner permission to adopt the recently planted area by the bridleway bridge for use as a community woodland.

Members agreed that the location suggested for community woodland was not ideal. Trees were already being planted on the site as screening for the Bridleway Bridge, this was in accordance with specifications which had been agreed between East Suffolk Council and Network Rail as a condition of planning permission. Members were supportive of the principle of establishing a community woodland. If the resident decided to establish a group to find land and carry the project forward the Parish Council would be pleased to include information on the project and a call for volunteer members in the Parish Pump.

7. To consider a request from a resident for action to be taken with regard to parking at the Capel Hall Lane picnic site

The parking area adjacent to the picnic site was an important asset to the community: as well as serving the picnic area it was the starting point for several local walks including those documented by Alison and David Vickers and publicized on the Parish Council website (see item 13). The site was owned by Suffolk County Council and members resolved to ask the Highways Department for advice on steps that might be taken to improve the situation

including improved signage and more robust barriers around the picnic site than the wooden posts which are currently in place. Additional signage could include a 'no motorised vehicles' sign at the entrance to the bridleway and a 'no HGVs' sign at the picnic site.

One concern which had been raised with the Parish Council related to HGV's parked by the site overnight – the understanding was that this was not permitted and anyone noticing this happening could report the matter to the police 101 non-emergency line. The same was true of other illegal activities complained of, including off road bikes which were said to be transported to the site and subsequently ridden over the bridleway and, in some instances, over agricultural land causing damage to crops. The concerns relating to antisocial behaviour would be passed on to the local police team with a request that an eye be kept on the site. Members noted that there was an option of raising the issue at one of the Felixstowe and District multi agency meetings which were established to address anti-social behavior.

8. To note information received in relation to the commissioning of technical reports in relation to the traffic /air quality impact of proposed new development and consider whether to pursue the matter further.

Members resolved not to commission their own technical reports, but agreed that current readings from the air quality monitoring stations would be requested, along with information on vehicle numbers.

9. To consider the following planning applications:

a) DC/20/4178/FUL in respect of land opposite 6 Crowswell Court to be used as storage for fishing equipment, lobster pots and nets along with the erection of a fence around the equipment for security and a small shed, maybe 8x8ft or 10x10ft.

Members objected to this application on the ground that to change the use of the land to a business use would be entirely inappropriate in this setting. In addition, the nature of the business proposed was particularly unsuitable and would have a negative impact on the lives of those living nearby. It was considered that the land should remain as amenity land, enhancing the immediate environment for residents, rather than diminishing it.

b) DC/20/5069/FUL: Proposed single storey rear/side extension at Four Firs Thorpe Lane Trimley St Martin Suffolk IP11 0RZ

Members concluded that they had no objection to the single storey extension. but noted, that preparatory works have been undertaken which involve the removal of hedging and the creation of what appeared to be a separate entranceway - neither of which was mentioned in the planning application. A section of the drainage ditch on the perimeter had also been lifted which seemed likely to exacerbate flooding problems in this location.

10. To consider formal nomination of the three lanes which the Parish Council has proposed to become quiet lanes , identify appropriate locations for signage and agree arrangements for future consultation

Cllr Owen reported that she had submitted details of three lanes for designation as Quiet Lanes. The need now was to submit information on the preferred location for signs. There would need to be a public consultation on the final plans and she would draft a questionnaire which could be circulated within the next edition of the Parish Pump. Members agreed a selection of proposed sign locations and added suggestions for the location of exit signs and repeater signs. Cllr Owen would submit these for approval.

11. To consider asking Suffolk County Council Highways to consider, in liaison with the Trimley Estate, provision for [occasional] vehicular access between Thorpe Lane and Morston Hall Lane to address the problems caused to residents when works to the railway necessitate temporary closure of either Thorpe Lane or Morston Hall Lane crossing.

It was agreed that Bidwells would be approached with a request to permit occasional vehicular access over the track when railway crossings were subject to temporary closure.

12. To receive updates on other, miscellaneous highways matters

The Clerk reported that SCC Highways had agreed that the work to install a pedestrian refuge in the vicinity of the Memorial Hall would be undertaken between 1 February and 12 February although it will probably not take up all the time allowed. There would be a diversion route in place via the A14.

13. To receive an update from the Footpath Working Party and review locations for the display of the hand-drawn map.

The hand drawn map had been completed and would now be submitted to the signmaker in preparation for display. Members agreed that the first board would be located outside the Memorial Hall, near to the existing noticeboard. A second board would be displayed on the picnic site and, as grant aid had been sufficient to allow for a third board, an application would be made to SCC Highways for permission to locate this on Highways' land at the end of the footbridge on the Kirton Rd side.

Alison and David Vickers had nearly completed their series of recommended local walks. The selection was a real asset to the village and represented the culmination of a tremendous amount of hard work by Mr & Mrs Vickers. The walks were all available on the Parish Council website along with a Gazeteer of local history notes for which thanks were due to our local history recorder, Liz Rastrick. Nature notes would be added shortly as well as a copy of the hand drawn map of rights of way within the Parish.

14. To identify topics to be covered in the next edition of the Parish Pump and to consider arrangements for delivery in the light of the ongoing Covid restrictions

It was agreed that the next edition would be deferred until February because of the impact of Covid restrictions on the distribution arrangements. Topics identified at this stage for inclusion were quiet lanes and information on help and advice available during lock down.

15. To consider responding to the invitation from East Suffolk District Council to comment on the Draft Historic Environment Supplementary Planning Document

Members considered the Draft Historic environment SDP. The report was broadly welcomed and members agreed that should there be any changes which significantly affect its impact on the natural environment then under Section 4 of the Natural Environment and Rural Communities Act 2006, would expect to be consulted. On a point of local relevance members took the view that the condition of Grimston Hall pointed up a need for prompt attention and the reinstatement of Grimston Hall parkland would be welcomed

16. To consider revisions to the Asset Register

Revisions to the Asset Register to reflect the acquisition of the picnic tables and additional dog waste bins were agreed as set out in the following table.

	A	B	C	D	E
	LOCATION	DESCRIPTION	DATE ACQUIRED or PURCHASED	VALUE	Totals
4					
5	High Road/Link Road	Bus Shelters x 2	Over a period of years, most recent in 2009	estimate following reduction from 4 to 2 = 4,053.75	£4,053.75
6	High Road, jSt Martin's Green	public seats x 2	Over a period of years, most recent in 1982	£1,000	£1,000.00
7	Junction High Road and St				
8	Martin's Green	Village Sign	1977	£500	£500.00
9	Reeve Lodge, High Road	'Peace' Sign (jointly with Trimley St Mary	1995	£500	£500.00
10	Various Locations in the village	Dog and Litter Bins	Over a period of years most recent Nov 2020	£2,115	£2,115.00
11	Just past Goslings Farm	Bench (George Harlow)	2002	£500	£500.00
12	Outside The Memorial Hall and at foot of bridge	Noticeboard x 2	02 03 2019	1142.2	£1,142.20
13	Clerk's Home	Laptop	Dec-11	£759.50	£759.50
14	Trimley Foreshore	Bench (Nigel Smith)	May-07	500	£500.00
15	Clerk's Home	Epson EB-970 Projector	Oct-18	£441.00	£441.00
16	Memorial Hall	Eyeline Presenter Tripod Screen	Oct-18	£64.92	£64.92
17	Capel Hall Lane Picnic Area	Picnic Tables x2	Nov-20	£1,444.76	£1,444.76
18					£13,021.13
19					

17. To receive a report from Cllr Smart on her attendance at the December Community Partnership meeting

Cllr Smart reported on her attendance at the Community Partnership meeting, and the range of projects which were being supported on the peninsula as well as projects of interest being carried forward elsewhere.

18. To finalise the budget for 2021/22

The budget agreed for 2021/22 appears in appendix 1

19. To receive a financial statement to 25 December 2020

Members received a financial statement to 25 December 2020

Reconciliation				
As at 31/03/20				
Deposit Account	£ 38,586.02			
Current Account	£ 24,563.87			
	£ 63,149.89			
			Unpresented cheques	
			300483 Realise Futures	£ 1,833.91
			300488 Headway	£ 250.00
Add Receipts to 25/12/2020	37,797.43			
Total Available	£ 100,947.32			
Less Expenditure to 25/12/2020	£ 18,891.43			£ 2,083.91
	£ 82,055.89			
Unpresented Cheques	£2,083.91			
	£84,139.80			
Balance As at 25/11/2020				
Deposit Account	£ 38,624.50			
Current Account	£45,515.30			
	£ 84,139.80	-	0.00	
Note that the value of CIL held within current balances is £12308.97				

20. To approve the following payments:

Date	No	Name	In respect of	Amount	Power
05 01 2021		C Ley	Clerk's salary	584.25	LGA197 2 s112
05 01 2021		Revenue & Customs	Tax/NI	108.00	LGA197 2 s112
05 01 2021		C Ley	Clerk's expenses for December	40.39	LGA197 2 s112

05 01 2021		Y Smart	Specialist Scanning cost of hand drawn map	9.90	Local Govt (Misc Provs) Act 1976 s19
05 01 2021		P Tonks	Hand Drawn Map	200.00	Local Govt (Misc Provs) Act 1976 s19

Approval was also given for a payment to Goslings Farm for the Christmas Tree. The bill, which would be for a sum under £60.00, had gone astray and would be resubmitted

21. To note that the next meeting will be held on Tuesday 2 February 2021 and identify matters for consideration.

Additional subjects for inclusion in the Parish pump would be considered at the next meeting. Cllr Smart would report back on a rights of way training event which she would be attending.

22. Close

The meeting closed at 9.17 pm.

Appendix 1

Budget 2021/22

(these figures reflect the position after recharge to Corporate Trustee)

Clerk's salary & expenses	9,500
General expenses	2,000
Audit Fees	850
Insurance	600
Clerk Training	300
Councillor Training	800
Chairman's Allowance	350
Subscriptions	850
Grants/Donations/Sec 137	1,500
Bus Shelter Cleaning	500
Flower Beds & Roundabout etc	3,000
Parish Pump	750
Memorial Hall Corp Trustees	2,000
Neighbourhood or Parish Plan	-
Computer Equipment	1,000
Total	24000
Contribution to reserve for land	5000
Grand total	29000

The expenditure listed above to be funded from a precept of £24,000 and an allocation from general reserve of £5,000

Impact on Council Tax

The parish tax base for 21/22 has been estimated by the District Council at 736.89 Band D equivalent properties. The Band D equivalent figure, usually set with certainty by this time of year, will not be confirmed until later in January. On the basis of the estimated tax base figure, to secure a precept of 24000, the charge levied on a property in Band D would be £32.57. ($\text{£}24000/736.89 = \text{£}32.57$) The charge would be proportionately lower for those in bands A to C and higher for those in Band E and above. This represents a significant drop on the precept demand for last year.

CIL

CIL has to be used within 5 years of receipt. It can only be spent on things which address the impacts of development in the area.

This is the PC's current CIL holding. There will be some significant payments to come in the light of all the future planned development.

Date Received	Amount
October 2017	2,019.41
October 2018	2,019.41
April 2019	7,584.45
October 2019	685.70
Total	12,308.87

Reserves

The Parish Council holds reserves against future demands made on its resources. Holding reserves protects against the need to demand significant increases in the precept in the event of major or unexpected expenditure

At the end of 2019/20 earmarked reserves were held as follows:

Corp Trustee Long-term Maintenance	26000
Election Fee future Reserve	1500
Employee reserve	4000
Parish council long term maintenance	15000
Total	46500

In addition to CIL as detailed above, the PC held a grant of £1250 and a general reserve of £3091.

In the 2020/21 budget £1500 of the Corporate Trustee reserve was allocated to cover the painting of the Memorial Hall, thus earmarked reserves at the end of 2020/21 will be as follows:

Corp Trustee Long-term Maintenance	24500
Election Fee future Reserve	1500
Employee reserve	4000
Parish Council long term maintenance	15000
Total	45,000

Earmarked Reserves and CIL as Start of 2021/22

The budget for 2021/22 provides for the creation of a land purchase reserve; earmarked reserves at the start of 2021/22 are planned to be:

Corp Trustee Long-term Maintenance	24500
Election Fee future Reserve	1500
Employee reserve	4000
Parish council long term maintenance	15000
Land purchase reserve	5000
Total	50000
CIL holding	12309
Grand total	62309

General Reserve

After meeting commitments to the end of the year and the contribution of £5,000 to a new land purchase fund, the general reserve expected to be available at the start of 2021/22 is in the region of £13,000