

Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 1 June 2021 at 7.30 p.m.

Present: Councillors Aguilar-Gomez, Anderson, D'Arville, Parker, Rastrick, Rodwell and Smart

Also present: County Councillor Stuart Bird

1. To receive apologies for absence

There were no apologies for absence.

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 for dispensations

There were no requests for dispensations

4. 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 requests for dispensations

5. To approve the minutes of the meeting held on 4 May 2021

The minutes of the meeting held on 4 May were agreed and signed as a true record.

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

County Councillor Bird undertook to continue to lobby on behalf of the community following his re-election to Suffolk County Council. He reported on changes to the County Council Cabinet team and explained that he would be a member of the Scrutiny Committee. He also outlined the key spending priorities which included Highways works to address flooding problems and damaged pavements; recycling, meeting special educational needs and the introduction of more sustainable heating in council buildings.

Cllr Parker expressed gratitude for Cllr Bird's regular attendance at Parish Council meetings.

No members of the public attended the meeting.

7. To consider making observations on the following planning application:

DC/21/0932/FUL: 5m x 5m extension made of wood, double glazed windows and bi-fold door, at the rear of the property, Wayside Grimston Lane Trimley St Martin Suffolk IP11 0SB

Members considered the application and concluded that they had no comment to make.

8. To receive a report from Cllr Rastrick on the options for a community woodland

Cllr Rastrick reported that Parish Council representatives and Moira Oliver had met with Bidwells and had general discussions around trying to find some land which would benefit the community of Trimley St Martin. Nothing had yet been ruled out, but equally no site had been identified as a definite contender.

9. In the light of concerns expressed about the use of residential property for retail purposes, to consider referrals of instances where this has occurred without planning permission to the East Suffolk Planning Enforcement team

Members identified concerns about the sale of wool and craft materials from the cart lodge of a dwelling in Kirton Road, on the opposite side of the road from Trimley St Martin Primary School. The Clerk was asked to refer the matter to the enforcement team at East Suffolk District Council.

10. To note the completion of the internal audit, consider the recommendations, agree accounts for 2020-2021 and to receive, agree and sign the Annual return for 2020-21

A. To note the completion of the internal audit and consider the recommendations

The completion of the audit was noted and the single formal recommendation in relation to the completion of the Audit had been addressed. In response to other points raised, the annual

appointment of the RFO was to be addressed at item 11. A review of the effectiveness of internal audit would be considered at a future meeting. Action would be taken to ensure that impact assessments and data breach procedure were fully covered by the data protection policy.

B. To agree the accounts for 2020-21.

The accounts for 2020/21 were agreed

C To agree the governance statements on the Annual Return

The governance statements were agreed and signed.

D. To receive, agree and sign the Annual Return for 2020-21

The Annual Return was agreed and signed

11. To confirm the appointment of the Clerk as Responsible Financial Officer

Members confirmed the appointment of the Clerk as Responsible Financial Officer for 2021/22.

12. To receive feedback on the May ASB meeting from Cllr Rastrick

Cllr Rastrick has attended the ASB meeting; this had been a short meeting and no major issues of concern to Trimley St Martin had been raised.

13. To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville

Members received an update on Highways issues from Cllrs Anderson and D'arville. Traffic speed continued to be a concern and there was a possibility of asking to be included in the new Automatic Number Plate Recognition Project (ANPR) which provided for cameras to be used on a short-term rotation basis at locations throughout the county. The system would require identification of a location for the camera and a speed survey would need to be commissioned. In the light of forthcoming roadworks on the High Rd members resolved that as a first step they would plan to submit an application for an APNR to be located in the vicinity of Roselea Nursery. In addition a request would be made for the 30MPH speed limit to be painted on the road at the same location. Further consideration of the High Rd as an occasional APNR location would be given at a later date. In the meantime the local police would be asked to undertake a speed check on the High Rd.

A resident had reported concerns about heavy vehicles leaving B&M Concrete and travelling at high speed past the school. As the appropriate route for vehicles over 7.5 tonnes was via Innocence Lane, members asked the Clerk to contact B&M to ask them to remind their drivers of the importance of following the appropriate route at an appropriate speed.

Members asked the Clerk to make a report to Highways covering the vegetation which was obscuring the view of drivers at the right turn from Kirton Rd into Capel Hall Lane and at the Innocence Lane and Back Road junctions.

Cllr D'arville reported that there was a difficulty with the previously discussed proposal to seek solid white lines to mark the High Road cycleway as these were not always practical in locations where houses did not have off road parking available to them. Truly effective cycleways would be primarily off road and members agreed that the Footpath and Cycleway Working Party should aim to meet with Trimley St Mary Parish Council and Felixstowe Town Council to look at the options for developing coherent off road proposals which could feed into the developing East Suffolk Walking and Cycling Strategy

The problem with the collapsed fencing along the High Rd on the approach to the A14 had not yet been resolved. The matter had been referred by Suffolk County Council Highways to East Suffolk Enforcement on the basis that it could be considered to be an unsafe structure. The Clerk would chase this up to see if there had been any development.

The application to vary conditions to remove the requirement to install a pedestrian refuge outside The Lilacs had been discussed at the May meeting and an objection had been lodged. Comments submitted on the application by Suffolk County Council Highways suggested that Highways were

broadly supportive of the change. Members resolved to ask the District Councillors to support the PC's view on the importance of a refuge installation.

14. To receive an update from Cllr Owen on Quiet Lanes

In the absence of Cllr Owen, the Clerk reported that the formal notification of intention to designate Grimston Lane, Thorpe Lane and Capel Hall Lane as Quiet Lanes had been distributed.

15. To receive feedback on the LALC meeting

Cllr Smart reported on the LALC meeting which had included useful information on Freeport status and the construction of the new Uniserve Warehouse. Other topics covered in Bidwells' Estate Report were outlined including their ongoing concerns over the proliferation of litter alongside the A14. The meeting had provided an opportunity to raise concerns over trains idling in the Trimley Loop – the Parish Council had taken these up with Network Rail and the Senior Manager for Strategic and Commercial Rail at the Port agreed to mention it in his discussions with Network Rail.

16. To note the current CIL holding, and expected receipts from the development of the site opposite the Hand in Hand, and to consider developing plans for CIL expenditure

Members noted that CIL is ring fenced for infrastructure projects; there are restrictions on how it can be spent and it cannot be used to cover routine expenditure. At the end of 2020/21 the PC had a CIL holding of £12308.87. So far in 2021/22 the PC has received a CIL payment of £35,870.89 in respect of the Flagship development and this had brought the current holding to £48,179.76. There was an expectation of future receipts from the Poppyfield Green development; these were likely to be in the region of £49,000 payable over two years.

The current holding included a sum of £2,019 which had been brought forward from 2017 needed to be used by October 2022. Members resolved to apply this sum to an overhaul of planting around the roundabout and beds. Cllr Smart would discuss what was needed with the landscape gardener and ask for an estimate. The significant size of the remaining holding offered the potential for more ambitious projects; members would put forward ideas for consideration at the July meeting in order to compile a shortlist for public consultation.

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

- **Disability Advice Service**
- **St Elizabeth Hospice**

Members considered the requests and resolved to make a donation of £250 to the Disability Advice Service and £500 to St Elizabeth's Hospice.

18. To identify items for inclusion in the Parish Pump

Members resolved to defer publication of the Parish Pump until July

19. To receive a financial statement to 25 May 2021 and to consider a move to online banking

Members agreed in principle to a move to online banking. Details would be provided for consideration at the July meeting.

The Clerk presented the reconciliation to 25 May – this is reproduced on the following page. . The bank statements were made available for inspection. In the month to 25 May the first instalment of the precept had been received (£12,362) and the VAT from 2020/21 had been repaid £3,318.88). Members noted that the high bank balance included the CIL holdings detailed at item 16 above and other earmarked reserves totalling £50,000.

A	Bank Reconciliation at 25/05/2021		
	Cash in Hand 01/04/2021		75,082.35
	ADD Receipts 01/04/2021 - 25/05/2021		51,801.77
	SUBTRACT Payments 01/04/2021 - 25/05/2021		126,884.12
			5,924.05
A	Cash in Hand 25/05/2021 (per Cash Book)		120,960.07
B	Cash in hand per Bank Statements		
	Petty Cash 26/05/2021	0.00	
	Trimley St Martin Parish Council Dr 25/05/2021	61,624.50	
	Trimley St Martin Parish Council Cr 25/05/2021	59,395.57	
			121,020.07
	Less unrepresented payments:		60.00
			120,960.07
B	Plus unrepresented receipts:		0.00
	Adjusted Bank Balance		120,960.07

20. To Approve the Following Payments

The following payments were approved. Members noted that an additional payment of for the cost of the internal audit had been added to the list included in the agenda

Date	No	Name	In respect of	Amount	Power
01 06 21		C Ley	Clerk's salary	£628.25	LGA1972 s112
01 06 21		C Ley	Clerk's Expenses	£81.68	LGA1972 s112
01 06 21		Revenue & Customs	Tax on clerk's salary	£122.92	LGA1972 s112
01 06 21		Simon Jones Landscapes	Landscape maintenance a) roundabout and beds and b) Memorial Hall Grounds (2 invoices on one cheque)	£804.40	Highways Act 1990 s96 And LGA1972 s133
01 06 21		CPRE	subscription	£36.00	LGA1972 s111
01 06 21		Yvonne Smart	Chairman's Allowance	£350.00	Local Authorities (Members Allowances) (England) Regs 2003
01 06 21		SALC	Internal audit	343.20	LGA 1972 s112

21. Items for consideration at next meeting

The following items were identified for discussion at the next meeting:

- Update on traffic speed issues
- Items for inclusion in the Parish Pump
- CIL proposals and questionnaire options

22. Close

The meeting closed at 21.20