

**Minutes of the Annual Meeting of Trimley St Martin Parish Council held via Zoom on Tuesday 4 May 2021 at 7.30 p.m.**

**Present: Councillors Anderson, D'arville, Owen, Parker, Rastrick and Smart**

**Also Present: County Councillor Bird and six members of the public**

**1. To elect a Chairman and a Vice-Chairman**

- i. To elect a Chairman for the Council year 2021/22
- ii To elect a Vice-Chairman for the Council year 2021/22

Cllr Smart was nominated by Cllr D'arville for the role of Chairman; the nomination was seconded by Cllr Parker. There being no other nominations she was duly elected unopposed. Cllr Parker was nominated for the role of Vice Chairman by Cllr Smart; the nomination was seconded by Cllr Owen. There being no other nominations Cllr Parker was duly elected unopposed to the role of Vice Chairman.

**2. To receive apologies for absence**

Apologies for absence had been received from Cllr Aguilar-Gomez to whom congratulations were extended on the birth of a daughter.

Members noted with regret the resignation of Cllr Corder who had concluded that his other commitments left him with insufficient time to devote to the role.

**3. To receive declarations of interest**

There were no declarations of interest in matters on the agenda.

**4. 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 have a pecuniary interest

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

The minutes of the meeting held on 4 April were approved as a true record.

**6. Public Forum**

Cllr Bird reported that he had been successful in bringing about the addition of the High Rd cycle lane to the list of those which were to have refreshed markings. Cllr Bird said that he was aware that there were difficulties associated with drivers parking across cycleways and that the distinction between broken and solid lines impacted on the response to parking across lines.

Cllr Bird also reported on his attendance at the East Suffolk briefing on Infrastructure spending and the CIL review. He would continue to press for planners to provide more information on infrastructure. The Clinical Commissioning Group were earmarking funds for the expansion of services serving the local community. On the education front there was to be provision for the expansion of Felixstowe Academy as well as a new building for the primary school. Responding to a question from a member of the public County Cllr Bird explained that it was planned that Trimley St Martin Primary School would relocate from its current site to land allocated on the site adjacent to Reeve Lodge.

Two members of the public expressed disappointment in the outcome of the third party review of the transport assessment which in their view did not provide as much detail on the impact of committed developments as they had hoped for.

A member of the public expressed the view that the extent of the development in the village was creating an environment which some residents felt was claustrophobic.

**7. To Review the Delegation Arrangements to, and Terms of Reference for, the Planning and Personnel Committees and Delegation Arrangements to the Clerk**

The delegation arrangements and terms of reference for the Planning and the Personnel Committees and the delegation arrangements for the Clerk were reviewed and agreed as follows:

Planning Committee	To comment on planning applications which must be determined before the next meeting of Full Council and, where directed by full council, to consider other urgent planning matters.
Personnel Committee	To act as first stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters To oversee and make recommendations in respect of employee terms and conditions and health and safety
Appeals Committee	To act as second stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters
Parish Clerk	In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 (extract from Financial Regulations)

#### **8. To Appoint Members to the Following Committees**

- a) Planning Committee**
- b) Personnel Committee**
- c) Appeals Committee**

Members were appointed and Chairmen elected as follows:

<b>Planning Committee</b>	<b>Personnel Committee</b>	<b>Appeals Committee</b>
Anderson	Vice-Chairman (Chairman of the committee)	Chairman (Chairman of the committee)
D'Arville	Anderson	Owen
Owen	D'Arville	Rodwell
Parker	Rastrick	vacancy
Rastrick (Chairman of the Committee)		
Smart		

#### **9. To appoint councillors to act as link representatives with special interest in:**

- a) School liaison (1)**
- b) Transport and highways issues (2)**

Cllr Owen was appointed to act as the member with a special interest in school liaison.

Cllr Anderson and Cllr D'arville were appointed to act as the representatives with a special interest in transport and highways. Cllr D'arville would focus in particular on public transport issues.

#### **10. To appoint members to the following working parties**

- a) Footpath/cycleway, river, tree and hedgerow working group**
- b) communications working group to draw up a welcome pack for new residents and also to make recommendations to the PC on a mission statement and objectives**

Cllrs Owen, Parker, Rastrick and Smart were appointed to the Footpath/Cycleway, River, Tree and Hedgerow Working Party

Cllrs Aguilar-Gomez and Anderson would work on drawing up a welcome pack for new residents and also make recommendations to the PC on a mission statement and objectives

#### **11. To review the Council's Representatives on External Bodies and Arrangements for Reporting Back:**

**Representation was agreed as follows:**

- a) Memorial Hall Management Committee: Cllrs Owen and Smart
- b) Poor's Charity Trustees : Cllrs Anderson and Parker
- c) Port of Felixstowe Local authority Liaison Committee: Chairman, Vice Chairman and Clerk

- d) District Council/Police ASB Group: Cllr Rastrick
- e) Freight Quality Partnership group: Cllr Parker Felixstowe Sports Council: Cllr Smart
- f) Felixstowe Peninsula Community Partnership : Cllr Smart (reserve: Cllr Parker)

**12. To review Standing Orders and Financial Regulations**

Members reviewed and approved Standing Orders and Financial Regulations

**13. To review the Council's Subscriptions to Other Bodies**

**The Council agreed that its subscriptions to the following organisations should be maintained:**

- Suffolk Association of Local Councils
- Council for the Preservation of Rural England
- Suffolk Preservation Society (no fee as membership is automatic on membership of the CPRE)
- Felixstowe Sports Council

**14. To determine the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council**

Council agreed that meetings would continue to be held on the first Tuesday of each month and that from June 2021 they would be held at the Memorial Hall. There would be no meeting in August

**15. To review the Travel Plan submitted with the outline planning application for the site adjacent to Reeve Lodge and consider whether to submit further comments to East Suffolk Planning.**

Members considered the Travel Plan submitted with the outline planning application for the site adjacent to Reeve Lodge. In the light of the comprehensive comments submitted by Suffolk County Council Travel Plan team they resolved to make no further comments.

**16. To decide on a response to planning application DC/21/1702/VOC Land At High Road Trimley St Martin Suffolk (Flagship site) Variation of condition 2 - Revised site plan for plot 22 to ensure the build form is outside of the RPA of the hedgerow and trees, Revised house type elevations with changes to plinth details and removal of the proposed calming/traffic island on the main highway.**

Members resolved to object to the application on the basis that the proposal to remove the pedestrian refuge from the plan was unacceptable. The development was located adjacent to the High Rd, where speed increased as traffic approached the point where the road merged into the A14 on-slip. It was essential that residents could cross the road in safety in order to reach the bus stop, Goslings Farm Shop and Grimston Lane, but this could not be achieved without provision of a safe place to cross. The applicant's comment that cyclists would feel intimidated if a refuge prevented drivers overtaking at this point was not convincing as it suggests that the safety of pedestrians and cyclists should be sacrificed so as to better accommodate drivers. There was no evidence that existing refuges outside the Memorial Hall and close to the Hand in Hand caused problems for cyclists.

**17. To decide on a response to planning application DC/21/1902/OUT: proposed residential development with associated works on land adjacent to 295 High Road Trimley St Martin Suffolk IP11 0RJ**

Members resolved to object to the application because of the cramped layout of the site and the lack of adequate parking provision for vehicles. The private drive provided the sole vehicular access to the dwellings which lay beyond the site and thus the lack of adequate onsite parking space was a major cause of concern. Parking on the private drive could not be considered acceptable given the risk that access could be lost both to nearby residents and to emergency vehicles.

**18. To consider whether to pursue the creation of a limited number of parking spaces in Grimston Lane, on the verge, just beyond the railway line, balanced by 'no parking' signs adjacent to the passing places further along to the south.**

The opportunity to create parking spaces was very limited and ran the risk of increasing the danger to walkers by pushing them toward the middle of the road. Members agreed not to pursue the creation of additional spaces, but resolved to request signs which would indicate that

there should be no parking in the passing places. Cllr Owen would make enquiries about the possibility of adding a “no public parking” to the Quiet Lanes signs.

**19. In the light of the news that the cycle lane lines along the High Road are to be renewed, to consider making a further request for unbroken lines to be applied. A traffic regulation order might be needed in order to secure this change if approved in principle.**

Members resolved that it would be appropriate to ask Suffolk County Council to install solid white lines rather than simply refreshing the existing broken white lines.

**20. To approve the following payments and note receipts**

Members noted that two payments in respect of previously approved expenditure had been made as follows:

Date	No	Name	In respect of	Amount	Power
22 04 2021		Starboard Systems	Scribe subscription	£582.00	LGA1972 s111
22 04 2021		Vemco Consulting Ltd	Review of Transport Assessment	2,844.00	LGA 1972 s111

Members approved the following payments:

Date	No	Name	In respect of	Amount	Power
04 05 2021		C Ley	Clerk's salary	628.25	LGA1972 s112
04 05 2021		Revenue & Customs	Tax & NI on clerk's salary	122.92	LGA1972 s112
04 05 2021		C Ley	Clerk's Expenses	40.39	LGA1972 s112
04 05 2021		SALC	Councillor Training	60.00	LGA1972s111
04 05 2021		Vemco Consulting Ltd	Handling fee	60.00	LGA 1972 s111

Members noted the following receipts:

Receipts	
Suffolk County Council – final grant payment for map boards	£250.00
East Suffolk – CIL payment in respect of the Flagship site	£35,870.89

**21. Items for consideration at next meeting**

In addition to the routine items which would fall due for consideration in June, members resolved to consider:

- concerns about change of use of residential property for retail purposes
- Uses for CIL funding
- topics for inclusion in the Parish Pump
- consideration of move to online banking

**22. Close**

The meeting closed at 21.25