

**The Annual Meeting of Trimley St Martin Parish Council will be held via Zoom on Tuesday 4 May 2021 at 7.30 p.m. The agenda is set out below. The details required to join the Zoom meeting are available on the Parish Council website**

**Caroline Ley, Parish Clerk  
28 April 2021**

**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

**2. To receive apologies for absence**

**3. To receive declarations of interest**

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

**4. 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

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

**6. Public Forum**

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.

- County and District Councillor Reports
- Public Question Time

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

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

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

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

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

**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

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

- a) Memorial Hall Management Committee (2);
- b) Poor's Charity Trustees (1)
- c) Port of Felixstowe Local authority Liaison Committee (2)
- d) District Council/Police ASB Group (1)
- e) Freight Quality Partnership group (1)
- f) Felixstowe Peninsula Community Partnership (1) plus a reserve

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

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

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

Note that two payments in respect of previously approved expenditure were 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

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

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**

**22. Close**