

## TRIMLEY ST. MARY PARISH COUNCIL

Minutes of the Trimley St. Mary Parish Council meeting held on Monday, 11<sup>th</sup> April 2005 at Trimley St. Mary School at 8.07 p.m.

### **Present:**

Councillors: Mrs H J Blackshaw, Mrs M J Dixon, E Durrant, B Frost, R Kerry (Chairman), N Mayes, Mrs B Shout, D Southgate and D Tyler.

**Apologies:** J Newman and C Storer.

### **121. DECLARATIONS OF INTEREST**

Mrs B Shout declared an interest in major planning proposals and N Mayes and D Tyler declared an interest in matters relating to the Port of Felixstowe.

### **122. MINUTES**

The minutes of the Parish Council meeting held on Monday, March 7<sup>th</sup> 2005, which had been circulated, were approved as a correct record. Proposed Mrs B Shout, seconded, B Frost.

### **123. CLERK'S REPORT**

The Clerk reported that the replies received regarding parking on High Road had been forwarded to Suffolk County Council and a standard letter of thanks delivered to all those who had responded. Having received the reply from Suffolk County Council to the responses, the Clerk had then forwarded the relevant details of the outcome to all parties concerned and the Chairman read out the ultimate decision and recommendation from Suffolk County Council for the members' interest and information. The Chairman suggested that the Clerk provide a full copy of the reply for each Councillor. Members agreed that the Clerk should contact Suffolk County Council to request the installation of the bus stop 'boxes'.

The Spring Litter Action had been advertised on the web, the notice boards, in the 'Evening Star' and at various outlets in the village. The Clerk thanked all the members, who had displayed posters and taken part in the collection of litter. Apart from support from members' partners, no parishioners had come forward to assist. The Clerk added that litter pick sticks could be purchased from Suffolk Coastal Services Ltd. for £7.50 each and asked that those wishing to purchase one advise her accordingly. The Clerk also confirmed that she had written to SCSL about the accumulation of litter around the village and the possibility of fortnightly collections and the Chairman read out the response received. Members were provided with a number to contact, in the event of an excessive accumulation of rubbish.

The matter of fortnightly collections was debated at some length, concerns including the following: this would not achieve anything and would only result in double the amount of each type of rubbish put out fortnightly; household rubbish bags would be put out early as the volume increased (already the case with some households), which would attract cats, rats, squirrels and foxes; whether more types of recyclable materials would be collected, the can collection having been lost in favour of garden waste and no collection, so far, of plastic, for which finding a market was difficult. The Clerk added that she had discussed this issue with SCSL only that day, stating that, whilst they confirmed that they had carried out a survey on the Farmlands Estate, no one had approached her household or that of the Chairman. She had suggested that removing more types of recyclable materials, if proposed, would have both benefits and disadvantages (storage) and had advised SCSL of the current problem of rubbish being placed outside too early.

The high volume of motorcyclists in Thurman's Lane, the damaged light on the path to Elm Gardens, the damaged street sign at the junction of The Avenue and Station Road and the missing steps to the slide at Stennetts Memorial Playing Field had all been reported to the relevant authorities. Since the last meeting, the bus shelter at the Free Church had also been damaged again, during the lunch time period on Thursday, 7<sup>th</sup> April 2005. The Police and Suffolk County Council had immediately been informed, since there was glass all over the footpath, and the roof had now been completely removed. The Clerk had been advised that it would be repaired as quickly as possible. That morning she had received another report of damage to three of the wooden shelters, one being particularly serious and, in addition, the fencing behind it smashed. The caller had also told the Clerk that the bins at the shelters revealed empty port bottles. The Clerk had again telephoned the Police, to advise them of the situation and Police Sergeant Richardson confirmed that other types of empty bottles had also been found, of a sort that indicated that the alcohol was probably not coming from retail outlets, but from parents' drinks cupboards. Members agreed that the Clerk should seek a quote from Mr Barton for the repair of the shelters.

An update had been received from the consultants for the Felixstowe Masterplan, which was read out for the members' interest and information and Steve Brown of Suffolk County Council had forwarded a draft flow chart for the programme of Local Development Documents. Those on email had already received a copy of the latter and further copies were available for other members.

The Council's responses to EERA had been submitted and a letter of thanks received, stating that the responses had been added to EERA's database and could be viewed on the web, the entry details to access which were available from the Clerk.

It had been confirmed, following the last Parish Council meeting, that no date, as yet, had been set for the Station Nurseries appeal. Mrs M J Dixon asked the Clerk to report the appearance of the two signs at the end of Station Road, outlining the number of businesses on the site, to the Planning Officers. B Frost added that the 'Flying Lady' service had even placed an advertisement on the Trimley Station sign and perhaps Network Rail should be notified.

The Clerk had received no response to her letter regarding vibration on the Felixstowe – Ipswich line but the response to her queries regarding Customer Services Direct was read out for the members' interest and information.

A list of Councillors' names had been sent to the 'Town Crier', as requested. The Clerk categorically denied any responsibility for the additional wording, advising the members that she had merely sent out a list and reading out the accompanying letter.

The Clerk requested the early return of the Suffolk County Council's consultation paper on 'Adults and Communities', in order that the comments might be compiled and reminded the members that at the next meeting, which would be preceded by the Annual General Meeting, the Suffolk Coastal District Council survey on 'Working with Town and Parish Councils' would need to be completed.

Members were asked to set a date, after May 4<sup>th</sup> 2005, for the Community Involvement and Strategic Thinking meeting of the full Council, a meeting which it had been agreed would not be open to the public and for which the presence of the Clerk would not be required. It was agreed that, since C Storer was the main driving force behind the proposal for these meetings, the Council should delay a decision on the date, until he was present, in case he was unable to attend. The Clerk advised the members that Cllr. Storer had contacted her, intimating that any date after the 4<sup>th</sup> would be acceptable but the Council agreed to abide by its original decision. The Clerk also requested a full Trustees' meeting following the main Council meeting, time permitting.

### **Reports:**

Mrs H J Blackshaw and Mrs M J Dixon – Suffolk Coasts and Heaths, AONB Community Conference. Cllr. Blackshaw reported that John Davies, Countryside Manager, SCDC, spoke on implementing AONB management strategy but managing the environment in Leiston High School Sports Hall was another matter – all attendees shivered until lunch time. The main theme of the morning was 'How do we deal with the sea?' Coastal defence was addressed by varying methods. The ideal of 'an ecosystem approach to the estuaries and coast, allowing change but keeping integrity' was put forward as a practicable ideal. Also discussed was planning for the next one hundred years. After lunch, there was a presentation from the Rt. Hon. John Gummer, MP, on what SCAR was hoping to achieve. This was in favour of robust defence of the coastline as it is now. David Smart of Essex Wildlife Trust spoke about a managed retreat on the Essex coast, which had resulted in new reed beds, providing a commercial crop and encouraging environmental tourism. Mrs M J Dixon added that this managed retreat allowed the sea in at some places. Cllr Dixon also provided details about the quite extensive sand banks, which had been placed a little way along the river wall at the reserve, the effects of which had not yet been determined. Before the close of the meeting in Leiston, there had been time for some good discussion to take place.

Although a letter and poster had been received from the Rt. Hon. John Gummer, MP's office, advertising a Public Meeting to discuss the future of the Felixstowe and Bartlett hospitals, Mrs H J Blackshaw reported that she had no comment to make on the meeting at that time.

**124.** The meeting was adjourned at 8.37p.m. during the reading of the monthly report from the Community Police Officers by Police Sergeant Richardson, who was accompanied by and introduced one of the Community Support Officers. Suffolk County Councillor, Mrs P O'Brien and Suffolk Coastal District Councillors, Mrs S Green and J Bidwell, had sent their apologies for the meetings that evening and no members of the public were present. The meeting reconvened at 8.44p.m.

### **125. ISSUES ARISING FROM REPORTS**

1. There were no issues under this heading.

### **126. CORRESPONDENCE**

1. The Clerk advised the members that the temporary shelter cleaner had kindly continued with the work required, a medical condition delaying the return of the usual cleaner.

2. The Chairman read out excerpts from a letter from DEFRA regarding a partnership in rolling out broadband to rural communities. A CD-ROM had arrived with the letter and was available on application to the Clerk. This was passed on to Mrs B Shout on request.
3. The Clerk advised the members that she had been contacted by the Assistant Publisher for EADT Suffolk Magazine, Debbie, requesting updated news regarding the Trimley villages development proposals. The mail had been forwarded to those with email addresses and the Chairman's comments passed on. The Clerk had agreed to set up a meeting with certain members and Debbie but, on telephoning, had ascertained that she only wanted to know details such as the size of the villages, the history, amenities, places of interest, clubs and groups and places to eat and drink. The Clerk had provided these in brief to the best of her ability and a copy of the millennium book was lent to Debbie for research purposes. Mrs M J Dixon added that copies of the millennium book were still available at the reduced cost of £2.00.
4. The Clerk read out an email from Police Sergeant Richardson regarding the offer of a Teen Shelter, possibly to be located on the green in Faulkener's Way. The offer had come from a Mr Sharman, whom the Clerk had tried, albeit unsuccessfully, to contact. The Clerk believed that the cost of the shelter was covered and it was built and ready to install. However it was probable that the Council would be responsible for the insurance, maintenance and repairs, none of which had been allowed for in the budget and precept request. Members discussed this matter at length and it was agreed that, whilst this would benefit the local youngsters in the community a great deal, being the only one in the area, it would also attract others from outside. Reference was made to the fact that the situation at the shops had only recently become stabilised and the teen shelter could reverse this situation again. It was also pointed out that a similar request previously for a youth club in this vicinity had been rejected for various reasons, not least being the objection of residents. A site near the skateboard park was suggested as being more suitable and the Chairman advised the members that the Clerk had received information of another possible location in Felixstowe, where an organisation was looking for something like this. Members agreed that they would consider such a scheme in the future but, for the moment, the Clerk should thank Mr Sharman for the offer and politely decline acceptance.
5. The Clerk read out a letter received from a member of the public, who had attended the last meeting, expressing surprise at the lack of public in attendance, stating that the meeting was very informative and that the author would come again. Compliments were also extended to the webmaster for the excellence of the site.
6. The Clerk advised the members that the Electoral Registration and Election Notices for the County Council elections had been placed on the notice boards and reminded them that, this year, voting would take place at the Welcome Hall, the small hall at the school having been converted into classrooms and a General Election not having been announced at the time when a decision on the polling station was required. Thanks were extended to Mrs M J Dixon for agreeing to the use of the hall.
7. The Adults and Communities Consultation Paper from Suffolk County Council, explaining the County Council's ambition to create a new Directorate for Adults and Communities, had already been put into circulation. Members were reminded that comments were required by April 28<sup>th</sup> 2005.
8. It was agreed that information from DEFRA on Quality Parishes and Parish Planning, comprising of a letter, poster and news release on the subject of Parish Fund Benefits Local Communities, would be circulated for the members' interest and information.
9. An invitation to the FACTS AGM on Monday, 27<sup>th</sup> June 2005 at 7.30p.m. at the Senior Citizens' Centre had been received by the Clerk. Being on annual leave, the Clerk asked if anyone else was interested in attending, this being an organisation which greatly benefited the community and to which the Parish Council had made a donation in the previous financial year. The Chairman stated that he would check his calendar.
10. The Chairman stated that he had received a letter stating that his surgery near Safeways (Morrison's) was requesting that people should not attend, unless desperately ill, there being only three doctors to cope with 6,000. He continued that one doctor was on maternity leave and the surgery was experiencing problems with locums. One Councillor stated that this was appalling for a National Health service. Another made mention of the proposals for pharmacies to provide a consultancy service, with a private room for consultations.

## **127. INFORMATION CIRCULARS**

The following were presented and/or circulated:

1. SCDC – Parish Bulletin, Spring 2005.
2. Clerks and Councils Direct, Issue Number 38, March 2005.
3. Standards Committee – Minutes of the meeting held on March 3<sup>rd</sup> 2005.
4. SALC – The Local Councillor, Volume 1, Issue 14, March 2005 (including the New Nationally Agreed Terms and Conditions for Parish and Town Council Employees), Courses and Workshops, Newsletter Competition, 4 flyers SWT, 4 miscellaneous flyers. The Clerk requested that the members read pp3-6 of the Local Councillor very carefully, as these pages outlined the New Nationally Agreed Terms and Conditions.

The Chairman added that the Clerk had requested permission to attend a Networking Day on April 19<sup>th</sup> 2005 at a cost of £6.06, inclusive of VAT. This was agreed.

5. Suffolk Preservation Society – Suffolk View, Issue No: 99, Spring 2005.

## 128. FINANCE

1. The monthly financial statement was presented and agreed. Proposed D Tyler, seconded, B Frost.

### 2. Expenditure:

|                        |                                   |        |
|------------------------|-----------------------------------|--------|
| Shelter Cleaning       | To 09/04/05 (1@4 weeks/1@5 weeks) | 69.00  |
| Welcome Hall Committee | Insurance 2005-2006               | 520.38 |
| RSPB                   | Membership 2005-2006              | 30.00  |
| Clerk                  | Telephone to 22/03/05 (20 weeks)  | 37.98  |
| Clerk                  | Imprest Top Up                    | 24.56  |

3. The Clerk explained that the difference in weeks paid for in shelter cleaning was due to the payment made to the temporary shelter cleaner in the previous month, who had received payment for the full period for which it was believed he was covering. This cover had then been extended, as mentioned above. The Chairman stated that thanks should be offered to the Treasurer for the Welcome Hall, who had secured an insurance policy, with additional contents cover, for £16 less than the sum paid in the previous financial year. The Clerk apologised for a mistake in the dates given for the last repayment of telephone charges (Monday, January 10<sup>th</sup> 2005, 92.3), which should have read 06/09/04 – 02/11/04 (not 02/12/04), hence the 20-week charge above.

4. A quote of £75.00 plus VAT, £3.00 up on the previous year, for the inspections of Children's Play Equipment for 2005-2006 had been received, which was within budget. This expenditure was approved by Mrs H J Blackshaw, seconded by D Tyler and all agreed. Confirmation that a ROSPA inspection would take place on the equipment on Stennetts Playing Field had also been received

5. Details of the Suffolk Association of Local Councils membership, 2005-2006 (£632.00) had been received and the Insurance quote for 2005-2006 (£970.38), which would be paid at next meeting, if approved. The Clerk added that SALC had been advised that VAT should not be charged on the membership fee, so the amount requested was not VAT inclusive. She continued that the Insurance quote was just within budget. Members discussed the SALC membership fee at some length, querying the value of the service received in proportion to the cost. B Frost stated that he was unhappy with the organisation on two main counts, namely the necessity of approaching NALC through SALC and the New Nationally Agreed Terms and Conditions briefing summary produced by SALC, which he had found unhelpful, too technical, containing spelling mistakes and generally not good for the basis of discussion. He was, however, concerned about whether the Clerk depended on material provided by SALC, which she could not obtain from elsewhere. D Southgate remarked that, if the subscription were performance related, SALC would owe the Council money. Mrs M J Dixon suggested that a letter, expressing the Council's concerns, be enclosed with payment for the membership. Another suggestion was that payment was withheld, until the letter had been written and a satisfactory reply received. The Clerk having confirmed that payment was not due until May 31<sup>st</sup> 2005, all agreed to the latter suggestion and Cllr. Frost agreed to compose the letter, one of his concerns relating to the computation of the Clerk's salary, which was a matter for the Council alone, and to provide the Clerk with a copy of the letter. The Chairman asked Cllr. Frost whether he believed that the Council could secure an alternative, better insurance quote. Cllr Frost responded that no enquiries had been made in that respect.

6. The Chairman advised the members that the Clerk had elected to register to complete the end of year annual return for the Inland Revenue online. This would mean a cheque for the Parish Council of £250 that year and a total of £825 over a five-year period, if the task were successfully accomplished. The Clerk added that, since this procedure would be compulsory in five years time, she had decided that she might as well get used to the system and benefit the Council at the same time. B Frost proposed a vote of thanks to the Clerk.

7. The Clerk confirmed that all the figures for all the accounts had been completed and it only remained to write up two paragraphs of the notes to accompany accounts and the end of year returns would be complete and ready for audit.

8. New Nationally Agreed Terms and Conditions for Parish and Town Council Employees. The Clerk having immediately forwarded all documentation regarding this issue on receipt and having obtained the complete version from SALC, the Chairman asked B Frost to lead the discussion on this matter. Cllr Frost began by stating that the Council would have to face the fact that this document would affect the Clerk, as a totally new, different method of payment of salary had been introduced. The system included a point scoring process to determine what type of Council the Clerk was employed by. The criteria, however, could place Trimley St. Mary Parish Council in any one of the four alternatives. Cllr Frost continued by assuring the Clerk that, despite the complexity, the Council would address the issue with professionalism and sincerity. He stated that he was incensed that the new Terms and Conditions had been dropped on the Clerk with just a matter of days

warning before implementation was due, particularly since SALC must be fully aware that the budget had been agreed months previously. The Clerk added that she had been aware that her union and NALC were involved in discussions with regard to the payment of salaries but had not appreciated the full implications, nor seen any proposals, until the arrival of the Local Councillor and the briefing paper, where SALC summarised the agreement made between NALC and the SLCC. Cllr Frost quoted from the briefing paper that 'SALC was not prepared to circulate the Terms to members until training was offered to help councils implement the new agreement. Those that sent them out before Christmas have found themselves inundated with queries that staff have been unable to answer'. He went on to say that Trimley St. Mary Parish Council was lucky, since, as an accountant, he had a better grasp of the material produced than a Council comprising of lay people, with no business connections would. Anyone, who had finished working years ago, would have great difficulty in understanding the literature provided. Cllr Frost proposed a separate meeting, adding that this was a serious document, which must not be treated in a frivolous manner. It was agreed that a meeting of the General Purpose and Finance Committee would be scheduled at a future date within the next few months, the Clerk having provided a copy of the briefing paper to all Committee members, since any decision, if implemented, could be backdated. The Chairman concluded the discussion by stating that he was sorry that the Council would once again have to lean on Cllr Frost's financial expertise.

## **129. PLANNING**

### **1. Applications:**

CO5/0425 Change of use of light industrial unit to veterinary practice, Station Yard Trimley, Station Road – supported but concerns registered.

CO5/0427 Single-storey side extension, 13, Welbeck Close – supported but concern regarding parking registered.

CO5/0487 Erection of extension to garage, 6, Fen Meadow – supported with recommendations. The Clerk added that she had received a copy of a letter of objection to this application from a resident and read out the contents for the members' interest and information. The letter was then passed on to Mrs M J Dixon for reference in future discussions of the application.

CO5/0512 Erection of single-storey rear extension, 17, Faulkener's Way – still in circulation.

CO5/0540 Erection of single-storey front extension, 21, Dains Place – still in circulation.

CO5/0608 Erection of conservatory, 23, Drover's Court – circulated due to lack of time in meeting.

CO5/0610 Erection of two-storey side extension (existing conservatory to be demolished), 51, Faulkener's Way – circulated due to lack of time in meeting.

CO5/0615 Erection of rear conservatory extension, 12, Eastland Court – circulated due to lack of time in meeting.

### **2. Decisions:**

CO5/0050 Erection of first-floor rear extension, 55, Cordy's Lane – granted.

CO5/0093 Erection of terrace of 3 two and a half storey three bedroom dwellings with construction of vehicular access and parking area, land adjoining 132, High Road – refused.

CO5/0136 Erection of single-storey rear and side extensions, 40, Langstons – granted.

CO4/2355 Use of land for the erection of four flats, land adjacent to 31, Station Road – outline planning permission granted.

**3.** CO5/0032, CO5/0033, CO5/0034, Blofield – considered and granted by the South Area Team Development Control Sub-Committee on Thursday, March 31<sup>st</sup> 2005. This item had been discussed during the Annual Parish Meeting, held prior to the full Council meeting. The Clerk had requested a copy of the noise assessment report under the Freedom of Information Act and had received said report, which was available on request. Mrs B Shout expressed an interest in viewing the document.

**4.** Vodafone Upgrade, High Road Walton – Members were advised of Felixstowe Town Council's response (objection) to this planning application, a copy of which had been sent to the Clerk. This being the same matter regarding which the Parish Council had been consulted a few months previously, following a discussion with the Town Clerk and various members of the Council, the Clerk had been authorised to send a copy of the Parish Council's response to the consultants to Suffolk Coastal District Council's Planning Department.

**5.** An application for a Tree Preservation Order for 12, The Avenue had been received from Suffolk Coastal District Council and notification that Orders for 180 and 172 High Road had been granted. Mrs M J Dixon advised the Council that more Tree Preservation Orders were on the way.

**6.** Mrs Patricia O'Brien's response to the East of England Plan had been forwarded to the Clerk and was available on request.

**7.** The Suffolk Preservation Society's EERA response was in the Clerk's possession and was available on request.

**130. HIGHWAYS AND FOOTPATHS**

1. Forthcoming Bus Service Changes, Notice 178 had been forwarded by Suffolk County Council. None of the changes directly affected Trimley St. Mary.
2. The Council had been advised of a temporary road closure on the U3113 Cordy's Lane/Station Road at the level crossing for TMS for Network Rail maintenance works, from 23.00hrs Saturday, 28<sup>th</sup> May 2005 to 12.00hrs Sunday, 29<sup>th</sup> May 2005. The Chairman asked the Clerk to pass the details on to the webmaster, adding that there was no point in writing again about the lack of alternative route, having done so twice already.
3. Details had been sent by Suffolk County Council regarding the following: - U3111 Church Lane, C370 High Road and C355 Kirton Road – Prohibition of waiting, prohibition of waiting and loading and revocation – Order 200 and C370 Howlett Way and C355 Kirton Road – 40mph speed limit and derestriction – Order 200. A copy of the draft order, the Council's reasons for proposing to make the order and the notice to be published in the press had been provided and members were advised that any comments regarding the above must be submitted by April 26<sup>th</sup> 2005.
4. Revised and new services operating in the area, Notice 179 had been forwarded by Suffolk County Council. The service affected for Trimley St. Mary was the 173/174 Ipswich/Kesgrave – Bucklesham – Saxmundham, commencing 29<sup>th</sup> March 2005. B Frost stated that the route affected should read Felixstowe/Woodbridge/Saxmundham.
5. Members were advised that a letter had been received from a resident, complaining about motorcyclists on the field behind Fen Meadow and Thomas Avenue and vandalism to a mounting block in Thurman's Lane. Both issues had been reported to the Police and the Clerk was asked to refer the matter of the mounting block to Suffolk County Council.
6. Mrs B Shout advised the members that the New Road sign at the High Road end was leaning at a 45-degree angle. The Clerk agreed to report this to the relevant authority.

**131. EMERGENCY ISSUES**

1. There were no issues under this heading.

**132. NEXT MEETING**

Monday, 9<sup>th</sup> May 2005 following the Annual General Meeting at 7.00p.m.

The meeting closed at 9.29 p.m.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date