

TRIMLEY ST. MARY PARISH COUNCIL

Minutes of the Trimley St. Mary Parish Council meeting held on Monday, 9th May 2005 at the Trimley St. Mary School at 7.12p.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 C Storer.

Apologies: J Newman and D Tyler.

1. DECLARATIONS OF INTEREST

Mrs H J Blackshaw declared a prejudicial interest in planning application C/05/0749; C Storer declared a prejudicial interest in planning application C/05/0728; Mrs B Shout and C Storer declared an interest in major planning proposals; N Mayes declared an interest in matters relating to the Port of Felixstowe.

2. MINUTES

The minutes of the Parish Council meeting held on Monday, 11th April 2005 and the minutes of the Trustees' meeting held on Monday, 7th March 2005, which had been circulated, were approved as a correct record.

Proposed, B Frost, seconded, Mrs B Shout.

3. CLERK'S REPORT

The Clerk advised the members that she had contacted Suffolk County Council with regard to the placing of the bus stop 'boxes' on High Road and members were asked to consider their reply to continued correspondence from a resident regarding this issue, who had been invited to attend the meeting but had not taken up the offer, copies of all correspondence having been circulated with the minutes. Mention was also made of a 'no parking' cone, which had appeared outside this resident's property and had been reported to the relevant authority. Members agreed that the Clerk had responded appropriately to all correspondence and no further action would be taken on this issue. Some discussion followed on the next steps to be taken and it was agreed that a decision would have to be made, possibly following more consultation, as to whether an application was made for a Traffic Order to introduce double yellow lines with a Restriction Order, a move which might take two years to accomplish. B Frost questioned the references to the school's catchment area. Mrs H J Blackshaw and N Mayes declared an interest, as School Governors, and Cllr Blackshaw stated that few children were from outside the catchment area, those who were having started at the school at the age of five and whose parents had then moved away. She continued that very few children from outside the catchment area were now at the school. D Southgate stressed that the Council must not lose sight of the fact that safety was a priority issue. Cllr Frost added that the week beginning May 23rd 2005 was 'Walk to School Week' and the Clerk was asked to write to the Headmaster to inquire what actions were being taken by the school to support and promote this.

The temporary closure of Cordy's Lane/Station Road had been forwarded to the webmaster. The business signs at the end of Station Road and on the Network Rail sign, the damaged New Road sign and the damaged mounting block in Thurman's Lane had all been reported to the relevant authorities. The Chairman read out the response regarding the business signs at the end of Station Road and the Clerk reported that Suffolk County Council would be writing to request the removal of the sign on the Network Rail post, this being on Highways land and constituting a danger, because of the way it had been attached.

Following a report received from B Frost after the litter pick, the Clerk had reported the blocked drains in Thurman's Lane. The drains, gulleys and soak-aways had all been cleared but Terry Loveridge felt that the soak-aways may have reached the end of their life and had put them on the drainage programme for the future. Suffolk County Council Highways Department had confirmed that a date would be set for the contractors to begin work on the new streetlights for Station Road, now that funding had been secured.

The Clerk had received a quote from D B Barton of £90.00 for the repainting of the shelter opposite the pub and the repairs to the shelter opposite The Drift. His letter was read out for the members' interest and information and approval sought for the quote. B Frost proposed that the quote be accepted, Mrs M J Dixon seconded the motion and all agreed.

The Clerk requested a reply from the Council with reference to a letter received from a resident on the Blofield development, which had been circulated between meetings, and reminded members that she had still not received comments for a previous letter sent by this resident. The former letter had not returned from circulation, so no response could be formed. Mrs M J Dixon agreed to pass on the necessary comments with

regard to the latter correspondence. Mrs B Shout was invited to speak on issues arising from the reading of the Bureau Veritas Report (Appendix A) and research undertaken. Cllr Shout suggested that letters be written to Suffolk Coastal District Council, indicating that the Council expected surfaces to be finished with tarmac, not concrete and requesting permission for work to cease on Saturday at 12 noon. Planning permission having been granted for the Blofield site, it was agreed that Cllr. Shout, with the assistance of Cllr. Dixon, would write to inquire if these requests could be incorporated under the Terms and Conditions of the planning permission. It was also agreed that Mike Ninnmey be copied in on this issue, as the anticipated increase in noise levels would considerably affect his Ward.

The Clerk gave details of the latest response from Steve Brown in relation to the Felixstowe Masterplan and requested a formal response from the Council to send to Suffolk Coastal District Council on the second 'vision' from Trinity College, Cambridge. C Storer stated that it had been evident from the meeting with Steve Brown of Suffolk Coastal District Council that a positive, long term vision for the village from the village was required and the Options Report expected in September was the time to put energy into this. It was agreed that the Council's stance on the Trinity College's proposals had not changed and that all Councillors were against the second 'vision'. The Clerk was asked to write to Suffolk Coastal District Council to that effect. D Southgate again reminded members that the Council had provided a response to Suffolk Coastal District Council, although this had not been updated and expanded, since the receipt of the second vision, opinions not having changed. Mrs M J Dixon reminded the members that the update from Trimley St. Martin had only amounted to half a page.

The Play Equipment quote had been formally accepted, the offer of the teen shelter politely declined for the time being and the Suffolk Coastal 'Local Development Framework' questionnaire had been submitted and a receipt received. The Clerk extended thanks to Mrs M J Dixon for her assistance in completing this document. The Clerk enquired whether the Chairman or anyone else could confirm attendance at the FACTS Annual General Meeting on Monday, 27th June 2005 at 7.30p.m. at the Senior Citizen's Centre, having sent an email advising Mr Stirratt that the Chairman was checking his diary and that she would be unable to attend, since she was on leave. The Chairman affirmed that he would advise the Clerk, if it were possible for him to attend. Members were also asked if anyone else wished to purchase litter pick sticks, since she had only received a request from B Frost. No further requests were made. Mrs M J Dixon asked that the excessive amount of rubbish in The Drift be reported to the relevant authority.

The Clerk had produced a document on procedures relating to circulation documents and holidays, the production of reports for meetings and submitting items for the agenda, together with some requests to be considered by the Finance and General Purpose Committee, namely a risk assessment on working from home and a designated telephone line, a copy of which had either been emailed to Councillors previously, or was available at the meeting.

Councillors were asked what items, apart from meetings/courses attended and dates for meetings and footpath walks, they wished to be included in the next newsletter. The Clerk had compiled a list of possible items and B Frost remarked that it must be kept brief or else it would be edited. The Clerk also suggested that one of the Councillors might consider taking on this task in the future, unless an editor could be found to publish a proper newsletter.

It was agreed that the next Finance and General Purpose meeting would take place on Monday, July 4th 2005, with all Councillors present, at 7.00p.m. at the school and a Strategic Thinking meeting of the full Council would take place on Monday, 16th May 2005 at 7.00p.m. at the pavilion, if the Clerk could secure the booking at such short notice. The first footpath walk in July would be moved to Tuesday, 5th July 2005. The Clerk was asked to provide a copy of the Suffolk Association of Local Councils' briefing paper to all Councillors, since originally these had only been provided for the members of the Finance and General Purposes committee. The Clerk requested a full Trustees' meeting following the main meeting.

REPORTS:

B Frost – Railway Station and Use. Cllr. Frost reported no further news on the station buildings and informed those present that some planting out had been undertaken in the garden. With regard to train services, he reported that from June 12th 2005 until September 18th 2005 inclusive there would be an earlier Sunday morning train at 11.04 from Ipswich to Felixstowe, calling at Trimley at 11.23, and an earlier return service at 11.38 from Trimley to Ipswich. Mrs M J Dixon advised the members that she had spoken to Bob Sherratt on the issue of the station building and he had intimated that he had information regarding people who might take on the building and he had stated that he was keen to get involved in this matter. It had been hoped that he was going to attend the meeting that night. Cllr. Frost remarked that Mr Sherratt's statements seemed to confuse the building with the station.

Clerk/Bryan Frost – SALC Issues. The Clerk had produced a report on the Networking Day for Clerks attended (Appendix B) and passed round a document requesting permission to place Councillors' contact details (address/ telephone number/both) within the public domain. Cllr Frost reported that he had written to SALC, being particularly concerned about the deficiencies in the briefing paper, amongst other matters, and a reply was still awaited. He suggested that the Council withhold a decision on paying the annual membership fee, until a response had been received.

4. The meeting was adjourned at 8.17p.m. during the reading of reports from the Community Police Officers, who had sent their apologies, a letter from Suffolk County Councillor, Mr J Goodwin, who had sent his apologies, a report from Mrs M J Dixon, Suffolk Coastal District Councillor (Mrs S Green of Suffolk Coastal District Council had sent her apologies) and Public Question Time. The meeting reconvened at 8.29p.m.

5. ISSUES ARISING FROM REPORTS

1. Councillors expressed concern at the report from the Community Police Officers, feeling that it was the worst report for some time and wishing to ascertain where those responsible were coming from.

6. CORRESPONDENCE

1. Completion of SCDC survey 'Working with Town and Parish Councils'. Due to the pressure of time, members were asked to pass their completed forms to the Clerk for compilation.
2. Members were advised of updated information from Hutchison Port UK on the dualling of the Felixstowe Branch Line. With regard to improving rail access to the Port of Felixstowe, leaflets entitled The Proposed Application for Works to the Felixstowe Branch line and the Ipswich Marshalling Yard had been sent out to affected households and copies were available for each Councillor. A Councillor Information Session would be held at Tomline House on Wednesday, 8th June 2005, 18.00-20.00. Public Information Sessions were also scheduled, details of which were provided. The Environmental Impact Assessment Scoping Report had been received from the Environmental Resources Management, comments for which had to be submitted by May 27th 2005. This was circulated and responses were requested by Tuesday, 24th May 2005, unless Councillors preferred to respond individually.
3. Members were informed that the SALC Annual General Meeting would be held on Saturday, 9th July 2005, at a cost £12.00 each. Anyone wishing to attend should advise the Clerk.
4. Details of events and posters advertising Suffolk Coasts and Heaths' Celebrate the Coast with 'A Shore Thing' 1st – 8th May 2005 had been placed on the notice boards.
5. A letter from Redrow 2005 Suffolk Youth Games, detailing events to be held at Northgate High School, Ipswich on Sunday, 10th July 2005 was read out for the members' interest and information and a poster had also been supplied.
6. The election of a Member of Parliament notices for May 5th 2005 had been placed on boards on receipt. The Declarations of Results of Poll for the Suffolk County Councillor and the Member of Parliament had also been displayed.
7. A letter from Suffolk County Council regarding the Revised Draft Statement of Community Involvement, which gave details of the result of consultation on the first draft and posed questions on the revised draft, was circulated for the members' interest and information.
8. The Chairman read out a communication from the webmaster, detailing server problems experienced. The Clerk asked the members whether they would agree to the webmaster changing server, even if the cost were greater, to eliminate the problems encountered. All agreed.
9. Felixstowe & District Citizens' Advice Bureau had sent an invitation to the Annual General Meeting at St. Felix Parish Hall, Gainsborough Road, Felixstowe on Wednesday, 15th June 2005 at 12 noon. Mrs M J Dixon confirmed that she would already be attending in another capacity.

7. INFORMATION CIRCULARS

The following were presented and/or circulated:

1. The Newsletter of East Suffolk Mind, Number 3, Spring 2005.
2. Suffolk Wildlife Trusts - Wildlife, Spring 2005, Natural world, Spring 2005.
3. ESTA – AGM, Tuesday, 3rd May 2005, Minutes of the AGM held on Tuesday, 4th May 2004, The Traveller, No 92, April 2005, Tours Booking Form and membership renewal.
4. Glasdon – Local Councils News-Sheet, price list and 2 brochures.
5. Suffolk Acre – Suffolk Scene, Bulletin 31, Spring 2005 and 2 flyers.
6. RSPB – Birds, Summer 2005, letter, summer 2005 catalogue and 3 flyers.
7. SCDC – Agenda for the meeting of the Standards Committee on Monday, 9th May 2005.
8. SCC – Commenting on applications for planning permission made to SCC and letter re. Suffolk Village Shops Group.
9. Suffolk Housing Society – letter and brochure from Icen Homes on affordable homes.

10. Clerks & Councils Direct, Issue 39, May 2005.

C Storer inquired why the Council was a member of the Royal Society for the Protection of Birds. Mrs H J Blackshaw provided the relevant explanation. Mrs M J Dixon explained the reason behind the membership to Suffolk Wildlife Trust.

8. FINANCE

1. The monthly financial statement was presented and agreed. Proposed Mrs M J Dixon, seconded, B Frost.

2. Receipts:

Members were informed that the Clerk had been advised by a BACS Remittance Advice that the first half of the precept had been received but this had not yet been confirmed by a bank statement.

3. Expenditure:

Shelter Cleaning	To 07/05/05 (4 weeks)	61.71
D B Barton	Grass Cutting	60.00
Cornhill	Insurance 2005-2006	1,079.15
SCC	Amenity Licence 2005-2006	5.00
Clerk	Stationery	20.74
Clerk	Imprest Top Up	31.06

4. B Frost recommended that the SALC membership should not be paid as yet. Mrs H J Blackshaw proposed that this recommendation be accepted, Mrs B Shout seconded the motion and all agreed.

5. It was confirmed that the Inland Revenue returns had been submitted on-line and the Clerk was awaiting the 20th of May for the P9D form to be available. The Chairman added that the internal audit had also been completed.

6. The Clerk, as Responsible Finance Officer, requested the Council's approval for the end of year figures, which included all receipts and payments, the bank reconciliation, a summary of income and expenditure, the cumulative fund balance and balance sheet as at 31st March 2005 and the notes to accompany the accounts for external audit, all of which had been checked for the Clerk by B Frost on completion. Cllr Frost proposed that approval be given, Mrs M J Dixon seconded the motion and all agreed. The Chairman and the Clerk then signed the documents as appropriate.

7. The Clerk asked the members to give consideration to the donation towards the Trimley Carnival, which would have to be generated at the next meeting. It was agreed that the cheque would be generated immediately and a sum of £175.00, as per the previous year, was also agreed. Mrs M J Dixon proposed the motion, N Mayes seconded the motion and all agreed. It was further agreed that two invoices received that day, which had not been included on the latest agenda, would be carried forward to the next meeting.

9. PLANNING

1. Applications:

CO5/0512 Erection of single-storey rear extension, 17, Faulkener's Way – supported with recommendation.

CO5/0540 Erection of single-storey front extension, 21, Dains Place – supported with recommendation.

CO5/0608 Erection of conservatory, 23, Drover's Court – supported.

CO5/0610 Erection of two-storey side extension (existing conservatory to be demolished), 51, Faulkener's Way – objected.

CO5/0615 Erection of rear conservatory extension, 12, Eastland Court – supported.

CO5/0345 Erection of two-storey rear extension, 57, Faulkener's Way (amended plans) – objected.

CO5/0425/FUL Change of use of light industrial unit to veterinary practice, Station Yard, Trimley Station, Station Road (amended plans) – no objection. Reassurance had been sought regarding arrangements for overnight stays and a response had been received, details of which were given for the members' interest and information.

C/05/0761 Erection of conservatory to rear, 25, Heathgate Piece – supported with recommendation.

C/05/0749 Certificate of lawfulness: Rear Dormer extension, 67A, High Road – supported but advice sought on legal precedence regarding possible affecting of neighbour's solar panels.

C/05/0728 Erection of one and a half storey dwelling, garage and formation of vehicular access (further revised scheme) – Part rear garden, St Mary's Lodge, 2, Thurman's Lane – objected and explanation of correspondence sought.

PN/05/0436 Erection of 10m high telecommunications column with associated antenna, radio equipment housing and ancillary development, verge opposite 397, High Street, Felixstowe – taken to South Area Team Development Control Sub Committee on 26th April 2005. Mrs M J Dixon advised the members that permission had been granted, as the applicants already had the right to do this in some way.

C/05/0778 Erection of part single-storey, part two-storey rear extension, 5, New Road – supported with recommendation.

C/05/0867 Erection of rear conservatory, 23, Langstons – supported.

C/05/0880 Erection of detached garage, Gun Cottage, 2, Gun Lane – supported but condition requested.

2. Decisions:

CO5/0357 Retention of existing conservatory, 34, Hunters End – granted.

CO5/0412/FUL Erection of first floor side extension, 16, The Josselyns – granted.

CO5/0427/FUL Single-storey side extension, 13, Welbeck Close – granted.

Blofield – C05/0033 (varying conditions) – granted, C05/0032 (extension Nicholas Road for access) – granted, C05/0034 (engineering and building operations) – approval of reserved matters. These documents were handed over to Mrs B Shout to assist in the compilation of letters mentioned earlier.

3. Works to Protected Trees, Preservation Order No. 153, 19, Tyler's Green.

4. B Frost expressed concern at the delay in the Station Nurseries appeal, which the Clerk had been informed might not take place until the end of the year. Mrs M J Dixon confirmed that the Inspectors were snowed under with appeals and the time scale was dictated by those at Bristol not Suffolk Coastal District Council.

10. HIGHWAYS AND FOOTPATHS

1. Footpath Walks. It was agreed that these would commence at 7.00p.m. on Tuesday 5th July 2005 (Gun Lane), preceded by the allotment inspection at 6.30p.m., Monday, 11th July 2005 (Cordy's Lane) and Monday, 18th July 2005 (Spriteshall Lane). The Chairman had agreed to produce the necessary posters.

2. Copies of the draft order, plans, public notice and explanatory statement for the scheme for the A14 Trunk Road (Dock Spur Footbridge Side Roads) Order 20 had been supplied by the Highways Agency. Submission of comments must be made by 17th June 2005 and an exhibition was to be held at Cavendish Community Church, Grange Farm Avenue, Felixstowe on Wednesday, 18th May 2005. The documents were circulated and responses requested by Friday, 3rd June 2005, unless Councillors chose to respond individually. Attention was drawn to the need to consider access carefully and whether in preventing access by motorbikes, this would penalise disabled buggies.

11. EMERGENCY ISSUES

1. Mrs M J Dixon reported that the barrier at Stennetts Field at the end of Stennetts Close, as it joined Gaymers Lane, had been destroyed and needed to be restored, as motorbikes were gaining access to the field via this route. County Council had been informed.

2. D Southgate reported back from the latest Sports Council meeting, advising members that Joe Liggett had funding for updating play areas, including that in Faulkener's Way, for which Suffolk Coastal Services Ltd. were responsible. Regrettably they were not responsible for the play area on Stennetts Playing Field.

12. NEXT MEETING

Monday, 6th June 2005 at 7.00p.m.

The meeting closed at 9.22p.m.

_____ **Chairman**

_____ **Date**

APPENDIX A
Blofield Development

I have read the Bureau Veritas Report together with some Planning information which I requested from SCDC under the Freedom of Information Act.

In order to get a clear picture of exactly what the situation is I then phoned the SCDC Environment Officer. She has been most helpful, informative and clarified many points, raised by me . As a result of these enquiries I would like to raise the following points.

- The Environment Officer tells me that the type of road/work surface that is built into this development could well have an impact on the resultant noise. Concrete being harder and subsequently noisier than tarmac. Should we be pursuing this as requirement?
- It would appear that the Site Operator has yet to apply for hours of operation and is likely to request 24/7 but it is thought unlikely that any work will be undertaken after 12 noon Saturday or at all on Sunday, except in exceptional circumstances. As this site has taken scant regard of the PCs and residents concerns regarding operational noise, I would like to suggest that we take them at their word and suggest that Planning permission only be given up to Saturday noon. Indeed if this was to be extended to 7pm Saturday it would, in effect give the operator the equivalent of another full days work. Anything outside these given hours would need special permission and might help them to concentrate on getting their house in order.

Trimley St. Mary residents now suffer railway noise 24/7 and the railway was not, when the original permission was given, supposed to run on Sundays either 'except in exceptional conditions.' It would appear that to give these businesses the benefit of our trust in return for their 'word' is a worthless exercise, which results in a reduction in the quality of life for all local residents.

If any of these actions is even possible, it may lead to nothing. But even if that is the case it could enforce the idea on a certain Educational Institution that we are not the push-over they would like to believe we are.

I also have a noise level indicator that I requested from the Ipswich Hearing Centre. This will help to put the Db level in perspective.

Barbara Shout

APPENDIX B
CLERK'S NETWORKING DAY
TUESDAY, 19TH APRIL 2005.

SALC acted in the capacity of a facilitator for this day, the agenda basically being set by those attending, with some items already previously submitted. The meeting also gave SALC officials an opportunity to pass on information, such as an increase to £5.30 per elector for Section 137 payments, an update on the Certificate in Local Council Administration and a reminder of the Clerk's Training Bursary Scheme.

Documents had also been produced on The Freedom of Information Act, The Data Protection Act (which limits the former) and the new pay scales and Terms and Conditions, to support items to be addressed on the agenda.

Having identified areas the Clerks wished to be addressed, such as computer finance packages, assertiveness/motivation, time management and cases of libel, volunteers were sought from those present to lead the discussions, with contributions welcomed from all attendees. A wealth of information on good practices from Clerks of very small to very large Parishes was shared, which was most interesting, informative and, in certain cases, useful to me personally.

Decisions, reminders and recommendations taken from this part of meeting were as follows: -

- An attempt would be made to seek an increase in the annual allowance for working from home
- Whilst not a legal requirement, it was recommended that a list of Councillors' contact details should be within the public domain
- A reminder was issued that anything written by a member of the Council in his/her capacity as a Councillor (email, letter, notes at meeting) was subject to The Freedom of Information Act. It must clear in written correspondence that the views expressed in the letter are the Councillor's own views, not that of the full Council, unless the response has been authorised by the Council. If a Councillor is concerned about a reply, he/she should run the issue past the Chairman or take the correspondence to full Council.
- A risk assessment should be carried out for Clerks working from home
- Correspondence by email to circulate material, agendas and minutes to Councillors was highly cost effective and greatly reduced the Clerk's hours
- It is recommended that established and new Councillors regularly attend courses to keep up to date with innovations
- Apologies for meetings should be accompanied by a reason for absence

The afternoon was mainly taken up with a very important presentation by Heather Williams, Secretary of SLCC, on the new pay scales and Terms and Conditions. All relevant information gleaned on the calculation of pay have been discussed and passed on to B Frost.

With regard to the Terms and Conditions, I was pleased, but not at all surprised, that this Parish Council has already met most of the criteria. Of the rest, some are just not feasible but I have recommended consideration to providing a designated telephone line.

Lorraine Dickson
Clerk to the Council
Monday, May 9th 2005