

TRIMLEY ST. MARY PARISH COUNCIL

Minutes of the Trimley St. Mary Parish Council meeting held on Monday, 6th June 2005 at the Trimley St. Mary School at 7.19p.m.

Present:

Councillors: Mrs H J Blackshaw, Mrs M J Dixon, E Durrant, B Frost, (Chairman), N Mayes, Mrs B Shout and C Storer.

Apologies: R Kerry, J Newman, D Southgate and D Tyler.

13. DECLARATIONS OF INTEREST

C Storer and Mrs B Shout declared an interest in major planning proposals; N Mayes declared an interest in the Port of Felixstowe.

14. MINUTES

The minutes of the Parish Council meeting held on Monday, 9th May 2005, which had been circulated, were approved as a correct record. Proposed, C Storer, seconded, N Mayes.

15. COUNCILLORS' FEEDBACK ON CLERK'S REPORT (see Appendix 1) AND COUNCILLORS' REPORTS

1. Mrs B Shout was invited to speak on the letter she had been requested to write to Suffolk Coastal District Council with regard to road surfaces and operational times. Cllr. Shout explained that she had been in touch with Eleanor Keating but the wrong forms had been sent. Having tried three times to contact Eleanor Keating again and failed, a letter had been written, details of which were read out for the members' interest and information. Mrs M J Dixon commented that she had found the letter a bit abrasive initially and advised the members that every effort should be made not to seem antagonistic. The Chairman stated that sections 60-61 of the Control of Pollution Act 1974 enabled local authorities to impose conditions on working on construction sites at weekends after 12 noon on Saturdays and on Bank Holidays, written permission being required for exceptions to this. It was suggested that reference to this might give some weight to the Council's requests, the Chairman adding that residents were entitled to some peace and quiet at weekends.

2. With reference to the Clerk's leave, Mrs M J Dixon advised the members that she would be responsible for receiving and circulating planning applications. A slot had also been arranged at the meeting on July 4th 2005 for the discussion of applications. The Chairman added that any applications, which could not be accommodated at this meeting, due to the time scale for responses, would be circulated as widely as possible. Copies of the responses would be passed to the Clerk on her return for the relevant file.

16. ITEMS FOR DISCUSSION

1. Correspondence/Circulation Documents Requiring A Reply: (see Appendix 2)

1.1. (Reference Appendix 2.7.). All members having received a copy of the Suffolk Association of Local Council's letter to the Chairman's concerns regarding correspondence with NALC through SALC and the SALC briefing paper on the new pay scales and term and conditions for Clerks, the Chairman suggested that the Council renew its membership to SALC, certainly for the next year. He continued that he felt this essential in the light of the ongoing dialogue with NALC, which had to be via SALC, and the fact that new Councillors may wish to attend courses. The Chief Executive of SALC had invited comments from the Council on how it felt the organisation should be run and it was clear from her letter that SALC was considerably under-resourced. The Chairman advised the members that he would respond to the letter from SALC personally and proposed that the membership be renewed. Mrs M J Dixon seconded the motion and the majority agreed. C Storer stated that he would accept the renewal for this year but not the next and did not vote in favour for the renewal.

1.2. (Reference Appendix 2.8.). The Clerk advised the members that funding currently stood at £3,991.15 for play areas and £3,150.27 for sports areas. The Parish Schedule, which detailed play and sports facilities within the village, had required substantial amendments for Stennetts Playing Field and these had been provided by D Southgate, the Vice-Chairman of the Stennetts Memorial Playing Field Committee, in the absence of the Chairman of the Committee. The Chairman and the Clerk had read his comments carefully and believed that they should be accepted. All agreed that the Clerk forward Cllr. Southgate's comments to the relevant authority. The Clerk also reminded members of the fact that there was only a five-year period for this money to be used, whether this was by the Parish Council or another organisation, or else it would be lost. All agreed that schemes should be considered for the spending of these funds.

1.3. (Reference Appendix 2.9.). The consultation document consisting of some 26 pages, Mrs H J Blackshaw kindly agreed to deal with this matter.

2. Members' Agenda Items:

2.1. Chairman – Parking High Road. The Chairman stated that an application had been made for the bus stop 'boxes', the extension of one 'H' marking and the installation of one other. He continued that it must not end there, particularly in the light of the safety issues. He continued that he understood that the implementation of a Traffic Order could take up to two years and cost in the region of £2,000 but stated that this was the only way forward, due to the parked vehicles at the school, which amounted to some 40 – 45 cars at the beginning and end of the school day. Mrs B Shout and C Storer totally agreed with the Chairman's statements. Suffolk County Councillor, J Goodwin, made mention of the '20 is plenty' signs, which he admitted were only advisory and not enforceable by the Police. Nevertheless, he encouraged the Council to apply for these. The Chairman added that this would not solve the congestion and the safety of the school children must be a prime concern, a sentiment with which all agreed. It was decided that the Clerk should contact Mark Youngman of Suffolk County Council again with a view to obtaining further information on the possible installation of double yellow lines with parking restrictions, costs and the timescale for implementation. All members were fully aware that further consultation processes would have to be initiated.

2.2. Designated business telephone line for the Clerk. The Chairman stated that those present at the Strategic Thinking meeting had agreed that a business line should be installed for the Clerk. The installation of the line would cost £99 and the quarterly fee would be £41.15. The Chairman advised the members that this should be proceeded with and proposed the motion. Mrs B Shout seconded the motion and all agreed, C Storer adding that it was more professional to separate business and personal matters. The Clerk was asked to initiate the process on her return from annual leave and she advised the members that move would also free up some time for her.

2.3. Link Road/Howlett Way. Mrs M J Dixon read out a letter received from Trimley St. Martin Parish Council with regard to the maintenance contract for Howlett Way for 2005-2006. This had been mentioned at the Strategic Thinking meeting, where those present had felt that the quote for the cutting of the long grass was a lot of money (£640 for four cuts). The Clerk advised the members that she only had £175 left in the fund for the maintenance of Howlett Way, although extra funding could be found elsewhere within the budget. She also added that she had received a copy of the letter that morning and had passed it on to D B Barton, in an effort to obtain an alternative quote. Mention was made that perhaps Suffolk Coastal Services Ltd. could assist in the matter, since they were already responsible for some of the grass cutting in these areas. Mrs H J Blackshaw commented on the disappearance of some beds and C Storer stated that the enterprise did not seem as if it had been very well planned. All agreed that Cllr. Dixon should inform Trimley St. Martin Parish Council that Councillors felt that the quote was too high and alternative quotes should be sought, including asking SCSL if they could do more.

3. Items From The 'Think Tank' Meetings:

3.1. C Storer presented a brief report of the above meeting. Those present had considered the Council's strengths and weaknesses, but not opportunities or threats. A number of themes had been identified and, at subsequent meetings, attention would be focused on these, with the aim of achieving improvements. Procedures had been considered first, as a way of attaining quick gains. Other issues would follow in due course. Cllr. Storer stated that this had been a very useful meeting, with free and open discussion amongst the members. He felt that it was a worthwhile exercise to repeat on a quarterly basis, the next meeting (non-public) to be held on Monday, 15th August 2005 at 7.00p.m. at the Victoria Hall Memorial Pavilion. The Chairman agreed with Cllr. Storer's comments, adding that there was nothing threatening about these meetings, which would be on going and had been considered a great opportunity by those who had attended.

17. FINANCE

1. The monthly financial statement was presented and agreed. Proposed, Mrs H J Blackshaw, seconded, E Durrant.

2. Receipts:

SCDC	First half of Precept	12,000.00
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3. Expenditure:

Bus Shelters	To 04/06/05 (4 weeks)	60.00
Village Sign Gardening	To 30/06/05	20.00
C Monk	Internal Audit	20.00
Trimley St. Martin P C	Link Road/Howlett Way	250.00
D B Barton	Grass Cutting and Weed killer	105.90
DB Barton	Repairs and Painting of Shelters	90.00
Clerk	Imprest Top Up	26.14
Clerk	Salary to 30/06/05	2,181.16
Clerk	Employers' NI to 30/06/05	122.33
SALC	Membership Fee	632.00
Nat West	Bank Charges	9.99

4. The Clerk advised the members that the report for the Internal Audit was available for inspection upon request, stating that she had been assured that there were no problems and all procedures were in place. Since November,

the Clerk had been chasing the bank in person, by telephone and by letter about the interest due on the account and when it was payable, although she had not been particularly worried until the end of the financial year, believing this to be an annual payment. The Chairman had been advised of this situation. Having not received this at the end of the year and having received the above charges, she had persistently called the bank demanding an explanation, having been told that the account to be set up was subject to interest and free banking. Only that day had all the problems been resolved and the Clerk was happy to advise the Council that the charges had been refunded and interest was being calculated back to April 2004.

5. Approval was sought for the Statement of Accounts, the Chairman having checked all the Clerk's figures and the Statement of Assurance, the latter being read out in full, for external audit. N Mayes proposed that approval be given, Mrs M J Dixon seconded the motion and all agreed.

6. Details of the quote received for the damaged stile at Stennetts Field were read out for the members' interest. Mrs M J Dixon had ascertained that this stile was not the responsibility of Suffolk Heritage Housing but had so far failed to gain a response from Suffolk County Council. The Clerk offered to call Terry Loveridge about this, to see if he could shed any light on the matter. All agreed that the amenity and the elderly residents needed to be protected, motorbikes now gaining access through this route and, should it transpire that the stile was not the responsibility of Suffolk County Council, the quote should be approved and the Parish Council would settle the invoice. D B Barton had also advised the Clerk that there was a hawthorn hedge on Footpath 11, which required to be cut back and mention had been made that the weight limit sign on High Road at the entrance to the village was being obscured again by vegetation. The Clerk had suggested that, since the Council was entirely responsible for Footpath 11 and it was the Council's wish that the weight limit sign be visible, Mr Barton should take the necessary steps, as appropriate, without requiring Council permission on each occasion. All agreed.

18. PLANNING

1. Applications:

C/05/0981 Two information/direction signs, 1, Station Road and 105A, High Road – objected.

C/05/0910 Erection of single-storey rear extension, 14, Chatsworth Crescent – supported.

C/05/1014 Erection of a two-storey dwelling, part side garden, 55, Cordy's Lane – objected.

C/05/1044 Demolish outbuilding. Remove walling to vestibule and convert to open porch with access for disabled. Erect attached outbuildings. Change windows and door designs position and type, Station Yard, Trimley Station, Station Road – supported.

C/05/1045 Single storey rear extension, 9, Tyler's Green – supported.

2. In response to a question posed, Mrs M J Dixon advised the Council that planning permission had been granted for St Mary's Lodge, although the Clerk had not received any confirmation to that effect. Cllr. Dixon continued that one person, who had objected, was taking the matter to appeal

3. A letter had been received regarding the East of England Plan Public Examination, including dates for future meetings. There was to be a Preliminary meeting on Tuesday, 14th June 2005 at 11a.m. at The Maltings, Ely, a second preliminary meeting on the 19th July 2005 at The Maltings and the Examination in Public would commence on Wednesday, 14th September 2005. It was anticipated that invited participants only would attend, although there would be public seating available. Those intending to attend should make this known in advance. A further letter had also been received on the East of England Plan Public Examination with a draft list of matters and participants and notes for participants. Since the Chairman had intimated that he would wish to attend the first meeting, it was agreed that all paperwork should initially be passed to him. The Chairman added that he would not be available on July 19th and, if anyone else wished to attend that meeting, they should collect the paperwork from him. All paperwork should eventually be returned to the Clerk for safekeeping.

4. Suffolk Coastal had written to advise the members of Local Development Framework Town and Parish Workshops, the relevant workshop for Trimley St. Mary being on Monday, 20th June 2005, 7.00p.m. at Deben High School, Felixstowe. Spaces were available for two Councillors. Mrs B Shout had already expressed an interest and Mrs M J Dixon also stated that she would like to attend. It was agreed that the Clerk would pass the paperwork over, once she had booked the places.

5. Members were advised that there was to be a meeting with David Lock Associates on the Felixstowe Masterplan on Thursday, 9th June 2005 (venue to be confirmed) and that the Chairman and Mrs M J Dixon would be attending. The Clerk added that this was an informal meeting for P Chambers to introduce the consultants and give a brief update on what was going on, plus to receive any particular issues. C Storer stated that he had forwarded his suggestions to those attending the meeting, stating that the most important issue was to protect the rural nature of the villages and to maintain the separation of Trimley St. Mary from Felixstowe and Trimley St. Martin. Cllr. Dixon added that she would be taking copies of the two submissions made by the Parish Council to the Local Plan, the contents of which would be emphasised, and the Chairman stressed that this was a pre-consultation, prior to full consultation, although it was likely that the plan would have been drawn up before formal consultation.

19. HIGHWAYS AND FOOTPATHS

1. The notice of the Temporary Closure of Part of Bridleways 12 and 14 and Footpath 30 (Road Traffic Regulation Act 1984: Section 14), to commence on June 7th 2005, had been received from Suffolk County Council. Following a complaint from a resident, who stated that he was unable to ascertain from the written notices or the maps erected where the diversion was supposed to be, the Clerk had received an enlarged, highlighted map from Bidwells and an up to date map of all footpaths and bridleways in the area. Councillors still felt that the notices were very unclear as to where the diversion was going to be and felt that the diversion was not accessible for working cyclists, wishing to gain access to the docks. Mrs M J Dixon stated that the diversion may affect the Footpath Walks and expressed concern that the Haul Road might be retained, after work was complete. The Chairman added that if there were any attempt to obtain a major diversion, objections would have to be raised.

2. The East of England Roadworks and Traffic Information Leaflet (May to August 2005) had been received from the Highways Agency, a copy of which had been distributed to each Councillor and spare copies taken to the paper shop.

3. Suffolk County Council had sent a letter regarding the Rights of Way Improvement Plan, including an Assessment Report update and two leaflets. Contact details to discuss specific items were available from the Clerk.

4. The Clerk reported that Church Lane was being prepared for resurfacing, news which was welcomed by the Councillors. All grass verges in Church Lane and Thurman's Lane were to be cut back, following complaints from the drivers of the dustcarts and, once this had been done, investigations would take place for the placing of a new soak away in Thurman's Lane, the difficulty being that many amenity supplies were located in the grass verge areas.

5. The Chairman reported that the footpath in the vicinity of the Nature Reserve and Trout Farm had all been cut back. He continued that this area had been particularly dreadful last year and it was encouraging to see the excellent condition this year.

6. Mrs H J Blackshaw also remarked that the undergrowth, which had obstructed the pavement on High Road, opposite Tiddlywinks, had also been cut back.

7. Mrs B Shout reported the vandalised B.T. telephone box on High Road. The Chairman stated that this was in hand.

20. EMERGENCY ISSUES

1. There were no issues under this heading.

21. NEXT MEETING

Monday, 25th July 2005 at 7.00p.m. at The Victoria Hall Memorial Pavilion. (The Chairman also reminded the members of the Finance and General Purposes meeting [all available Councillors to attend] on Monday, July 4th 2005 at 7.00p.m. at the school, a meeting not open to the public).

The meeting closed at 8.37 p.m.

_____ **Chairman**

_____ **Date**