

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 6th December 2022 at 7.30pm.

Present: Cllrs Anderson, D'arville, Aguila-Gomez, Owen, Rodwell and Smart.

Also Present: County Councillor Stuart Bird.

1. To receive apologies for absence.

Apologies received from Cllrs Rastrick and Parker.

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

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

3. 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.

There were no requests for dispensations from councillors enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.

4. To approve the minutes if the meeting held on 1 November 2022.

The minutes of the meeting held on 1 November 2022 were approved and signed as a true record.

5. Public Forum including County and District Councillor Reports and Public Question Time.

Cllr Bird gave a report.

- Thurmans Lane pedestrian step off – hoping to be completed by 1st February 2023
- Cllr Bird has given £900 from the Locality Budget to Suffolk Wildlife Trust.
- County Deal for Suffolk has been approved. Cllr Bird re-iterated that this deal does not include a mayor and the leader will be directly elected which will mean no additional costs.
- Suffolk County Council has received a grant for tree planting across the county.
- Cllr Smart requested that from 2023 that Cllr Bird provide a written report in advance to the meeting so that councillors have a chance to digest and then can ask questions at the meeting. This report can then be published in full on the Parish Council website alongside other Councillor Reports. Cllr Bird agreed.

6. To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville.

Cllr Anderson started by speaking about an email received by the Parish Council from Seamark Nunn with concerns around parking. The concerns are that with the new

properties at The Lilacs now becoming occupied, that parking for the business is now becoming difficult. The business would like to apply to East Suffolk Council for Business Parking outside the property on the High Road. Cllrs voted that they would not object to this.

Cllr D'Arville gave a brief update regarding bus stops. The Parish Council are still awaiting a Street Licence from Suffolk County Council to install a perch seat at the bus stop at the top of Grimston Lane. Also, there are still ongoing negotiations regarding the moving of the bus stop near to Poppyfields. Cllr D'Arville will update as and when more information is available.

Cllr Anderson confirmed that she had reported to Highways the road sign that is obscured by vegetation as you head towards the roundabout from Kirton. She received a response to request if this has been done. It has not so the Clerk will report again.

Cllr Anderson read out a draft of an email to send to Highways England regarding concerns about joining the A14 from the slip road and HGVs not knowing which lane to be in for the port. Cllrs approved this and the Clerk will send off to Highways.

7. To update regarding free standing general waste bins

These bins have now been ordered and should be arriving within the next few days. The Clerk has met with Mr Bennett from G J Bennett Groundworks who will be carrying out the installation. He will let the Clerk know when these have been received and when he is able to put them in place.

8. To update on the 'Ease the Squeeze' campaign along with any other initiatives to support parishioners during the current fuel crisis.

Cllr Smart updated on the following:

- Warm spaces are up and running in many Church venues in Felixstowe and Trimley areas. Trimley St Martin Methodist Church runs a warm space every Tuesday 11am – 3pm and people are invited to take their own lunch.
- Ease The Squeeze campaign and warm spaces have been advertised locally, with posters and also on the Parish Council website and Facebook page.
- Trimley Sports and Social Club – they are going to designate Monday/Wednesday/Friday 1pm-3pm as warm spaces. Guests on Fridays will have access to a hot lunch to purchase if they wish.
- Stennets Café in Trimley St Mary are applying for funding for cookery classes via cost of living grant. Cllr Smart will provide more information as and when available.
- Field to Fork. Cllr Smart asked Cllr Anderson if this was discussed at a Poors Meeting. Cllr Anderson confirmed that it was and there may be a plot coming available soon. They are looking into whether they can split this plot in to

three to be able to be used for this purpose. Further discussion are being held regarding this.

9. To review, discuss and agree on final budget for 2023/2024

All Cllrs had received a copy of the final draft budget prior to the meeting. This outlined expenditure required to maintain the basics in 2023/2024 and also to reflect any additional items/tasks that Cllrs had requested to focus on in 2023/2024.

The main changes were an increase in Clerk Training so that the new Clerk appointed in April 2022 could complete the CilCa qualification. It also included an increased budget for ‘outdoor maintenance’ to cover additional vegetation works within the Parish.

Costs for Communication and Publicity have been reduced as the Parish Council now have a monthly column in both the Felixstowe Flyer and Spotlight magazines and therefore have ceased producing the Parish Pump magazine.

Clerks Expenses are also lower as the new Clerk is now in position and therefore additional supplies etc will not be required in 2023/2024.

Coronation celebrations have been budgeted at £500 which is the same as the Platinum Jubilee Celebrations last year. It is hoped there will be grants available for this as well.

There is also the additional cost this year to cover the Local Elections. This cost has been provided by East Suffolk Council

The budget was agreed as below. Members noted that it would be possible to provide for this by keeping the Parish Council element of the Council Tax at the same level as last year which would produce a precept of £24990.00. There would then need to be a contribution from reserves of £9475.00 to make up the difference. Cllrs felt very strongly that they did not want to make times even harder for people and therefore agreed to proceed on this basis.

Admin & Governance	
Employment Salary	£17000
Clerk’s Expenses	£660
Councillor Training	£500
Clerk Training	£600
Chairman’s Allowance	£350
Audit Fees	£650
Insurance	£2250
General Expenses	£2000
Communications & Publicity	£500
Subscriptions	£1430
Election Costs	£1500
Outdoor Maintenance	
Outdoor Maintenance (not Memorial Hall	£3500
Memorial Hall	

Memorial Hall Grounds	£2000
Memorial Hall Miscellaneous	£275
Grants/Donations/Coronation	
Grant/Donations	£750
Coronation	£500
Total	£34465.00

10. To discuss the use of CIL monies including the possibility of an extension of the Memorial Hall and agree next steps

Cllr Rastrick, who was on the working party for the extension was unable to attend this meeting. The Clerk will request an update from Cllr Rastrick for the January meeting. There was discussion around the land adjacent to the Memorial Hall which goes for auction on 7th December 2022. It was agreed this would not be possible for the Parish Council to look into due to time and financial constraints.

11. To receive a financial statement to 25 November 2022 including CIL monies

Members received a financial statement inclusive of outstanding CIL monies. The bank reconciliation was signed by the Chairmain.

	Bank Reconciliation at 25/11/2022		
	Cash in Hand 01/04/2022		129,647.52
	ADD Receipts 01/04/2022 - 25/11/2022		29,594.73
			159,242.25
	SUBTRACT Payments 01/04/2022 - 25/11/2022		30,483.21
A	Cash in Hand 25/11/2022 (per Cash Book)		128,759.04
	Cash in hand per Bank Statements		
	Petty Cash 25/11/2022	0.00	
	Trimley St Martin Parish Council Dr 25/11/2022	81,167.53	
	Trimley St Martin Parish Council Cr 25/11/2022	47,591.51	
			128,759.04
	Less unrepresented payments		
			128,759.04
	Plus unrepresented receipts		
B	Adjusted Bank Balance		128,759.04
	A = B Checks out OK		

12. To approve CIL report to be sent to East Suffolk Council CIL team

Members approved the report for 2021/2022. The report will be available in full on the Parish Council website.

13. To note the National pay award increase on the SCP scales

Pay award increase was noted.

14. To note the following payments made

08 11 22	Suffolk Norse	Capel Hall Lane Picnic Site Repairs	£2897.66	Public Health Act 1875 s164
09 11 22	Tay-Dal Surfacing	Memorial Hall Car Park	£2335.43	Road Traffic Regulation Act 1984 s57
17 11 22	D Friend Heating	Memorial Hall Boiler Service	£112.80	LGA1972 s133
17 11 22	D Friend Heating	Memorial Hall Boiler Repairs	£288.66	LGA1972 s133
30 11 22	HMRC	Tax & NI on salary	£402.13	LGA1972 s112
30 11 22	C Small	Clerks Salary	£1484.90	LGA1972 s112
30 11 22	C Ley	Salary Back Pay	£195.00	LGA1972 s112
30 11 22	NEST	Pension Payment	£89.25	LGA1972 s112

15. To approve the following payments to be made

07 12 22	C Small	Clerks Expenses	£26.00	LGA1972 s112
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The payments were approved.

16. Items for consideration at next meeting.

Possible extension of Memorial Hall/ update on auction of land
Ash Tree on the amenities green

17. Close

The meeting closed at 8.30pm.