

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4th April 2023 at 7.30pm

Present: Cllrs Smart, Rastrick, D’arville, Parker, Rodwell, Owen, Aguila-Gomez.

Also Present: County Councillor Stuart Bird and one member of the public.

Item No.	Comments	Action
1.	<p>To receive apologies for absence Cllr Anderson sent apologies due to prior commitments.</p>	
2.	<p>For councillors to declare any interests in matters on the agenda There were no declarations of interest in matters on the agenda.</p>	
3.	<p>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.</p>	
4.	<p>To approve the minutes of the meeting held on 7th March 2023 The minutes of the meeting held on 7th March 2023 were approved and signed as a true record.</p>	
5.	<p>Public Forum including County and District Councillor Reports and Public Question Time. Cllr Bird had previously submitted a report to the Clerk. This report had been circulated to all members prior to the meeting and is also available to view on the Trimley St Martin Parish Council website.</p>	
6.	<p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D’arville. Cllr Anderson had asked the Clerk to update that the faded yellow lines at the top of Mill Close had been reported but a response of ‘they do not warrant repairing’ had been received from Suffolk Highways. Cllr D’arville updated that the bench at the bus stop at the top of Grimston Lane was now in situ. Cllr Smart thanked Cllr D’arville for her dedication and time in getting this issue resolved. Cllr D’arville also mentioned a large overhanging tree that is blocking the lamp post on the pedestrian crossing on the High Road. The Clerk will first report this to Suffolk Highways to see if it is their tree.</p>	<p>CLERK</p>
7.	<p>To receive an update from the Memorial Hall Extension Working Group with regards to extension.</p>	

	<p>Cllr Rastrick updated that since the last Parish Council meeting the Working Group have met. They are having plans drawn up and then they can get some costings in. They will then look at different aspects of funding. All of this will be co-ordinated in the next few weeks.</p>	
8.	<p>Cllr Smart to provide a short report on Felixstowe and District Council for Sport and Recreation meeting. Cllr Smart attended this meeting. Main points to take away.</p> <ul style="list-style-type: none"> • Presentation of various awards including surrounding area for visually impaired participants. • There is little in way of team participation in sport in Felixstowe and surrounding area. • Active Communities Officer, Sarah Shinnie updated on a planning policy relating to play areas. • Sarah also drew attention to Healthy Environment Supplement Planning Document. • Additional bike racks are to be installed in Felixstowe. • Real concern about insufficient outdoor sport playing space in Felixstowe and the Trimleys especially as the population is rapidly increasing. 	
9.	<p>To discuss the arrangements for Coronation events and agree next steps Photographic Exhibition – Standing Orders were dropped temporarily so that Liz Rastrick who is on the Working Party, was able to be involved. Working Party believe that leaflets through the doors of Trimley St Martin residents would be beneficial. It was agreed to find out costings of these and tally up how much of the budget has been spent already. Cllr Rastrick and Liz Rastrick are happy to distribute these. The Clerk will get the figures and cascade round. Working Party asked if anyone was available to help with the set up on Saturday 6th May they would be grateful. Also requesting volunteers for the Sunday and the Monday. Cllr Stuart Bird offered to help on the Monday. Anyone who can help to let Cllr Rastrick know. Banners are currently with Labelcraft and should be ready in the next day or two. Cllr Rastrick will collect these once they are complete. The Clerk has emailed the Church to see if they are happy for a banner to be displayed there. Heather will ask the Trimley Saints if they will provide refreshments. Flagpole – Three quotes had been obtained. It was voted on and decided that the quote with Harrison’s was the best value. The Clerk will proceed with this. It was also agreed to order two Union Jack flags so that there is one spare.</p>	<p>CLERK</p> <p>HR</p> <p>CLERK</p>
10.	<p>To update on the ‘Ease the Squeeze’ campaign along with any other initiatives to support parishioners during the current cost of living crisis. Cllr Smart advised nothing new to update at this time.</p>	
11.	<p>To update on further information received about the ‘Pardon the Weeds’ campaign The Clerk has contacted Suffolk Highways to request permission to use the land but has not had a response. It is unlikely that Trimley St Martin will be able to participate this year but possibly next year once received response.</p>	

12.	<p>To update on logo design and stickers for bins</p> <p>An email vote had taken place and it was agreed at the meeting that logo 'Number 1' would be the new Parish Council logo. The Clerk will proceed with this along with ordering the stickers for the bins.</p>	CLERK
13.	<p>To update on the possibility of a further defibrillator within the Parish</p> <p>Cllr Anderson leading on this. The developers of Reeve Lodge site have agreed in principle to have one on the site, the where and the details would need to be ironed out nearer the time.</p> <p>Discussion had about other possible locations as really needs to be a public building and someone has to be responsible for the maintenance. Cllr Rodwell to speak with the Methodist Hall as to whether they would be prepared to do this if one was installed there.</p>	HR
14.	<p>To discuss ways to encourage new members to join the Parish Council</p> <p>The Clerk asked if any current councillors would be prepared to write a short paragraph about why they joined and what they enjoy. The Clerk would like to produce some information explaining what a Parish Council is and include some quotes. Cllrs to send this information to the Clerk</p>	ALL
15.	<p>To update on and confirm appointment of SALC as internal auditor</p> <p>All approved for SALC to be internal auditor for year 2022/2023.</p>	
16.	<p>Reminder that next meeting is on Tuesday 16th May. Annual Parish Meeting to start at 7pm and the Annual Meeting of Trimley St Martin Parish Council will be at 7.30pm</p> <p>This was noted by all.</p>	
17.	<p>To receive a year end financial statement to 31 March 2023 including CIL monies</p> <p>Members received a financial report to 31 March 2023. The 2022/2023 accounts were to be prepared. The reconciliation report was received and signed by the Chairman. It was noted that the council's reserves included accumulated Community Infrastructure Levy receipts totalling £62736.54. Copies of payments and receipts were also provided to members. It was agreed to transfer £10000.00 from the Current Account to the Deposit Account. The Clerk will arrange this.</p>	CLERK

Bank Reconciliation at 31/03/2023			
	Cash in Hand 01/04/2022		129,647.52
	ADD Receipts 01/04/2022 - 31/03/2023		31,590.93
			161,238.45
	SUBTRACT Payments 01/04/2022 - 31/03/2023		40,215.69
A	Cash in Hand 31/03/2023 (per Cash Book)		121,022.76
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Trimley St Martin Parish Council Dr 31/03/2023	81,350.86	
	Trimley St Martin Parish Council Cr 31/03/2023	39,671.90	
			121,022.76
	Less unrepresented payments		
			121,022.76
	Plus unrepresented receipts		
B	Adjusted Bank Balance		121,022.76
A = B Checks out OK			

18. To note the following payments made

The below were noted.

10 03 23	Streetmaster	Bus Stop Bench	£462.22	LGA1953 s4
10 03 23	SALC	6 month payroll service	£57.60	LGA1972 s112
14 03 23	P Rastrick	Photo Exhib. Expenses	£18.25	LGA1972 s145
14 03 23	SLCC	'Clerks Manual' book	£72.30	LGA1972 s112
22 03 23	P Rastrick	Photo Exhib. Expenses	£36.50	LGA1972 s145

		22 03 23	P Rastrick	Photo Exhib. Expenses	£27.95	LGA1972 s145		
		22 03 23	P Rastrick	Photo Exhib. Expenses	£4.66	LGA1972 s145		
		23 03 23	NEST	Pension payment	£51.45	LGA1972 s112		
		30 03 23	Trimley St Martin Primary School	Jubilee Tree, pot and bench	£312.51	Public Health Act 1975 s164		
		30 03 23	Trimley Memorial Hall	Hire of hall Jan – March	£81.00	LGA1972 s137		
		31 03 23	C Small	Clerks Salary	£1139.50	LGA1972 s112		
		31 03 23	HMRC	Tax & NI on Clerks Salary	£154.61	LGA1972 s112		
		31 03 23	Unity Trust	Bank charges	£18.00			
19.	To approve the following payments to be made The below were approved.							
		05 04 23	C Small	Clerks Expenses	£113.84	LGA1972 s112		
20.	Items for consideration at next meeting No additional items identified.							
21.	Close The meeting closed at 8.30pm							