

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5th December 2023 at 7.30pm

Present: Cllrs Smart, Aguila-Gomez, D’arville, Parker

Also Present: District Cllr Lee Reeves, County Cllr 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 work. Cllr’s Rastrick and Owen sent apologies due to personal reasons</p>	
2.	<p>For councillors to declare any interest in matters on the agenda None.</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 November 2023 The minutes of the meeting held on 7th November 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 which had been cascaded to councillors and is available on the Trimley St Martin Parish Council website. There were no questions regarding the report. Cllr Reeves apologised for being unable to send a report prior to the meeting due to ill health. Cllr Reeves updated there are a few policies out for consultation at the moment, such as the Litter and Dog Bin Policy and Supplementary Planning Document for Healthy Environments. Cllr D’arville asked Cllr Reeves about some properties in the Parish that are up for auction that are currently owned by Housing Association. Cllr D’arville queried why these are being sold off, for a low price, when there are people in need of them and more Housing Association properties are being built. Cllr Reeves advised he has forwarded her concerns on to the head of housing and is awaiting a response.</p>	

6.	<p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D’arville</p> <p>Cllr Smart started to say that a list of faded/damaged road signs have been sent to Cllr Bird to request these are replaced. We await a decision.</p> <p>Cllr D’arville advised no updates.</p> <p>The Clerk update that the overgrown footpath along Howlett Way has been reported to Suffolk Highways and we await a response.</p>	
7.	<p>To receive an update on Planning issues and applications from Cllr Rastrick. To include</p> <p>(i) DC/23/4341/FUL – Sales suit, land adjacent to Reeve Lodge</p> <p>All those present agreed no objection to this planning application.</p> <p>The Clerk will submit all three responses via the Planning Portal.</p> <p>No other planning matters to report on.</p>	CLERK
8.	<p>Report on update from Lewis Gray on behalf of Bellway Homes</p> <p>No further update regarding this.</p> <p>Cllr Parker raised concerns regarding the fact that the roads in the new estate would not be adopted by Suffolk County Council (SCC). It was discussed about not only the effect of the cost of this of the residents of the new development, but also the logistics of things such as everyone having to take their bins to the top of the road.</p> <p>Cllr Parker felt that not a lot of information had been given and he requested that Cllr Reeves looks into this and arranges a meeting.</p> <p>STANDING ORDERS DROPPED</p> <p>Cllr Reeves advised that further details will be available when it is in the ‘reserved matters’ stage and that the Parish Council will have another opportunity to comment and raise concerns at the Planning Meeting.</p> <p>Cllr Bird advised that the issue regarding the road adoption is a ‘civil matter, not a planning matter’. Cllr Reeves updated that at Brightwell Lakes the roads are being adopted by SCC and that Ben Woolnough from planning is in favour of this. Cllr Smart queried why Reeve Lodge cannot therefore be the same. It was agreed that the Parish Council will await an update via the planning portal and when the planning meeting is.</p> <p>STANDING ORDERS RESUMED.</p>	
9.	<p>To discuss and decide next steps regarding Tackling Climate Change Crisis alongside Trimley St Mary Parish Council</p> <p>Cllr Smart explained she was approached by a Cllr of Trimley St Mary Parish Council and they discussed the possibility of putting on an event/meeting at the Memorial Hall to cover both parishes to discuss ways in which the Parish Councils, and all residents within them, can help with tackling Climate Change. The Cllr from Trimley St Mary will lead on this. All those present agreed to go ahead. Cllr Smart to liaise with Trimley St Mary Parish Council.</p>	YS

<p>10.</p>	<p>To discuss main points for an Emergency Plan The Clerk had previously forwarded an example Emergency Plan from a Parish of a similar size. A discussion was held to determine important points. It was agreed that there needed to be contact numbers easily available. Cllr Aguila-Gomez also highlighted it would be advisable to have ways to be able to source medications for people and baby formula in emergencies where people may be cut off, such as heavy snowfall etc. Cllr Parker raised a concern regarding if a local farmer/resident uses their personal machinery such as a tractor and snow plough, to clear the roads would this be covered under East Suffolk Council or Suffolk County Council insurance? The Clerk will find out what is and isn't prohibited from the relevant authorities.</p>	<p>CLERK</p>
<p>11.</p>	<p>To discuss and agree on works on the noticeboard at Trimley St Martin Primary School. Information was cascaded to Cllrs prior to the meeting. All those present agreed to with Mr Rob Gale to carry out the works and for the noticeboard to be painted blue, as long as the school agrees. Works pencilled in for 2nd January. The Clerk will liaise with the school to check this is suitable.</p>	<p>CLERK</p>
<p>12.</p>	<p>To update on Jubilee Oak The Clerk advised Swanns Nursery have made contact to advise the tree is now available. The Clerk has passed details to Cllr Anderson who has offered to collect the tree. Cllr Parker offered to collect it if it is too large for Cllr Andersons car. Cllr Parker also advised that he has mulch/stakes that can be used for planting. Cllr Parker and Cllr Anderson to liaise to arrange collection and planting.</p>	<p>TA & BP</p>
<p>13.</p>	<p>To discuss and update regarding Public Rights of Way Cllr Smart advised the footpath along Morston Hall Lane has now been repaired. It was noted that the school have not yet cut back the hedge and this is causing issues for pedestrians. The Clerk will chase this.</p>	<p>CLERK</p>
<p>14.</p>	<p>To review, discuss and agree on final budget for 2024/2025 and confirm amount of precept to be requested All Cllrs had received a copy of the final draft budget prior to the meeting. This outlined expenditure required to maintain the basics in 2024/2025 and also to reflect an additional costs or rises and also any items/tasks that Cllrs had requested to focus on in 2024/2025. The main changes were due to re-organising the sections to make it clearer to see what funds were being spent on. The overall budget for 'General' has been reduced and two new sections have been added under 'Outdoor Maintenance' for 'Memorial Hall Maintenance' and 'Street Furniture and Signs'. The increase in Clerk Training from 2023/2024 has remained the same as it has been agreed for the Clerk to undertake the CiLCA qualification.</p>	

	<p>The budget was agreed by all those present as below. Members noted that it would be necessary to increase the Parish Council Council Tax element by approximately 2% this financial year. This is with the Parish Council using £6791 from reserves to keep this as low as possible.</p> <table border="1"> <tr> <td colspan="2">Admin & Governance</td> </tr> <tr> <td>Employment Salary</td> <td>£18690</td> </tr> <tr> <td>Councillor Training</td> <td>£500</td> </tr> <tr> <td>Clerk Training</td> <td>£600</td> </tr> <tr> <td>Chairman's Allowance</td> <td>£350</td> </tr> <tr> <td>Audit</td> <td>£2550</td> </tr> <tr> <td>Insurance</td> <td>£2550</td> </tr> <tr> <td>General Expenses</td> <td>£2000</td> </tr> <tr> <td>Communications & Publicity</td> <td>£350</td> </tr> <tr> <td>Subscriptions</td> <td>£1500</td> </tr> <tr> <td>Clerk's Expenses</td> <td>£1100</td> </tr> <tr> <td colspan="2">Donations/Grants/s137</td> </tr> <tr> <td>Donations</td> <td>£750</td> </tr> <tr> <td colspan="2">Outdoor Maintenance</td> </tr> <tr> <td>Outdoor Maintenance (not Mem Hall)</td> <td>£2200</td> </tr> <tr> <td>Memorial Hall Grounds</td> <td>£1500</td> </tr> <tr> <td>Memorial Hall Maintenance</td> <td>£1000</td> </tr> <tr> <td>Street Furniture and Signs</td> <td>£1500</td> </tr> <tr> <td colspan="2">Memorial Hall Corporate Trustees</td> </tr> <tr> <td>Memorial Hall Miscellaneous</td> <td>£275</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>£35,515.00</td> </tr> </table> <p>A precept of £28,724 will be requested from East Suffolk Council and £6791 of reserves will be used to make up the difference.</p>	Admin & Governance		Employment Salary	£18690	Councillor Training	£500	Clerk Training	£600	Chairman's Allowance	£350	Audit	£2550	Insurance	£2550	General Expenses	£2000	Communications & Publicity	£350	Subscriptions	£1500	Clerk's Expenses	£1100	Donations/Grants/s137		Donations	£750	Outdoor Maintenance		Outdoor Maintenance (not Mem Hall)	£2200	Memorial Hall Grounds	£1500	Memorial Hall Maintenance	£1000	Street Furniture and Signs	£1500	Memorial Hall Corporate Trustees		Memorial Hall Miscellaneous	£275			TOTAL	£35,515.00	CLERK
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15.	<p>To discuss and decide upon any grant/donation applications received No grant applications have been received.</p>																																													
16.	<p>To note the National pay award increase on the SCP scales This was noted.</p>																																													
17.	<p>To receive a financial statement to 25th November 2023 Members received a financial report. There had been no credits to the accounts during the period to the 25th November 2023. The reconciliation report was received and signed by the Chairman. The Clerk updated that once Internet Banking details have been received from Nationwide the £85,000 will be transferred as agreed.</p>	CLERK																																												

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<p>18.</p>	<p>To approve the following payments made</p> <table border="1"> <tr> <td>20 11 23</td> <td>FDCST</td> <td>Membership</td> <td>£10.00</td> <td>LGA1972 s111</td> </tr> <tr> <td>30 11 23</td> <td>C Small</td> <td>Clerks Salary incl back pay</td> <td>£1619.18</td> <td>LGA1972 s112</td> </tr> <tr> <td>30 11 23</td> <td>HMRC</td> <td>Tax & NI on Clerks salary</td> <td>£461.93</td> <td>LGA1972 s112</td> </tr> <tr> <td>05 10 23</td> <td>NEST</td> <td>Pension Payment (missed payment)</td> <td>£51.45</td> <td>LGA1972 s112</td> </tr> </table> <p>Members approved all payments. Payment on 5th October was included in error.</p>	20 11 23	FDCST	Membership	£10.00	LGA1972 s111	30 11 23	C Small	Clerks Salary incl back pay	£1619.18	LGA1972 s112	30 11 23	HMRC	Tax & NI on Clerks salary	£461.93	LGA1972 s112	05 10 23	NEST	Pension Payment (missed payment)	£51.45	LGA1972 s112																																													
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<p>19.</p>	<p>To approve the following payments to be made</p> <table border="1"> <tr> <td>06 12 23</td> <td>C Small</td> <td>Clerks Expenses</td> <td>£61.18</td> <td>LGA1972 s112</td> </tr> </table> <p>Since producing the agenda the Clerk has paid for the Christmas Tree. It was agreed that an additional expenses payment would be made to cover this as below:</p>	06 12 23	C Small	Clerks Expenses	£61.18	LGA1972 s112																																																												
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	06 12 23	C Small	Clerks Expenses (Christmas Tree and Mileage)	£98.55	LGA1972 s112	
20.	Items for consideration at next meeting. - Chairmans Report The Clerk requested any items wishing to be added for next months meeting to be sent early due to bank holidays.					
21.	Close Meeting closed at 8.45pm.					