

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

Present: Cllrs Smart, Rastrick, D’arville, Owen, Parker

Also Present: District Cllr Lee Reeves, County Cllr Stuart Bird, and three members of the public.

Item No.	Comments	Action
1.	<p>To receive apologies for absence Cllrs Anderson and Aguila-Gomez sent apologies.</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 6th June 2023 The minutes of the meeting held on 6th June 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. Cllr Bird also updated that Suffolk County Council had been in talk with Cambridgeshire to evolve into a joint fire service call centre, however, it has now been decided this will not go ahead and Suffolk will have an in-house fire service call centre. Cllr Reeves also previously submitted a report which was cascaded to councillors and is available on the website. Cllr Reeves wished to draw attention to the affordable school uniform scheme. Cllr Smart advised that this is going to be discussed at the Felixstowe Community Partnership meeting that they are both attending. Cllr Reeves also updated that it is looking likely that there will be some changes to planning and the powers that Parish Councils have, further details will follow after full council meeting at the end of the month. Member of the public and village recorder Liz Rastrick offered to provide a ‘History of the Parish Council’ to go alongside the recruitment campaign for additional Parish Councillors. Cllr Smart thanked Liz for this offer and the Clerk will liaise with Liz regarding this.</p>	<p>CLERK</p>

	A representative from ESPA (East Suffolk Planning Alliance) gave an update regarding a meeting that was held with ESPA, CEO of East Suffolk Council Chris Bally, and Caroline Topping.	
6.	To review and approve the changes made to the Financial Regulations The Financial Regulations had been cascaded to members prior to the meeting. Financial Regulations were agreed by all present.	
7.	To review and approve the changes made to the Standing Orders The Standing Orders had been cascaded to members prior to the meeting. Standing Orders were agreed by all present.	
8.	To approve the below new policies/procedures as recommended by the Internal Auditor a) Subject Access Request Policy This was approved by all members present b) Subject Access Request Procedure Policy This was approved by all members present	
9.	To receive an update on Transport and Highways Issues from Cllrs Anderson and D'Arville Cllr D'Arville asked the Clerk whether there had been any updates regarding the blocked drain by Morston Hall Lane, the Clerk advised that since Suffolk Highways had responded that 'it did not meet the criteria required' that it has been logged again. Cllr Bird advised for the Clerk to contact Steve Wiles at Suffolk County Council. The Clerk will look into this. Cllr D'Arville also advised that the scaffolding around the new bus stop outside The Lilacs has been removed as has the chain. Bus timetable is now in situ, and she is chasing up on the bus flag to be installed so that it will then be operational.	CLERK LD'A
10.	To receive an update on Planning issues and applications from Cllr Rastrick as well as discuss and decide on response for the following: a) Planning application DC/23/1462/ARM All members present agreed that the Parish Council will submit a 'no objection' comment on this planning application. The Clerk will submit this. Cllr Rastrick advised there have been no further planning issues/applications. Cllr Parker spoke about the recent leaflet drop regarding the Howlett Way Development. Members agreed there was no new information on there.	CLERK
11.	To receive an update from the Memorial Hall Extension Working Group Cllr Rastrick advised that the plans have been drawn up and are ready for submission. The plans were available at the meeting for members of the public to view if they wished. It was agreed that the Clerk will contact R A Wilson who drew the plans up, to ask him to submit for planning permission.	CLERK
12.	To update on 'Ease the Squeeze' campaign along with any other initiatives to support parishioners during the current cost of living crisis.	

	<p>Cllr Smart advised there is a Felixstowe Community Partnership meeting scheduled for 12th July when the 'Ease the Squeeze' campaign, alongside the Affordable School Uniform Scheme will be discussed. Cllr Smart advised that hopefully after this meeting there will be a date and venue agreed for the Community Fair. Cllr Smart will update at the next meeting.</p>	YS
13.	<p>To review and agree next steps with regards to the poster to recruit more Parish Councillors.</p> <p>All members present approved the poster, on the condition that the text is changed to black text on the blue background. The Clerk had obtained quotes to have the poster printed and distributed with the Flyer for a total cost of £140. All members present agreed to go ahead with this. Perhaps to be delivered with the August edition of the Flyer. The poster would also be cascaded to local businesses, the school, and present in noticeboards. This would go alongside the 'History of the Parish Council' kindly provided by the Village Recorder which will be on the website. The Clerk will proceed with this and liaise with Liz Rastrick.</p>	CLERK
14.	<p>To review quotes received regarding Memorial Hall Car Park and agree next steps.</p> <p>The Clerk had contacted three different contractors to provide quotations for the repairs to the loose drain cover. Mr Bennett was unable to quote due to the fact it involves Tarmac, and he does not work with Tarmac. Both other companies visited the site and provided a quotation. It was decided at the meeting by 4 votes in favour, that the Parish Council would instruct DynoRod to carry out the works at a cost of £620 + VAT. The Clerk will contact them to arrange a suitable time for the repairs to be carried out.</p>	CLERK
15.	<p>To discuss the concerns and problems with the drains at the Memorial Hall and agree next steps.</p> <p>Cllr Smart advised she had been contacted by Heather and Tony Rodwell from the Memorial Hall Management Committee who advised that Tony had to unblock the drains again. This is now becoming a common occurrence, and all agreed this is not something that can be expected of Tony Rodwell, or anyone, to do.</p> <p>It was suggested that a drain survey is required to identify what the problem is. It was agreed that the Clerk will contact DynoRod to request they carry out a drain survey of all the drains of the Memorial Hall.</p>	CLERK
16.	<p>To discuss the 'Tour of Britain' race.</p> <p>It has been revealed that this will be coming through Trimley St Martin. All members present decided as there is so much going on in Felixstowe regarding this, and that as it does not come past the Memorial Hall then the Parish Council will not arrange anything for this.</p>	
17.	<p>To update regarding noticeboard provision within the Parish</p>	

	<p>Trimley St Martin Primary School have agreed that they would be willing to allow the Parish Council to use the noticeboard if it was refurbished. It was agreed that the Clerk will ask Mr Bennett to have a look at the noticeboard and advise what repairs would be required. The Clerk will liaise with the school and Mr Bennett regarding this.</p>	CLERK
18.	<p>To update on and agree next steps with regards of purchasing grit bins for either side of the footbridge</p> <p>The Clerk has obtained costings for Grit Bins. It was decided to go with a 90L bin on each side of the bridge, with a lock at a cost of £120.61 excl. VAT and delivery.</p> <p>The Clerk will contact SCC in the first instance to obtain permission for this before purchasing these. The Clerk will then apply to Cllr Bird for funding for this.</p>	CLERK
19.	<p>To discuss the maintenance and cutting back of the footpath from Mill Close to the High Road.</p> <p>Members present had been down the footpath and did not feel that at this time there was an issue regarding access. It was agreed with would be monitored.</p>	
20.	<p>To discuss the possibility of an additional dog waste bin at the entrance to the bridleway at Grimston Farm</p> <p>Cllr Smart advised she has been asked by members of the public for a bin to be placed here. The Clerk obtained costs and the bin would cost £115.68 + VAT and then there would be installation costs. All members agreed to proceed with this.</p> <p>The Clerk has spoken with East Suffolk Council who require certain information before they will agree to empty. The Clerk will provide this information and ensure it would be emptied before purchasing the bin.</p>	CLERK
21.	<p>To receive a financial statement to 25th June 2023</p> <p>Members received a financial report to 25th June 2023. There had been no receipts received in the period 26th May 2023 to 25th June 2023.</p> <p>The Clerk advised to transfer the £954 paid for the plans for the Memorial Hall Extension from the Deposit Account to the Current Account so that the monies are kept separately. All agreed with this. The Clerk also advised that they are in the process of getting information regarding a new savings account and will feedback at the September meeting.</p> <p>The reconciliation report was received and signed by the Chairman.</p>	CLERK

		Bank Reconciliation at 25/06/2023			
		Cash in Hand 01/04/2023		121,022.76	
		ADD Receipts 01/04/2023 - 25/06/2023		29,850.13	
				150,872.89	
		SUBTRACT Payments 01/04/2023 - 25/06/2023		6,503.90	
A		Cash in Hand 25/06/2023 (per Cash Book)		144,368.99	
		Cash in hand per Bank Statements			
		Petty Cash 25/06/2023	0.00		
		Trimley St Martin Parish Council Dr 25/06/2023	107,325.53		
		Trimley St Martin Parish Council Cr 25/06/2023	37,043.46		
				144,368.99	
		Less unrepresented payments			
				144,368.99	
		Plus unrepresented receipts			
B		Adjusted Bank Balance		144,368.99	
		A = B Checks out OK			
22.	To approve the following payments made				
07 06 23	Y Smart	Chairmans Allowance	£350.00	Local Authorities (Members Allowances) (England) Regs 2003	
07 06 23	Viking	Stationary Supplies	£38.80	LGA1972 s112	
13 06 23	Headway Suffolk	Donation	£250.00	LGA1972 s137	
13 06 23	CPRE	Subscription	£36.00	LGA1972 s111	
14 06 23	Suffolk Wildlife Trust	Councillor Training	£10.00	LGA1972 s111	
28 06 23	R A Wilson	Memorial Hall Extension Plans	£954.00	LGA1972 s133	

	30 06 23	Unity Bank	Account Fees	£18.00	
	31 06 23	C Small	Clerks Salary	£1139.30	LGA1972 s112
	31 06 23	HMRC	Tax & NI on Clerks Salary	£154.81	LGA1972 s112
	Members approved all payments.				
23.	To approve the following payments to be made				
	05 07 23	C Small	Clerks Expenses	£45.99	LGA1972 s112
	The Clerk also advised an invoice had been received since the publication of the agenda for the Internal Audit from SALC at a cost of £313.20.				
	Members approved all payments.				
24.	To agree that payments made in August are to be made with the approval of the Chair due to Summer Break				
	All members present agreed.				
25.	Items for consideration at next meeting				
	None at this time. Next meeting is 5 th September 2023.				
26.	To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act 1960 in view of the confidential nature of the business to be transacted.				
	No members of the public or press present.				
27.	To review and consider quotes provided for the grass cutting and garden type maintenance for the roundabout and flower beds for 2023 – 2024				
	Members considered the quotations received and resolved to accept the quotation submitted by Simon Jones Landscapes				
28.	To review and consider quotes provided for the hedge and grass cutting maintenance for the Memorial Hall for 2023 – 2024				
	Members considered the quotations received and resolved to accept the quotation submitted by Simon Jones Landscapes				
29.	Close				
	The meeting closed at 8.54pm				