

	<p>A member of the public wished to comment on Item 17 – regarding the Parish Council joining ESPA. He explained further about the mission statement and that it is more becoming ‘affiliated’ than joining. County 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. Cllr Lee Reeves provided a short verbal report outlining that on 24th May the GLI formally took control of the District Council from the Conservatives with Caroline Topping as the Leader and David Beaven as Deputy Leader. Cllr Reeves said he is looking forward to hearing the needs of the Parish Council and how himself and Cllr Nimney can help and support.</p>	
7.	<p>To give thanks to Cllr Stuart Bird for his support The Chair expressed thanks on behalf of the Parish Council for all of Cllr Birds help and support in his role as District Councillor.</p>	
8.	<p>To review the Internet Banking Policy Members were sent the Internet Banking Policy prior to the meeting. All members approved the Internet Banking Policy. The Clerk will ensure the date is updated and the policy uploaded on the website.</p>	
9.	<p>To confirm appointment of Carly Small as Responsible Financial Officer for 2023/2024 All members agreed and it was confirmed that Carly Small would be appointed as Responsible Financial Officer for 2023/2024</p>	
10.	<p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D’Arville Cllr Anderson advised that she has reported the potholes along Mill Lane. Cllr Anderson has also reported the vegetation along Kirton Road near Capel Hall Lane as it is protruding into the road, causing cars and cyclists to go into the other lane to get past. Cllr D’Arville advised that the Bus Stop outside the Lilacs should be in use by the end of June and that the Poppyfields developers have confirmed the new bus stop should be completed by the end of August.</p>	
11.	<p>To receive an update on Planning issues and application from Cllr Rastrick There have been no applications received since the May 2023 meeting.</p>	
12.	<p>To receive an update from the Memorial Hall Extension Working Group Cllr Rastrick advised the Working Group made some amendments to the original plans so these are now being drawn up. Once these are agreed then they can be submitted for planning permission. Robert Wilson will be sending through his invoice. It was agreed that once this is received the Clerk is to apply to Cllr Bird for a grant for this. Cllr Rastrick will continue to provide updates at Parish Council meetings</p>	CLERK
13.	<p>To look at, discuss and agree next steps with regards to a flagpole at the Memorial Hall</p>	

	<p>The Clerk advised they had contacted four companies for quotes and only one was able to provide a quote with installation which was approx. £800. The Clerk had previously cascaded information given by various companies with the risks involved with a wall mounted flagpole. The Clerk advised to be cautious with potential future damage to the Memorial Hall that the Parish Council would be liable for.</p> <p>All members present felt that since the Coronation has passed, and that there were a number of concerns and issues raised, that the Parish Council would not continue with the purchase of a flagpole. It was agreed at the time of the extension it could be re-looked at.</p>	
<p>14.</p>	<p>To update on 'Ease the Squeeze' campaign along with any other initiatives to support parishioners during the current cost of living crisis</p> <p>Cllr Smart that the last meeting was cancelled and is yet to be re-scheduled. Cllr Smart will hopefully update at the July meeting.</p>	
<p>15.</p>	<p>To feedback on advice received regarding Memorial Hall Car Park and agree next steps.</p> <p>Following on from an email received from the Bowls club about a sunken and loose manhole cover, the Clerk arranged for Anglia Water to come out to see if this would be their responsibility. Unfortunately, it is not, and they advised it would need to be fixed privately. The Clerk contacted three drainage companies, one quote has been received and another company is coming to look at the drain shortly and then will provide a quote. All agreed that the work does need to be carried out to get this fixed. The Clerk will also request a quote from Mr Bennett. Cllr Anderson is to have a look for some warning tape to put round it to ensure it is clearly visible whilst we are waiting for the works to be carried out.</p> <p>Cllr Smart also commented there is another sunken manhole cover on the green and requested the Clerk to report this to the relevant authorities.</p>	<p>CLERK TA</p> <p>CLERK</p>
<p>16.</p>	<p>To approve the requirements for the contract on maintenance of Memorial Hall Grounds and Roundabout and Flower Beds.</p> <p>Last years invitation to quote was forwarded to all members prior to the meeting. All agreed that the current requirements were sufficient, and they were happy with the works carried out this year. It was noted that the car park side hedge along the footpath from High Road through to housing estate built on former mushroom farm is maintained by the Parish Council however the other side is not and there are a lot of overgrown bushes etc that protrude into the footpath. The Clerk will write to the resident who owns these and request they are cut back.</p> <p>The Clerk will put the invitation together and send out to the current contractor, along with two other companies to quote. The Clerk will also put on Facebook and the Website to invite companies to come forward to quote.</p>	<p>CLERK</p> <p>CLERK</p>

<p>17.</p>	<p>To discuss and decide upon whether the Parish Council wishes to join East Suffolk Planning Alliance (ESPA) Details regarding ESPA including their Mission Statement were cascaded to members prior to the meeting. All members present agreed for the Parish Council to be affiliated with ESPA. The Clerk will cascade when meetings are, and members will decide who can attend. The Clerk will contact ESPA to inform them of this.</p>	<p>CLERK</p>
<p>18.</p>	<p>To discuss additional ways to promote the empty seats on the Parish Council The Clerk explained that there are currently 4 empty seats on the Parish Council. The Clerk wishes to create a more informative poster/flyer to explain more about the role of a Parish Councillor. The Clerk requested that Cllrs sent through some information about what they enjoy about being a Parish Councillor, why they decided to put themselves forward, and some positive effects they have helped to achieve.</p>	<p>ALL</p>
<p>19.</p>	<p>To discuss whether the current noticeboards are a suitable amount within the Parish Cllr Smart explained that she is passed a lot of community information for the boards. As there are two by the Memorial Hall this is not a problem however at the other end of the village where there is only one there is sometimes not enough space. Cllr Aguilar-Gomez explained there is an unused noticeboard at the school, and the Parish Council have already requested to put a poster up there. She suggested we offer to fund a refurbishment of the noticeboard to ensure it is watertight and then we could use it for community information. All members agreed. Cllr Aguilar-Gomez/the Clerk will liaise with the school.</p>	<p>LA-G CLERK</p>
<p>20.</p>	<p>Internal Audit a) to note the completion of the internal audit and consider the recommendations. The Clerk had cascaded the full report to all members prior to the meeting. The Clerk also sent round a summary and how these recommendations could be met. Members noted the completion of the internal audit and accepted the recommendations. b) To agree the accounts for 2022-2023 The 2022-2023 accounts were agreed. c) To agree the governance statements on the Annual Return The governance statements on the Annual Return were agreed and signed by the Chairman and the Clerk. d) To receive, agree and sign the Annual Return for 2022-2023 The Annual Return was agreed and signed.</p>	

21.	<p>To consider requests for assistance from the following applicants in accordance with the Parish Council's Grants and Donations Policy</p> <p>a) Headway Suffolk</p> <p>All members agreed to donate £250 to Headway Suffolk. The Clerk will complete relevant documentation.</p>	CLERK																																																						
22.	<p>To receive a Budget Monitoring Report.</p> <p>This was sent to all members prior to the meeting and was also made available at the meeting. This will also be available to view on the website.</p>	CLERK																																																						
23.	<p>To receive a financial statement to 25th May 2023</p> <p>Members received a financial report to 25th May 2023. This advised there were two receipts received: £12,495.00 – East Suffolk Council – First precept instalment £1,153.46 – HMRC – Refund of VAT (1st Nov 22 – 31st Mar 23) The reconciliation report was received and signed by the Chairman.</p> <table border="1" data-bbox="296 898 1259 1910"> <tr> <td colspan="3">Bank Reconciliation at 25/05/2023</td> </tr> <tr> <td>Cash in Hand 01/04/2023</td> <td></td> <td>121,022.76</td> </tr> <tr> <td>ADD</td> <td></td> <td></td> </tr> <tr> <td>Receipts 01/04/2023 - 25/05/2023</td> <td></td> <td>29,850.13</td> </tr> <tr> <td></td> <td></td> <td>150,872.89</td> </tr> <tr> <td>SUBTRACT</td> <td></td> <td></td> </tr> <tr> <td>Payments 01/04/2023 - 25/05/2023</td> <td></td> <td>3,450.01</td> </tr> <tr> <td>A</td> <td>Cash in Hand 25/05/2023 (per Cash Book)</td> <td>147,422.88</td> </tr> <tr> <td colspan="3">Cash in hand per Bank Statements</td> </tr> <tr> <td>Petty Cash</td> <td>25/05/2023</td> <td>0.00</td> </tr> <tr> <td>Trimley St Martin Parish Council Dr</td> <td>25/05/2023</td> <td>107,325.53</td> </tr> <tr> <td>Trimley St Martin Parish Council Cr</td> <td>25/05/2023</td> <td>40,097.35</td> </tr> <tr> <td></td> <td></td> <td>147,422.88</td> </tr> <tr> <td>Less unrepresented payments</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>147,422.88</td> </tr> <tr> <td>Plus unrepresented receipts</td> <td></td> <td></td> </tr> <tr> <td>B</td> <td>Adjusted Bank Balance</td> <td>147,422.88</td> </tr> <tr> <td colspan="3">A = B Checks out OK</td> </tr> </table>	Bank Reconciliation at 25/05/2023			Cash in Hand 01/04/2023		121,022.76	ADD			Receipts 01/04/2023 - 25/05/2023		29,850.13			150,872.89	SUBTRACT			Payments 01/04/2023 - 25/05/2023		3,450.01	A	Cash in Hand 25/05/2023 (per Cash Book)	147,422.88	Cash in hand per Bank Statements			Petty Cash	25/05/2023	0.00	Trimley St Martin Parish Council Dr	25/05/2023	107,325.53	Trimley St Martin Parish Council Cr	25/05/2023	40,097.35			147,422.88	Less unrepresented payments					147,422.88	Plus unrepresented receipts			B	Adjusted Bank Balance	147,422.88	A = B Checks out OK			
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24.	<p>To approve the following payments made</p>																																																							

	19 05 23	SLCC	Subscription	£199.00	LGA1972 s143
	26 05 23	S Jones Landscaping	Memorial Hall Grounds	£390.00	LGA1972 s133
	26 05 23	S Jones Landscaping	Roundabout and Beds Maintenance	£552.00	Highways Act 1990 s196
	31 05 23	C Small	Clerks Salary	£1139.30	LGA1972 s112
	31 05 23	HMRC	Tax & NI on Clerks Salary	£154.81	LGA1972 s112
	Members approved all payments.				
25.	To approve the following payments to be made				
	07 06 23	C Small	Clerks Expenses (incl. Microsoft 365 Package)	£132.98	LGA1972 s112
	The Clerk also advised of another payment invoice received: Viking Direct – Stationary Supplies - £38.80				
	All members approved the above payments.				
26.	Items for consideration at next meeting				
	<ul style="list-style-type: none"> • The cutting back of the footpath from Mill Close to High Road • Grit Bins – possibly request a grant? 				
27.	Close				
	The meeting closed at 8.50pm				