

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7th March 2023 at 7.30pm

Present: Cllrs Smart, Rastrick, D’arville, Parker, Rodwell, Owen and Anderson.

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

Item No.	Comments	Action
1.	To receive apologies for absence Cllr Aguila-Gomez sent apologies due to prior commitments.	
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 of the meeting held on 7th February 2023 The minutes of the meeting held on 7 th February 2023 were approved and signed as a true record.	
5.	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. Cllr Parker asked Cllr Bird to clarify the figures quoted in the report with regards to Highways. Cllr Bird was unable to at that time but said he would look into it.	
6.	To decide upon response with regards to planning application DC/22/5005/FUL – New 5 bedroom, two storey family dwelling and detached double garage All agreed to submit ‘No Comment’ The Clerk will submit this	CLERK
7.	To receive an update on Transport and Highways Issues from Cllrs Anderson and D’arville. Cllr D’arville advised that the bench for the bus stop at the top of Grimston Lane has been delivered. Mr Bennett is due to collect the bench the following week and will advise when he can install it. Cllr D’arville also advised that the Suffolk County Council bus stops have now all been cleaned and are looking much better.	

	<p>Cllr Anderson updated that the 30mph speed limit signs as you enter the village are going to be replaced although unsure when. Cllr Anderson has also reported that the double yellow lines at the top of Mill Lane into High Road need re-painting. It is hoped when they are more visible people will top parking there.</p> <p>Cllr Parker asked whether the concerns regarding the slip road off the A14 has any update. Cllr Anderson commented she noticed an official on the bridge and whether that was anything to do with it. The Clerk will chase.</p> <p>Cllr Smart asked if there was any update with regards to the disregarding signs from Suffolk Highways. The Clerk confirmed it has been logged but she will chase.</p> <p>Cllr Parker also requested that the Clerk report overgrown verges at the top of Innocence Lane and also blackberry bushes hanging into the road at the top of Capel Hall Lane.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
8.	<p>To receive an update from the Memorial Hall Extension Working Group with regards to extension</p> <p>Working group meeting arranged for Thursday, update at next meeting</p>	
9.	<p>To discuss the arrangements for Coronation events and agree next steps.</p> <p>The Clerk had obtained costings of a variety of flagpoles. It was agreed to go for a fibreglass option as although more expensive, it is longer lasting. The Clerk will look at finding the best price.</p> <p>It was also discussed regarding rules for flying flags. The Clerk will look into this and circulate to members.</p> <p>The Clerk was requested to look into costings of flags.</p> <p>Photographic exhibition – Cllr Rastrick estimated that £200 would cover the costs of putting the exhibition on. The Clerk has looked into reusing the banners from the previous photographic exhibition which seems the most cost effective option.</p> <p>Discussion held around advertising, possibly will require leaflets but as the Parish Pump no longer runs then there is a query over who would deliver. Working party to decide nearer the time if leaflets are required. Confirmed the exhibition would be on Sunday 7th May all day and Monday 8th May until approx. 4pm. Cllr Rodwell will speak with Trimley Saints Players to see if they will do refreshments again.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>HR</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.</p> <p>Cllr Smart had circulated a full report to all members prior to the meeting following attendance at the FPCP and the East Suffolk Community Partnership Annual Forum.</p>	

11.	<p>To update on further information received about the ‘Pardon the Weeds’ campaign and decide whether to participate</p> <p>It was agreed it would be good to participate but as there is no Parish Council owned land suitable, authority would need to be sought from Suffolk Highways about using an area of verge on Howlett Way. The Clerk will request permission.</p> <p>It was noted that wildflower seeds would need to be scattered for it to work well.</p>	CLERK
12.	<p>To receive an update from Cllr Aguilar-Gomez as the School Link</p> <p>Cllr Gomez had circulated the report prior to the meeting as she was unable to attend. Key points to note;</p> <ul style="list-style-type: none"> • Two volunteers had come forward to use the grit bin. Agreed that after the elections in May the Parish Council could look at applying for funding to purchase the bins and have them in situ before next winter. Agreed the Clerk would contact the volunteers and put on agenda for June meeting. • Primary school have requested a Plum tree, pot, and wooden two seater bench for the Queens Jubilee as agreed previously total cost £321.51. This was agreed. The Clerk will contact to arrange purchase. • PTA – this is getting up and running again and it has been requested that the school links become involved. 	CLERK CLERK LA-G, AO
13.	<p>To discuss and decide upon a logo being produced for Trimley St Martin Parish Council</p> <p>It was agreed this would be a good idea to ensure continuity and also identifies the Parish Council. The Clerk will go ahead with arranging designs and will forward to members to decide on the final design. Cllr Richardson has agreed to fund this from his ECB.</p>	CLERK
14.	<p>To discuss the recent issues regarding dog waste and general litter bins not being emptied within the Parish and update upon purchase of stickers for bins.</p> <p>There is an ongoing issue of the bins not being emptied regularly, the Parish Council are in contact with East Suffolk council and Norse with regards to this. The Clerk has obtained costings for weatherproof stickers to go on bins with the QR code and telephone number for residents to report overflowing bins, along with a reminder not to leave waste on the floor. All agreed to proceed with this once the logo has been finalised. Cllr Richardson has also agreed to fund this. The Clerk will progress once logo is confirmed.</p>	CLERK
15.	<p>To discuss and decide upon any comment to make on the ‘Custom and Self Build Housing Supplementary Planning Document’</p> <p>All agreed that no comment was required.</p>	

16.	<p>To discuss the possibility of a further defibrillator within the Parish Cllr Anderson advised she had received an email from London Hearts regarding funding available. It was discussed that an additional defibrillator was as good idea however would need be looked in to regarding costs and management of it. Cllr Anderson will look into this. The Clerk will contact Bellway Homes to see if they will install one on the new Development on Howlett Way.</p>	<p>TA</p> <p>CLERK</p>
17.	<p>To conduct a review of the Council's governance risks The council reviewed and approved the Councils Governance Risks (attached to the minutes)</p>	
18.	<p>To conduct a review of Internal Controls The council reviewed and approved the Internal Controls (attached to the minutes)</p>	
19.	<p>To agree updates to the Asset Register Updates were agreed and approved (attached to the minutes)</p>	
20.	<p>To consider arrangements for the Annual Parish Meeting It was agreed the Annual Parish Meeting would be held on 16th May at 7pm at the Trimley Memorial Hall. The Clerk will invite local organisations to attend.</p>	CLERK
21.	<p>To receive a financial statement to 25 February 2023 including CIL monies Members received a financial statement inclusive of outstanding CIL monies. The bank reconciliation was signed by the Chairman.</p>	

	<p>Bank Reconciliation at 25/02/2023</p> <table border="1"> <tbody> <tr> <td>Cash in Hand 01/04/2022</td> <td></td> <td></td> <td></td> <td>129,647.52</td> <td></td> </tr> <tr> <td>ADD</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Receipts 01/04/2022 - 25/02/2023</td> <td></td> <td></td> <td></td> <td>29,727.79</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>159,375.31</td> <td></td> </tr> <tr> <td>SUBTRACT</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Payments 01/04/2022 - 25/02/2023</td> <td></td> <td></td> <td></td> <td>36,349.79</td> <td></td> </tr> <tr> <td>A</td> <td>Cash in Hand 25/02/2023</td> <td>(per Cash Book)</td> <td></td> <td></td> <td>123,025.52</td> </tr> </tbody> </table>					Cash in Hand 01/04/2022				129,647.52		ADD						Receipts 01/04/2022 - 25/02/2023				29,727.79						159,375.31		SUBTRACT						Payments 01/04/2022 - 25/02/2023				36,349.79		A	Cash in Hand 25/02/2023	(per Cash Book)			123,025.52													
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22.	To note the following payments made																																																											
	22 02 23	SALC	Clerk Training	£36.00	LGA1972 s112																																																							
	28 02 23	C Small	Clerks Salary	£1139.50	LGA1972 s112																																																							
	28 02 23	HMRC	Tax & NI on Clerks Salary	£154.61	LGA1972 s112																																																							
	28 02 23	NEST	Pension payment	£51.45	LGA1972 s112																																																							
23.	To approve the following payments to be made																																																											
	08 03 23	C Small	Clerks Expenses	£42.99	LGA1972 s112																																																							
	01 04 23	Scribe	Annual Subscription	£414.72	LGA1972 s112																																																							
24.	Items for consideration at next meeting																																																											
	Ways to advertise for new members																																																											
25.	Close																																																											
	The meeting closed at 8.50pm																																																											

Item 17: To Review the Council's Governance Risks

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by the Council
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from SALC
Internal audit assurance	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by the Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process

Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process
Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to Council

Areas where we can self-manage risk

Internal Controls	Action by the Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council
Recording in minutes the precise powers under which expenditure is being approved	Clerk to implement for all new expenditure as part of budget process. . All councillors to note
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review
Regular VAT analysis	Clerk to review – Scribe Accts helps enable close watch. VAT reclaimed at least annually.
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Council to review during 2017
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Suffolk Record Office after two years.
Adoption of code of conduct for members	Council has adopted Code
Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff
Internal Audit Assurance	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
transactions Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council

Members are required to note and amend these governance arrangements as necessary.

Item 18:

Trimley St Martin Parish Council

Risk Assessment

Topic	Risk Identified	H/M/L	Management of Risk	Review/Assess/Revise
Precept	<p>A Not submitted</p> <p>B Not paid by DC</p> <p>C Adequacy of precept</p>	<p>L</p> <p>L</p> <p>L</p>	<p>A) RFO to follow up if confirmation email of receipt is not forthcoming from Suffolk Coastal District Council Suffolk. If no form is submitted, the previous year's precept will be rolled over.</p> <p>B) RFO to follow up</p> <p>C) Budget and precept prepared and agreed at full Council</p> <p>Monthly review of outturn are received by full council including variances from budget</p>	<p>A & B Reviewed annually</p> <p>C) Outturn report received monthly</p>
Salaries	<p>A Wrong Salary Paid</p> <p>B Wrong Hours Paid</p> <p>C Wrong Rate Paid</p> <p>D PAYE administered wrongly</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Check to contract and hours worked.</p> <p>Council to verify salary scale and</p>	<p>PAYE administered online through Inland Revenue, details of employee payment presented to PC monthly.</p> <p>Where, exceptionally, additional hours are worked approval in principle within agreed</p>

			agreed pay-rate PAYE administered on Inland Revenue agreed pay- codes	limits approved by full council.
Payments for goods/services	A Goods Not Supplied B Invoice incorrectly calculated C Cheque payable incorrect	L L L	A. System in place to check delivery /service. Full audit trail followed B. Check arithmetic C. Signatory, initials etc – stub and invoice	Checks on service delivery carried out as required. Invoices checked against cheque payments monthly, invoices and stubs initialled
Election Costs	Invoice at agreed rate	L	RFO check	RFO to verify when circumstance arises
Reserves	Adequacy	L	General and earmarked reserves considered at budget setting	Annual check
Assets	A) Loss or damage B) Third party risk	L L	A) insurance and asset register updated annually B) Review adequacy of Public liability insurance	Annual checks
Staff	A) Loss of Clerk B) Fraud by staff	M L	A) Reserve fund held to cover cost of appointment and cover B) Fidelity guarantee value reviewed annually	Annual review
Maintenance of assets	Poor maintenance of assets	L	Condition of noticeboard checked monthly on posting of notices Risk of vandalism to the	As required. Shelters checked monthly or more frequently

			two bus shelters owned by the Council – cleaner of shelter asked to report any damage	
Legal powers	Illegal activity or payment	L	Councillors trained in relation to their legal powers. Legal authority under which payments are made recorded in the meeting minutes	Training -on appointment of new councillor Legal authority of payments recorded monthly
Financial Records	A)Inadequate Records B)Loss of Records C) Access to bank records	L L L	A) Internal controls in place and reviewed separately B)Back-ups taken on a monthly basis C)Online access allows for viewing of account only.	Records of all payments for financial year to date of meeting available for inspection at each monthly meeting C) password to be changed at 6 monthly intervals
Council records	A) Unauthorised access to records held on council's laptop or B) loss of records	L	Password renewals to be undertaken at 6 monthly intervals Back up hard disk held securely in clerk's home	6 monthly
Minutes	Failure to ensure records are accurate and legal	L	Reviewed at next meeting and signed by Chairman. Pages numbered	Monthly
Meetings	A.Failure to post notices 3 clear days prior to meeting B. Risk of personal injury	M	A. All notices posted 3 clear days before meeting on noticeboard and website. B. ensure that standards are being maintained at the Memorial	A. Monthly. Chairman will make enquiries if documents are not received. B. Clerk to ensure no slip or trip hazards before admitting members and public to the Hall. Insurance cover reviewed annually.

			Hall, and that the Hall Committee and the council has appropriate insurance cover	
Members Interests	Conflict of Interest	L	Opportunity to declare interest in item on the agenda offered at each meeting. Councillors asked to update entries on the SCDC site when a change takes place and to conduct a routine check on an annual basis	Changes to be recorded within 28 days of change
Investment	Loss of invested funds	L	No invested funds aside from those held in bank account	
Web Site	Placing of Information on site that may place people at risk	L	Clerk to ensure that no personal details other than those of the councillors and clerks are placed on the site without the permission of the individuals concerned. Information relating to persons no longer living and offered for inclusion in the context of local history, to be considered carefully by the Clerk on an individual basis.	A) As required – website kept under scrutiny
GDPR	Failure to observe the requirements of GDPR	M	Evaluate the requirements in line with the GDPR toolkit provided by	To be determined when information to hand. Checks to be made in line with the recommendations

			NALC and adopt procedures as recommended. Data Protection Officer to be appointed and advice and guidance to be followed.	of the Data Protection Policy

Item 19

Trimley St Martin Parish Council Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Admin							
Computer equipment (laptop)	22/03/2022	416.66	416.66	Clerk's Home	5 years		
Epson EB-970 Projector	October 2018	441.00	500.00	Clerk's Home	5 years		
Eyeline Tripod Screen	October 2018	54.92	65.00	Memorial Hall	10 years		
Free Standing Noticeboard	September 2022	403.20		Trimley St Martin Memori	15 years		
Laminator A4	October 2022	19.99		Clerk's Home	5 years		
Laptop	Dec 2011	759.50	650.00	Clerk's Home	1 year		
Shredder A4	October 2022	29.99		Clerk's Home	5 years		
		2,125.26	1,631.66				
Outdoor Maintenance							
2 x Benches	August 2022	1,099.08		St Martins Green, opposi	15 years		
2 x Glasdon General Waste Bins	December 2022	378.38		1 Old Kirton Road, Rosel	10 years		
Aluminium tray sign display boards x3	March 2021	1,906.00	1,906.00	Memorial Hall, picnic site	15 years		
Bench	February 2022	305.00	305.00	Goslings Way Play Area	25 years		
Bench	2002	500.00	500.00	just past Goslings Farm	5 years		
Bench	February 2022	305.00	305.00	Adjacent to footpath from	25 years		
Bench	May 2007	500.00	500.00	Trimley Foreshore	15 years		
Bench x2	1982	1,000.00	1,000.00	St Martin's Green at Junc	5 years		
Bus shelter	Pre 2000	2,025.00	1,500.00	Howlett Way	2 years		
Community Noticeboard	February 2022	639.00	639.00	outside Memorial Hall	20 years		
Dog and litter bins	latest 2020	2,115.00	2,115.00	various locations in the vi	2 to 10 years		
Noticeboard x 2	02 03 2019	1,142.20	1,142.20	outside Memorial Hall an	20 years		
Peace Sign	1995	500.00	700.00	outside Reeve Lodge	10 Years		
Picnic Tables x 2	November 2020	1,444.75	1,550.00	Capel Hall Lane picnic ar	25 years		
Village Sign	1977	500.00	700.00	Junction of St Martins Gn	10 years		
		14,359.41	12,862.20				

Trimley St Martin Parish Council Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Grand Total:		16,484.67	14,493.86				