

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 16th May 2023 at 7.30pm

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

Also Present: District Cllr Lee Reeves, District Cllr Mick Nimney, and three members of the public.

Item No.	Comments	Action
1.	<p>To elect a Chairman and a Vice-Chairman</p> <p>a) To elect a Chairman for the Council year 2023/24 Cllr Parker proposed Cllr Smart, this was seconded by Cllr Rastrick. Cllr Yvonne Smart to be Chairman for year 2023/2024.</p> <p>b) To elect a Vice-Chairman for the Council year 2023/24 Cllr Rastrick proposed Cllr Parker, this was seconded by Cllr D’arville. Cllr Bob Parker to be Vice Chairman for year 2023/2024.</p>	
2.	<p>To receive apologies for absence Cllr Anderson sent apologies due to prior arrangements. Cllr Owen was also unable to attend.</p>	
3.	<p>All members to sign Declaration of Acceptance of Office. To discuss and agree on extension for councillors absent from this meeting to sign at the next meeting. Cllr Smart signed Declaration of Acceptance of Office to be Chairman. Cllr Parker signed Declaration of Acceptance of Office to be Vice-Chairman. All councillors present signed Declaration of Acceptance of Office to be members. All agreed for those councillors not present to sign at the next meeting.</p>	
4.	<p>To receive declarations of interest There were no declarations of interest in matters on the agenda.</p>	
5.	<p>To receive and determine requests for dispensations 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>	
6.	<p>To approve the minutes of the meeting held on 4th April 2023 The minutes of the meeting held on 4th April 2023 were approved and signed as a true record.</p>	
7.	<p>Public Forum including County and District Councillor Reports and Public Question Time.</p>	

	<p>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>			
8.	<p>To review the Delegation Arrangements to, and Terms of Reference for, the Planning and Personnel Committees and Delegation Arrangements to the Clerk.</p> <p>The delegation arrangements and terms of reference for the Planning and the Personnel Committees and the delegation arrangements for the Clerk were reviewed and agreed as follows:</p>			
	Planning Committee	<p>To comment on planning applications which must be determined before the next meeting of Full Council and, where directed by full council, to consider other urgent planning matters. Three members of the committee must be present for a decision to be made.</p>		
	Personnel Committee	<p>To act as first stage committee in respect of capability, discipline, grievance, and sickness policies, with delegated authority to determine those matters. Three members of the committee must be present for a decision to be made.</p>		
	Appeals Committee	<p>To act as second stage committee in respect of capability, discipline, grievance, and sickness policies, with delegated authority to determine those matters. Three members of the committee must be present for a decision to be made.</p>		
	Parish Clerk	<p>In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 (extract from Financial Regulations)</p>		
9.	<p>To appoint members to the following committees.</p> <p>a) Planning Committee</p> <p>b) Personnel Committee</p> <p>c) Appeals Committee</p> <p>Members were appointed and Chairman elected as follows:</p>			
	Planning Committee	Personnel Committee		Appeals Committee
	Rastrick (Chairman of the Committee)	Vice-Chairman (Chairman of the Committee)		Chairman (Chairman of the Committee)

	Anderson	Anderson	Owen	
	D'arville	D'arville	Aguilar-Gomez	
	Owen	Rastrick		
	Parker			
	Smart			
10.	<p>To appoint councillors to act as link representatives with special interest in:</p> <p>a) School Liaison. Cllr Aguilar-Gomez agreed to continue with this. Cllr Owen was not present at the meeting to confirm, however all agreed that Cllr Owen could be added on at a later meeting should she wish to continue this role.</p> <p>b) Transport and Highways Issues Cllr D'arville agreed to continue with this. Cllr Anderson was not present at the meeting to confirm, however all agreed that Cllr Anderson could be added on at a later meeting should she wish to continue this role.</p>			
11.	<p>To appoint members to the following working parties</p> <p>a) Footpath/cycleway, river, tree and hedgerow working group. Cllrs Parker, Rastrick, Smart and Owen.</p> <p>b) Communications Working Group All agreed this working group was no longer required as it was formed to produce the 'Welcome Pack' for new residents. As this is now complete, the working group is no longer required.</p> <p>c) Memorial Hall Extension Working Group New group formed. Cllrs Parker, Rastrick, Smart, Owen, D'arville. Also some members that are not councillors. Heather and Tony Rodwell in their capacity of the Memorial Hall Trustees, Liz Rastrick in her capacity as the Village Recorder, Dave Smith.</p>			
12.	<p>To review the Council's representatives on external bodies and arrangements for reporting back:</p> <p>a) Memorial Hall Management Committee Cllr Smart</p> <p>b) Poor's Charity Trustees Cllrs Anderson and Parker</p> <p>c) Port of Felixstowe Local Authority Liaison Committee Cllrs Smart and Parker</p> <p>d) District Council/Police ASB Group Cllr Rastrick</p> <p>e) Freight Quality Partnership Group Cllr Parker</p> <p>f) Felixstowe Peninsular Community Partnership Cllr Smart</p>			

	<p>Also to add this year: Felixstowe and District Council for Sports and Recreation Executive Committee. Cllr Smart will be the representative for this group.</p>	
13.	<p>To review Standing Orders and Financial Regulations Members reviewed and approved Standing Orders and Financial Regulations. This are available to view on the Parish Council website.</p>	
14.	<p>To review the Council's subscriptions to other bodies The Council agreed that it's subscriptions to the following organisations should be maintained:</p> <ul style="list-style-type: none"> • Suffolk Association of Local Councils • Council for the Preservation of Rural England • Suffolk Preservation Society (no fee as membership is automatic on membership of the CPRE) • Felixstowe Sports Council. (Please note, this has now been renamed to Felixstowe and District Council for Sports and Recreation Executive Committee) <p>It was also agreed to a year subscription to SLCC as suggested by the Clerk following recommendation by the Local Government Association for Clerks/Parish Councils. This is a one off joining fee of £12 and an annual subscription of £187. This will be reviewed annually. The Clerk will arrange this.</p>	CLERK
15.	<p>To determine the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of the Full Council. Council agreed that meetings would continue to be held on the first Tuesday of each month and that they would be held at the Memorial Hall. There would be no meeting in August. The Clerk will confirm dates with the Memorial Hall Booking Clerk.</p>	CLERK
16.	<p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville Cllr D'arville discussed an issue with the replacement of the Street lighting to LED. Upon confirming with Cllr Stuart Bird, it has been highlighted that Suffolk County Council do not own all the street lights in the parish. Approximately 95 are owned by East Suffolk Council, 14 to Highways and one privately owned. All agreed that the East Suffolk Council ones also need to be replaced to LED as the current ones are no longer suitable. The Clerk will contact East Suffolk Council and find out more information. Cllr D'arville also queried the placement of the temporary bus stop. Cllr D'arville requested the Clerk to speak with Poppyfields developers to find out plans for the new bus stop.</p>	CLERK CLERK

17.	<p>To receive an update on Planning matters from Cllr Rastrick and discuss and decide upon responses to any planning applications received.</p> <p>Cllr Rastrick gave an update on what was discussed at the Planning meeting on 4th May. Full minutes can be found on the website.</p> <p>Planning Reference – DC/23/1653/FUL – Erection of stable block consisting of two stables, tackroom and hay storage. Existing stable block occupied by horses continuously for 28 years to be removed.</p> <p>All members agreed that the Parish Council have no objection to this application.</p> <p>The Clerk will submit no objections on Planning Portal.</p>	CLERK
18.	<p>To receive an update from the Memorial Hall Extension Working Group</p> <p>Cllr Rastrick advised they have been waiting to receive the plans. These have just been received today and therefore the Working Group will meet, hopefully before the next meeting, and feedback at the next Parish Council meeting.</p>	
19.	<p>To discuss the provision of a flag at the Memorial Hall to mark the Coronation, including feedback received.</p> <p>The flagpole that had been ordered from Harrisons was received damaged. Mr Bennett currently has possession and it is being collected by the company at the end of May.</p> <p>Mr Bennet raised concerns regarding the suitability of a wall mounted flagpole and the damage this could cause in high winds. He also stated it would be difficult for him to erect as he would need scaffolding etc.</p> <p>Heather and Tony Rodwell from the Memorial Hall Management Committee also agree with his concerns and would prefer a ground mounted flagpole.</p> <p>Discussion was had, and councillors present requested the Clerk get some further quotes and information from other flagpole companies for a wall mounted pole including fitting. Concerns about a ground flagpole were raised about people using the bins to climb up the pole, and also utilities etc that run in the ground near where the flagpole would be erected.</p> <p>Clerk will find out more information and feedback at the next meeting.</p>	CLERK
20.	<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 reported that now the Elections are over, and Sharon Harkin is still in office – she is hoping to hear more information. Cllr Smart will update as and when more information is received.</p>	

21.	<p>To discuss and decide upon next steps in relation to the email received from the Bowls Club about the car park.</p> <p>The bowls club emailed regarding a loose drain cover, they have currently put a traffic cone on it to prevent people tripping on it. This was discussed at the meeting and it was felt that it did not warrant for funds to be spent at this time but that it would be monitored.</p> <p>N.B. Since the meeting, councillors have raised further concerns and therefore guidance will be sought from a legal department and this issue will be discussed again at the next meeting.</p>	CLERK																																																																
22.	<p>To receive a financial statement to 25 April 2023</p> <p>Members received a financial report to 25 April 2023. The reconciliation report was received and signed by the Chairman.</p> <table border="1" data-bbox="300 779 1273 1803"> <tr> <td colspan="4">Bank Reconciliation at 25/04/2023</td> </tr> <tr> <td></td> <td>Cash in Hand 01/04/2023</td> <td></td> <td>121,022.76</td> </tr> <tr> <td></td> <td>ADD Receipts 01/04/2023 - 25/04/2023</td> <td></td> <td>16,201.67</td> </tr> <tr> <td></td> <td></td> <td></td> <td>137,224.43</td> </tr> <tr> <td></td> <td>SUBTRACT Payments 01/04/2023 - 25/04/2023</td> <td></td> <td>1,641.12</td> </tr> <tr> <td>A</td> <td>Cash in Hand 25/04/2023 (per Cash Book)</td> <td></td> <td>135,583.31</td> </tr> <tr> <td></td> <td>Cash in hand per Bank Statements</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Petty Cash 25/04/2023</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td>Trimley St Martin Parish Council Dr 25/04/2023</td> <td>91,123.86</td> <td></td> </tr> <tr> <td></td> <td>Trimley St Martin Parish Council Cr 25/04/2023</td> <td>44,459.45</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>135,583.31</td> </tr> <tr> <td></td> <td>Less unrepresented payments</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>135,583.31</td> </tr> <tr> <td></td> <td>Plus unrepresented receipts</td> <td></td> <td></td> </tr> <tr> <td>B</td> <td>Adjusted Bank Balance</td> <td></td> <td>135,583.31</td> </tr> <tr> <td></td> <td>A = B Checks out OK</td> <td></td> <td></td> </tr> </table> <p>It was noted that a CIL payment of £16201.67 was received on 18th April 2023. This was in relation to the Poppyfields Development. It was agreed this CIL money would be transferred into the Deposit Account.</p> <p>The Clerk suggested that over the coming months an additional bank account is opened as under the Financial Services Compensation Scheme</p>	Bank Reconciliation at 25/04/2023					Cash in Hand 01/04/2023		121,022.76		ADD Receipts 01/04/2023 - 25/04/2023		16,201.67				137,224.43		SUBTRACT Payments 01/04/2023 - 25/04/2023		1,641.12	A	Cash in Hand 25/04/2023 (per Cash Book)		135,583.31		Cash in hand per Bank Statements				Petty Cash 25/04/2023	0.00			Trimley St Martin Parish Council Dr 25/04/2023	91,123.86			Trimley St Martin Parish Council Cr 25/04/2023	44,459.45					135,583.31		Less unrepresented payments						135,583.31		Plus unrepresented receipts			B	Adjusted Bank Balance		135,583.31		A = B Checks out OK			CLERK
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	the Parish Council is only covered for £85,000. All agreed with this. The Clerk will do research over the next few months.				CLERK
23.	To approve the following payments made				
17 04 23	P Rastrick	Exhibition Expenses	£21.94	LGA1972 s145	
17 04 23	SALC	Annual Subscription	£688.22	LGA1972 s143	
19 04 23	R Wendt	Logo Design	£100.00	LGA1972 s.142	
19 04 23	Labelcraft	Banner Changes	£30.00	LGA1972 s.145	
28 04 23	C Small	Clerks Salary	£1139.50	LGA1972 s112	
28 04 23	HMRC	Tax & NI on Clerks Salary	£154.61	LGA1972 s112	
28 04 23	NEST	Pension Payment	£51.45	LGA1972 s112	
28 04 23	Flyer Press	Photo Exhib. Leaflets	£68.00	LGA1972 s145	
28 04 23	Trimley Methodist Chapel	Hire of hall for planning meeting	£10.00	LGA s137	
	Members approved all payments.				
24.	To approve the following payments to be made				
17 05 23	C Small	Clerks Expenses (including McAfee Renewal – this was incorrectly put as Microsoft 365 in the agenda)	£134.88	LGA1972 s112	
	All members approved the above payment.				
25.	Items for consideration at next meeting				
	<ul style="list-style-type: none"> • Promotion of joining the Parish Council • Joining East Suffolk Planning Alliance 				
26.	Close				
	The meeting closed at 8.29pm				