

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

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

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 Parker sent apologies due to prior commitments and Cllr Anderson sent apologies due to ill health.</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 3rd October 2023 The minutes of the meeting held on 3rd October 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 also previously submitted a report on behalf of himself and Cllr Nimney which was cascaded to councillors and is available on the website. Cllr Reeves re-iterated the importance of the Parish Council having an Emergency Plan in place. The Clerk will investigate this.</p>	CLERK
6.	<p>Chairmans Report Cllr Smart cascaded a report to all Councillors prior to the meeting and this is also available on the website. Cllr Smart updated that there is significant damage to the Morston Hall Track since the recent floods. The Clerk will chase this up with Bidwells</p>	CLERK
7.	<p>To receive an update on Transport and Highways issues from Cllrs Anderson and D’arville.</p>	

	<p>Cllr D’arville explained that she has experienced wheelchair users and parents with buggys being left at bus stops a number of times due to the fact there are already wheelchair users/parents with pushchairs on board the bus. Cllr D’arville has contacted Simon Barnett and he has responded but with no suggestion of a solution. Cllrs D’arville and Smart have provided the Clerk with some notes to complete the Public Transport Survey that has been cascaded and the Clerk will submit these.</p> <p>Cllr D’arville also advised she has once again flagged up that the bus shelter outside the cinema in Felixstowe, which a lot of residents of Trimley St Martin use, needs re painting. She has been advised that they are checking who has the responsibility for this one.</p>	<p>CLERK</p>
<p>8.</p>	<p>To receive an update on Planning issues and applications from Cllr Rastrick. To include</p> <p>(i) DC/23/3934/OUT – 2 Mill Lane The Parish Council discussed this and are going to submit an objection due to the concerns of parking at the new property and whether it meets the suggested guidance from Suffolk County Council regarding the amount of off-street parking available for properties. Concerns as the application says there is parking along Mill Lane, however, Mill Lane is often very busy and there is nowhere to park. There were also concerns regarding the proximity to the junction and how pulling in and out of the proposed driveway would be a hazard.</p> <p>(ii) DC/23/3944/VOC – 9 Capel Hall Lane The Parish Council discussed this and are going to submit ‘No Objection’.</p> <p>(iii) DC/23/3535/FUL – Memorial Hall Extension The Parish Council discussed this and are going to submit supporting comments outlining the need for the extension.</p> <p>The Clerk will submit all three responses via the Planning Portal.</p>	<p>CLERK</p>
<p>9.</p>	<p>Report on update from Lewis Gray on behalf of Bellway Homes Cllr Rastrick advised he received a telephone call from Lewis Gray to provide an update. Lewis explained that the Planning Application went in August and they are hoping to hear by the end of January whether it has been approved. If it has been approved, they are aiming to start works mid-2024. Lewis confirmed that the defibrillator the Parish Council suggested will be included however they cannot confirm its exact location at this time. Cllr Rastrick raised the concerns about how the open land will be managed. Lewis Gray explained that once the building is complete it will be handed over to the residents committee for them to manage. Cllr Rastrick raised the question of what if the residents do not wish to form a committee and Lewis said he will investigate this but that in the past there is a residents committee, and they can hire a management company.</p>	

	<p>Cllr Smart raised concerns around the Community Orchard and who would maintain that alongside issues such as who will water the Orchard. Questions were asked about why an Orchard and why not open/wild area space as this upkeep would be less. Cllr Rastrick advised Lewis had said that it would be part of the conditions to resident to maintain the Orchard.</p> <p>STANDING ORDERS WERE TEMPORARILY DROPPED</p> <p>Cllr Lee Reeves advised he had also spoken with Lewis Gray earlier that day and had queried who would own the internal roads within the development. Lewis confirmed that they will be private roads and the fee for upkeep would be covered in the annual charge.</p> <p>STANDING ORDERS RESTORED.</p>	
10.	<p>To update about the Jubilee Oak</p> <p>The Clerk confirmed that Greg Chester-Parsons from Coast & Heath AONB will help to plant the new Oak once it is received end of November. The Clerk asked for volunteers to help with this to come forward.</p>	
11.	<p>To discuss and decide upon any potential areas for the hedge planting scheme from Suffolk County Council</p> <p>The below areas were identified. The Clerk will go and gather what3words locations for these and submit.</p> <ul style="list-style-type: none"> • Along Ham's Lane • Capel Hall Lane between Picnic Site & Blue Barn (left hand side) • Past Blue Barn – gap on right hand side • All along Thorpe Lane and Grimston Lane both sides 	CLERK
12.	<p>To discuss purchasing of new dog waste bins and decide next steps.</p> <p>Since issuing the Agenda, East Suffolk Council has cascaded a draft Litter and Dog Waste Bin policy. They have advised that whilst this is under consultation no new bins will be considered.</p>	
13.	<p>To finalise the arrangements to mark Remembrance Day</p> <p>The Clerk has purchased two wreaths from the Royal British Legion and has passed these onto Heather Rodwell who will lay the wreaths on behalf of the Parish Council. The Clerk also hopes to attend the service and any other councillors who can attend will do.</p>	
14.	<p>To discuss and decide on response with regards to the footpath changes from East Suffolk Council</p> <p>When this was previously discussed the Parish Council had no objection to the footpath being moved if it stayed as a footpath.</p> <p>Subsequent correspondence from East Suffolk Council has outlined that it will be turned into a Bridleway at a later date. Therefore, all those present agreed to object to the moving of the footpath and suggest that it is moved to go behind Reeve Lodge and join up with the existing Bridleway. The reasons for this include there are blind corners and if cyclists are going too fast and not paying attention it could be very dangerous. The Clerk will submit these comments.</p>	CLERK

<p>15.</p>	<p>To discuss the possibility of the Parish Council contributing towards air conditioning at the Memorial Hall</p> <p>The Parish Council discussed the request to fund the air conditioning. All those present agreed that the Parish Council are not in the position currently to fund £15,000 for the air conditioning.</p> <p>The Clerk, who has sought legal and VAT advice on the matter, explained it had been advised that due to the type of lease currently in place along with VAT laws there would be no way a donation could be made.</p> <p>The Clerk then advised that the Memorial Hall Management Committee had advised that they may be able to fund the Air Conditioning themselves. This was discussed and a number of concerns were raised which would need sorting before any works start. These queries include.</p> <ul style="list-style-type: none"> • Who would manage/maintain the air conditioning unit moving forward? • Is it fixed to the building or is it moveable? • How would this affect the building and/or the lease? • Would this affect the insurance policy? • Would it be more beneficial to wait until the extension and look at heating/air conditioning for the building as a whole. <p>It was decided that the Clerk would contact the Memorial Hall Management Committee with these questions.</p>	<p>CLERK</p>
<p>16.</p>	<p>To discuss registering an interest in Trimley St Martin Primary School becoming a Community Asset once relocated.</p> <p>STANDING ORDERS DROPPED</p> <p>CLlr Lee Reeves advised he has received policies regarding this and will forward to the Clerk.</p> <p>STANDING ORDERS RESUMED</p> <p>The Clerk advised that by registering an interest means that if the property/land is sold then the Parish Council would get first refusal. It was agreed to discuss with Kirton Parish Council whether they would like to register an interest jointly. It was noted that it was unlikely the school would be moved for at least another 2-3 years. The Clerk will contact Kirton Parish Council</p>	<p>CLERK</p>
<p>17.</p>	<p>To discuss and agree next steps on a possible Tree Preservation Order on the Ash Tree recently gifted to the Parish Council</p> <p>The Clerk had forwarded full information regarding Tree Preservation Orders to all members prior to the meeting.</p> <p>All those present agreed that after reading the documentation that a Tree Preservation Order would not be relevant and may be more constricting in the long run.</p>	
<p>18.</p>	<p>To discuss and agree next steps in further ways to encourage new Parish Councillors</p> <p>The Clerk advised that new posters have gone in noticeboards and a leaflet drop was done alongside the Felixstowe Flyer. There has also been a number of posts on social media. The Clerk has also booked onto Social Media training to try to increase Social Media presence.</p>	<p>CLERK</p>

	<p>Agreed for a post explaining what will happen should the Parish Council not be quorate.</p> <p>Also agreed that if a local fete happens in the summer to request a stall for Parish Councils and invite other Parish Councils and councillors to attend.</p>	
19.	<p>To consider purchase of a Christmas tree to be situated outside the Memorial Hall and confirm details for the lights switch on.</p> <p>All those present agreed to order the tree, the Clerk will go ahead with this. Light switch on is Tuesday 5th December at 6.15pm, followed by Carols and a visit from Father Christmas. The Parish Council meeting will follow afterwards at 7.30pm</p>	CLERK
20.	<p>To discuss the current issue with verges/footpaths within the Parish and decide next action.</p> <p>Kirton Road has now had vegetation cut back and footpath use much improved. However, where the vegetation was so overgrown for so long there is now damage to the footpath. The Clerk will log this with Highways.</p> <p>Also discussed how the hedge running alongside the school playing field is also encroaching on the footpath. Cllr Aguila-Gomez will contact the school.</p>	CLERK LA-G
21.	<p>To review and discuss the first draft of the budget for 2024/2025</p> <p>This was cascaded to all members prior to the meeting. All those present agreed the estimated figures for the year 2024/2025. For the last few years every effort has been made to not increase the Parish Council element of the Council Tax. Unfortunately, it was decided that an increase will need to come into force for 2024/2025. The Parish Council will still be using some reserves to keep this as low as possible but there will need to be a slight increase to ensure services continue to run.</p> <p>The Clerk will progress with this draft budget.</p>	CLERK
22.	<p>To receive a financial statement to 25th October 2023.</p> <p>Members received a financial report to 25th September 2023. There had been a few deposits as outlined below.</p> <p>Into the Current Account</p> <p>29/09/2023 - £12,495.00 – East Suffolk Council – 2nd Precept Instalment</p> <p>24/10/2023 - £16,692.63 – East Suffolk Council – CIL payment in relation to Poppyfields.</p> <p>Into the Deposit Account</p> <p>30/09/2023 - £732.62 – Unity Trust Bank Plc – Interest added.</p>	

The reconciliation report was received and signed by the Chairman.			
A	Bank Reconciliation at 25/10/2023		
	Cash in Hand 01/04/2023		121,022.76
	ADD Receipts 01/04/2023 - 25/10/2023		63,313.99
			184,336.75
	SUBTRACT Payments 01/04/2023 - 25/10/2023		19,682.75
	Cash in Hand 25/10/2023 (per Cash Book)		164,654.00
B	Cash in hand per Bank Statements		
	Petty Cash	25/10/2023	0.00
	Trimley St Martin Parish Council Dr	25/10/2023	110,307.76
	Trimley St Martin Parish Council Cr	25/10/2023	54,346.24
			164,654.00
	Less unrepresented payments		164,654.00
	Plus unrepresented receipts		
	Adjusted Bank Balance		164,654.00
	A = B Checks out OK		
<p>All members present agree to transfer the £16,692.63 CIL monies from the Current Account to the Deposit Account to keep CIL monies separate.</p> <p>A transfer of £231.00 from Deposit Account to Current Account was also agreed to cover the planning fee paid to East Suffolk Council so to keep the monies spent on the Memorial Hall Extension separate. The Clerk will process these transfers.</p> <p>The new Nationwide Savings account has now been opened. Once all signatures are captured and internet banking details are received it was agreed to transfer £80,000 from the Deposit Account into the new account so that it will keep it below the FSCS limits even once interest added.</p> <p>Issue with the Barclays Account in the name of Trimley Memorial Hall Corporate Trustee Account. This account is now closed. Cllr Rastrick has agreed to contact them to ascertain where the funds will go. The Clerk will send across all information required.</p>			
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23.	To approve the following payments made				
04 10 23	David Friend	Boiler Service in Memorial Hall	£201.60	LGA1972 s133	
04 10 23	Simon Jones	Maintenance for Memorial Hall Grounds April - July	£390.00	LGA1972 s133	
04 10 23	Simon Jones	Roundabout and Beds maintenance April – July	£552.00	LGA1972 s133	
04 10 23	Viking	Stationary Supplies	£52.80	LGA1972 s112	
04 10 23	Community Action Suffolk	Website Hosting	£60.00	LGA1972 s112	
04 10 23	SALC	6 months payroll service	£54.00	LGA1972 s112	
05 10 23	NEST	Pension Payment (missed payment)	£51.45	LGA1972 s112	
11 10 23	Trimley Memorial Hall	Hire of Hall	£54.00	LGA1972 s137	
16 10 23	East Suffolk Council	Planning Application Fee	£231.00	LGA1972 s133	
16 10 23	SALC	Clerk Training	£72.00	LGA1972 s112	
16 10 23	SALC	Clerk Training	£18.00	LGA1972 s112	
16 10 23	SALC	Clerk Training	£36.00	LGA1972 s112	
25 10 23	NEST	Pension Payment	£53.09	LGA1972 s112	
30 10 23	P Bowyer	Drain Repairs at Memorial Hall	£4074.00	LGA1972 s133	
31 10 23	C Small	Clerks Salary	£1301.35	LGA1972 s112	

	31 10 23	HMRC	Tax & NI on Clerks salary	£18.44	LGA1972 s112	
	Members approved all payments.					
24.	To approve the following payments to be made					
	08 11 23	C Small	Clerks Expenses	£149.04	LGA1972 s112	
	Members approved all payments					
25.	Items for consideration at next meeting					
	None. Cllrs to let the Clerk know if they would like anything added					
26.	Close					
	The meeting closed at 9.05pm					