

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 3rd October 2023 at 7.30pm

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

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

Item No.	Comments	Action
1.	<p>To receive apologies for absence Cllrs Rastrick and Aguila-Gomez 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 5th September 2023 The minutes of the meeting held on 5th September 2023 were approved and signed as a true record.</p>	
5.	<p>Public Forum including County and District Councillor Reports and Public Question Time. A member of the public spoke on behalf of the Memorial Hall Management Committee. Over the last couple of years, the summer temperatures have increased and at times has made it unbearably hot in the Memorial Hall. The management committee are in the process of receiving quotes for Air Conditioning to be fitted and request that the Parish might contribute towards this. It was agreed to put the issue on the agenda for the November meeting. 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 regarding the overgrown vegetation along Kirton Road. After being contacted by the Parish Council he has escalated this and referred on to get these works carried out. He will update with further information as and when available. 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 also updated that there is now a Task and Finish Group to tidy up East Suffolk. All agreed that hopefully this will help.</p>	

	<p>Cllr Reeves also updated regarding the Trimley St Martin Primary School and what will happen to the site when it is re-located. He has spoken with Suffolk County Council who have advised that firstly it will be offered for 'Educational use' and then if not, it may be able to be offered as Community Asset. It was agreed that this would be an agenda item for the November meeting for the Parish Council to discuss.</p> <p>Cllr Nimney re-iterated the importance of the Task and Finish Group to tidy up East Suffolk and believes it will be good once given a chance. He also updated that Strategic Planning have been able to engage two additional Planning Enforcement Officers.</p> <p>Cllr Nimney also advised that after one year Ipswich and East Suffolk Alliance have agreed that there will be approx. 10,000 people joining the population. There are now several discussions going on about which surgery is most appropriate to expand. Cllr Nimney will update when further information is available.</p>	
6.	<p>Chairmans Report</p> <p>Cllr Smart cascaded a report to all Councillors prior to the meeting and this is also available on the website.</p>	
7.	<p>To receive an update on Transport and Highways issues from Cllrs Anderson and D'arville.</p> <p>Cllr Anderson advised not much of an update as has not received a response regarding issues she raised with Suffolk Highways as discussed at last months meeting. Cllr Anderson did raise that she noticed the sign on the horse bridge is just leaning against the bridge and not fixed. Agreed the Clerk will ascertain who holds responsibility for the bridge.</p> <p>Cllr D'arville updated that the old bus stop has now been removed and they are in the process of erecting the new one. Hopefully this will be completed within a couple of weeks.</p> <p>The issue of dog waste bins was also discussed. East Suffolk Council originally declined a new bin on Grimston Lane stating it is a private road. The Clerk has sent a What3Words location and is awaiting confirmation. The Clerk updated that a member of the public suggested a new bin on the corner of Cavendish Road and Mill Lane. All those present agreed for the Clerk to contact East Suffolk Council to see if they would empty a new bin in that location.</p>	CLERK
8.	<p>To receive an update on Planning issues and applications from Cllr Rastrick</p> <p>(i) Planning application – DC/23/3237/ARM – Approval of Reserved Matters</p> <p>Cllr Rastrick was unable to attend the meeting however Cllr Parker provided an update regarding the Reeve Lodge development. Himself and Cllr Smart attended a meeting with Trimley St Mary Parish Council. There are concerns regarding the ongoing management of the communal areas and how these will be protected. There are also questions regarding who</p>	

	<p>will be funding the management fees for the affordable housing. The Clerk will summarise a response and send to Cllrs Smart and Parker for approval before submitting.</p> <p>Standing Orders were dropped. Cllr Reeves advised he has had a meeting with Phillip Ridley from Trimley Estates. Cllr Reeves will update the Parish Council as and when there are updates.</p>	CLERK
9.	<p>To receive an update from the Memorial Hall Extension Working Group</p> <p>(i) To agree for the Clerk to complete the grant application for Rural Business and Community Hub Fund, and for any additional hours worked on this to be claimed for</p> <p>The Clerk advised that the plans were submitted on 11th September. All present agreed to the Clerk completing the application and to claim for any hours worked over usual hours. The Clerk will proceed with the application</p>	CLERK
10.	<p>To update about the Jubilee Oak</p> <p>The Clerk has obtained a quote from Swanns Nursery for an English Oak of £33.50 incl. VAT. All those present agreed to go ahead with this. It will not be available until November as this is the best time to plant trees.</p> <p>Discussion was had about who would plant/maintain the tree. It was agreed this would be looked at nearer the time.</p>	CLERK
11.	<p>To update and decide upon final location for Grit Bins</p> <p>The Clerk is awaiting confirmation from Suffolk Highways that the proposed locations are Suffolk Highways land. Then an application can be submitted. Following on from contacting the residents one response was received and this has been considered.</p> <p>Cllr Stuart Bird has said that this may be able to be funded with his locality budget, the Clerk will send further information when it is received.</p>	CLERK
12.	<p>To update and agree way forward for the noticeboard at Trimley St Martin Primary School</p> <p>The Clerk updated that a quote has been requested from a local handyman, although work was unable to be carried out until January. All those present agreed that this was the best option and to continue with this avenue. The Clerk will chase for the quotation</p>	CLERK
13.	<p>To update and decide upon bike racks at the Memorial Hall, including funding options.</p> <p>Standing Orders were dropped. Cllr Lee Reeves confirmed he had spoken with East Suffolk Council and there is funding available for this. This application has been put it and the Clerk will receive confirmation in due course</p>	
14.	<p>To update on works on the drains at the Memorial Hall</p> <p>Works have been booked for 9th – 11th October.</p>	
15.	<p>To consider the arrangements to mark Remembrance Day</p> <p>All those present agreed to the purchase of two Wreaths from the Royal British Legion. The Clerk will order these.</p>	CLERK

	It was requested that the Clerk speak with Heather Rodwell and see if she would like to continue laying the wreaths.	CLERK
16.	<p>To discuss and agree next steps regarding disturbance of noise from the Sports and Social Club</p> <p>This was raised due to a member of the public contacting the Parish Council with concerns. It was discussed and agreed that the Clerk will go back to the member of the public to advise them to contact East Suffolk Council regarding a noise complaint with dates of upcoming events. All those present agreed this is not something the Parish Council has any control over.</p>	CLERK
17.	<p>To identify priorities for spending in 2024/2025</p> <p>Cllr Anderson requested some budget for signage amidst ongoing issues with public rights of way.</p> <p>Cllr Smart asked all Cllrs to contact the Clerk if they have any other suggestions.</p>	
18.	<p>To update on and decide upon additional savings account for CIL monies</p> <p>At Septembers meeting (item 15) it was agreed to go with the Co-op Business Savings Account. However, after further investigation a current account would need opening as well.</p> <p>All those present agreed to go with the Nationwide Business Account that does not have this requirement. The Clerk will arrange.</p>	CLERK
19.	<p>To approve the Clerk starting CiLCA qualification from 5th December 2023</p> <p>All those present agreed. The Clerk will book on to courses.</p>	CLERK
20.	<p>To approve the CIL report to be sent to East Suffolk Council CIL team</p> <p>This had been cascaded to all Councillors prior to the meeting. All those present approved. The Clerk will send to East Suffolk Council and upload onto website.</p>	CLERK
21.	<p>To discuss and approve the below policies/forms</p> <p>(i) General Reserves Policy, including approving the level of General Reserves</p> <p>All those present approved the policy and the level of General Reserves stated within the policy.</p> <p>(ii) Parish Council Grant Application Form</p> <p>All those present approved the application form.</p>	
22.	<p>To receive a financial statement to 25th September 2023</p> <p>Members received a financial report to 25th September 2023. There had been one receipt received on 22nd September of £3000.00 as a donation from an estate of a local resident.</p> <p>The reconciliation report was received and signed by the Chairman.</p>	

Bank Reconciliation at 25/09/2023				
	Cash in Hand 01/04/2023		121,022.76	
	ADD Receipts 01/04/2023 - 25/09/2023		33,393.74	
			154,416.50	
	SUBTRACT Payments 01/04/2023 - 25/09/2023		16,500.89	
A	Cash in Hand 25/09/2023 (per Cash Book)		137,915.61	
	Cash in hand per Bank Statements			
	Petty Cash 25/09/2023	0.00		
	Trimley St Martin Parish Council Ct 25/09/2023	30,046.47		
	Trimley St Martin Parish Council Dr 25/09/2023	107,869.14		
			137,915.61	
	Less unrepresented payments		137,915.61	
	Plus unrepresented receipts			
B	Adjusted Bank Balance		137,915.61	
	A = B Checks out OK			
<p>All members present agree to transfer the £3000 donation from the Current Account into the Deposit Account as the late residents' wishes was for it to be used on the Memorial Hall. The Clerk will process this.</p> <p>All members present agreed to transfer £1294 from the Deposit Account to the Savings Account to cover the invoices paid to Mr Wilson regarding the Memorial Hall Extension.</p>				
23.	To approve the following payments made			
12 09 23	R A Wilson	Submission of plans	£340.00	LGA1972 s133
12 09 23	AJGIBL Client (Gallagher)	Insurance Renewal	£2429.78	LGA1972 s133
20 09 23	FirePower	Fire Extinguisher Service	£180.00	LGA1972 s133
29 09 23	HMRC	Tax & NI on Clerks Salary	£154.81	LGA1972 s112
29 09 23	C Small	Clerks Salary	£1139.30	LGA1972 s112
29 09 23	NEST	Pension	£51.45	LGA1972 s112
Members approved all payments.				

24.	<p>To approve the following payments to be made</p> <table border="1" data-bbox="308 271 1278 309"> <tr> <td data-bbox="308 271 459 309">04 10 23</td> <td data-bbox="459 271 592 309">C Small</td> <td data-bbox="592 271 842 309">Clerks Expenses</td> <td data-bbox="842 271 991 309">£43.81</td> <td data-bbox="991 271 1278 309">LGA1972 s112</td> </tr> </table> <p>Members approved all payments</p>	04 10 23	C Small	Clerks Expenses	£43.81	LGA1972 s112	
04 10 23	C Small	Clerks Expenses	£43.81	LGA1972 s112			
25.	<p>To discuss and agree to renew Email from 123 Reg All members present agreed to renew.</p>						
26.	<p>Items for consideration at next meeting</p> <ul style="list-style-type: none"> • Contribution to Air Conditioning at Memorial Hall • Registering interest in Trimley St Martin Primary School becoming a Community Asset once relocated • Possible Tree Preservation Order on Ash Tree • Ways of encouraging new Parish Councillors 						
27.	<p>To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act in 1960 in view of the confidential nature of the business to be transacted. Members of the public present left the room.</p>						
28.	<p>To review the salary and hours of the Clerk as per the Clerk's contract All those present agreed to increase the Clerks salary by one Scale Point to Scale Point 20. This will be effective from 1st October 2023. It was agreed the hours would remain the same.</p>						
29.	<p>Close The meeting closed at 8.55pm</p>						