

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5th September 2023 at 7.30pm

Present: Cllrs Smart, Anderson, D’arville, Aguila-Gomez

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

Item No.	Comments	Action
1.	<p>To receive apologies for absence Cllrs Parker, Rastrick and Owen sent apologies.</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 4th July 2023 The minutes of the meeting held on 4th July 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. Cllr Bird also re-iterated that he will endeavour to ensure Highways issues are sorted. 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. A member of the public asked about the agenda item 10 with regards to the allotments and what role the Parish Council plays. Cllr Smart advised that it is for information purposes so that the Parish Council is aware with how things are going and so the Clerk can direct enquiries to the correct people. A member of the public wanted to point out that the cycle path at the top of Mill Close is being used for vehicles. This was due to be discussed in item 6. A member of the public gave a statement regarding planning application reference DC/23/1503/FUL. They explained that they would like the Parish Council support with the application and hoped that by addressing some of the concerns that the Parish Council may be able to support them. They</p>	

	<p>started by explaining the reasoning behind the application – to provide a community café with crafts and a space for other people to display their handmade items. They explained that the drawing on the application is not particularly clear and that the shop/café area is 93 sqm.</p> <p>They addressed the concerns regarding the look of the exterior of the planned building and that this was agreed after much research to have cladding, however if it was going to cause a problem, they could look at other options.</p> <p>They addressed the concerns raised about parking, advising that staff could park on their private driveway that is in close proximity and therefore the spaces would be purely for customers. They also commented that when the school moves the road will completely change. Cllr Anderson asked whether they could align their opening hours so that it was not open during school drop off and pick up times, therefore not increasing traffic and also potentially allowing people to use their car park to alleviate some of the traffic issues. The applicant advised they have not yet finalised opening hours etc. Cllr Smart thanked them for the information and advised it will be discussed later during the meeting.</p>	
<p>6.</p>	<p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D’arville. This is to include.</p> <p>(i) Lilacs/Mill Close footpath link Cllr Anderson advised she had been made aware this was being used for vehicles which is not what it is intended for. Cllr Anderson has raised this with Suffolk Highways/Suffolk County Council, and this is ongoing. The request is to have bollards installed to prevent cars/delivery vehicles from using it as a turning circle or parking there. Cllr Anderson will update as and when further information is available.</p> <p>(ii) Footpath diversion email received from East Suffolk Council This email had been previously cascaded to all members. All those present agreed there is no objection on the provision it remains solely a footpath. The Clerk will submit these comments.</p> <p>Cllr Anderson also discussed the upcoming road closures to the A14 to install new Ipswich Park and Ride signs. Ipswich bound on the A14 between Levington and the Seven Hills Junction will be closed on the 6th of September between 8pm – 6am. There are also planned works on the Orwell Bridge which will mean the following closures. East bound – 18th – 22nd September 8pm-6am West bound – 25th – 29th September 8pm-6am</p> <p>Cllr Anderson has also reported the expansion joint on the overpass as she witnesses it raise when it was driven over.</p> <p>Cllr D’arville confirmed that works on the new Bus Stop on the High Road will begin on 11th September.</p>	<p>TA</p> <p>CLERK</p>

<p>7.</p>	<p>To receive an update on Planning Issues and applications from Cllr Rastrick as well as discuss the following. (i) Application DC/23/1503/FUL All those present agreed that the following comments would be added to the application. The Parish Council do not have any objection to the timber cladding on the building. The Parish Council do still have concerns with regards to parking, however, if opening times could be more specific with regards to peak school times for as long as the school is operational, this may help the application. The Clerk will add this to the portal.</p> <p>No further planning applications to discuss.</p>	<p>CLERK</p>
<p>8.</p>	<p>To receive an update from the Memorial Hall Extension Working Group and to discuss answers to questions to be sent in with Planning Application. The Clerk read out a report from Cllr Rastrick 'It had previously been agreed that Rob Wilson will submit the outline planning application on behalf of the Parish Council. Rob had 8 questions to be answered before submission. These have now been answered and we will await the outcome of the application.' The possibility of Solar Panels was discussed; however, it was agreed that it was cost dependant and also what grants could be obtained. The Clerk will look into grants and make applications. The Clerk will forward answers to the questions to Rob Wilson</p>	<p>CLERK CLERK</p>
<p>9.</p>	<p>To update on 'Ease the Squeeze' campaign along with any other initiatives to support parishioners during the current cost of living crisis. Cllr Smart provided an update. Cllr Smart is on the task/finish group for Active Youth/Active Adults and will be attending a meeting on 8th September. Cllr Smart is on the task/finish group for the Community Health Fair. This event will be held on 14th March 2024 at the Orwell Hotel. Potential organisations are being identified to invite to attend.</p> <p>Funds have been allocated towards a Winter Event at Old Felixstowe Community Association with a focus on getting through the winter months and emerging in spring fit and healthy.</p> <p>Next Community Partnership meeting to be held on 11th September. Next meeting of Community Health Fair task and finish group 11th October.</p> <p>Cllr Smart attended the Memory Lane Steering Group on 4th September. The Clerk was requested to send information regarding Parish Council grant application to Wendy from Home Instead.</p>	<p>CLERK</p>
<p>10.</p>	<p>To receive an update from Cllrs Anderson and Parker about the allotments Cllr Anderson provided a report. The full report can be viewed on the Trimley St Martin Parish Council website.</p>	

11.	<p>To discuss and decide a way forward with regards to the Jubilee Oak The Clerk had been informed that unfortunately the Jubilee Oak had not survived. It was agreed that the Clerk will contact Goslings to source a replacement to be planted in its place.</p>	CLERK
12.	<p>To discuss and decide upon the possibility of having bike racks installed at the Memorial Hall Cllr D’arville suggested this. Cllr Smart advised Trimley St Mary Parish Council recently had some installed and then found there was funding available. All those present agreed it would be a good idea. The Clerk will contact Heather Rodwell of the Memorial Hall Management Committee to request this is discussed at the upcoming Management Committee meeting and also Trimley St Mary PC to find out about possible funding.</p>	CLERK
13.	<p>To discuss and decide upon next steps with regards to the drainage at the Memorial Hall following on from the CCTV survey. Full results from the survey had been sent to members prior to the meeting as well as Heather Rodwell from the Memorial Hall Management Committee. The Clerk read out an email from Heather Rodwell requesting that the works are carried out. All those present agreed unanimously to go ahead with all works. The Clerk will arrange for these to take place.</p>	CLERK
14.	<p>To receive an update from Cllr Smart following on from meeting and walk around with ESPA. Cllr Smart attended a walk around the Trimleys with members of ESPA, Caroline Topping – Leader of East Suffolk Council, Cllrs Mike Nimney and Lee Reeves, Rachel Smith-Lyle – Cabinet member for Environment, Chris Bally – Chief Executive Officer of East Suffolk Council. This proved to be very informative, and the following comments were made by Cllr Smart -concern expressed at lack of true open space on Poppyfields, Lilacs a little better but no ‘kick a ball about’ areas. -both sites traditional materials i.e., brick -both sites many houses not facing East/West issue raised -Lilacs – Flagship will continue to attend site to maintain their rented properties. Maintenance rest of site will come under a management company.</p>	
15.	<p>To discuss and decide upon a second business savings account for CIL monies. The Clerk had sent round six different options to members prior to the meeting. All agreed that an Instant Access Account is required at the moment with the imminent works. All agreed to go with the Co-op Instant Access Account. The Clerk asked if anyone would be prepared to be a signatory. Cllr D’arville agreed. The Clerk will ask Cllrs Rastrick and Parker also.</p>	CLERK

	The Clerk will look into how to open the account.	CLERK																																																																								
16.	<p>To discuss and decide upon the insurance arrangements for 2023/2024 All those present unanimously agreed to continue with the existing insurers, Hiscox, at a premium of £2429.78. The Clerk will arrange this</p>	CLERK																																																																								
17.	<p>To note the conclusion of the 2022/2023 External Audit and any comments made Members noted the completion of the external audit. This was satisfactory but the auditors noted that there had been no budget monitoring discussed at meetings in the year of 2022/2023. This was flagged by the Internal Audit and has since been rectified moving forward.</p>																																																																									
18.	<p>To receive a Budget Monitoring Report This was circulated to members prior to the meeting. A copy was also available at the meeting, and it is also on the website. There were no queries from members regarding this.</p>																																																																									
19.	<p>To receive a financial statement to 25th August 2023 Members received a financial report to 25th August 2023. There had been one receipt received on 30th June 2023 of £543.61 into the deposit account for interest. The reconciliation report was received and signed by the Chairman.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: center;">Bank Reconciliation at 25/08/2023</td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 45%;">Cash in Hand 01/04/2023</td> <td style="width: 10%;"></td> <td style="width: 40%; text-align: right;">121,022.76</td> </tr> <tr> <td></td> <td>ADD Receipts 01/04/2023 - 25/08/2023</td> <td></td> <td style="text-align: right;">30,393.74</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">151,416.50</td> </tr> <tr> <td></td> <td>SUBTRACT Payments 01/04/2023 - 25/08/2023</td> <td></td> <td style="text-align: right;">11,970.20</td> </tr> <tr> <td>A</td> <td>Cash in Hand 25/08/2023 (per Cash Book)</td> <td></td> <td style="text-align: right;">139,446.30</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td></td> <td>Cash in hand per Bank Statements</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Petty Cash 25/08/2023</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td></td> <td>Trimley St Martin Parish Council Dr 25/08/2023</td> <td style="text-align: right;">107,869.14</td> <td></td> </tr> <tr> <td></td> <td>Trimley St Martin Parish Council Cr 25/08/2023</td> <td style="text-align: right;">31,577.16</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">139,446.30</td> </tr> <tr> <td></td> <td>Less unrepresented payments</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">139,446.30</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 style="text-align: right;">139,446.30</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td></td> <td>A = B Checks out OK</td> <td></td> <td></td> </tr> </table>	Bank Reconciliation at 25/08/2023					Cash in Hand 01/04/2023		121,022.76		ADD Receipts 01/04/2023 - 25/08/2023		30,393.74				151,416.50		SUBTRACT Payments 01/04/2023 - 25/08/2023		11,970.20	A	Cash in Hand 25/08/2023 (per Cash Book)		139,446.30	<hr/>					Cash in hand per Bank Statements				Petty Cash 25/08/2023	0.00			Trimley St Martin Parish Council Dr 25/08/2023	107,869.14			Trimley St Martin Parish Council Cr 25/08/2023	31,577.16					139,446.30		Less unrepresented payments						139,446.30		Plus unrepresented receipts			B	Adjusted Bank Balance		139,446.30	<hr/>					A = B Checks out OK			
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20. To approve the following payments made

05 07 23	SALC	Internal audit	£313.20	LGA1972 s112
05 07 23	Trimley Memorial Hall	Hire of Hall	£81.00	LGA1972 s137
17 07 23	NEST	Clerks Pension	£51.45	LGA1972 s112
21 07 23	Information Commissioners Office (ICO)	Renewal	£35.00	Data Protection Act 2018
31 07 23	C Small	Clerks Salary	£1139.50	LGA1972 s112
31 07 23	HMRC	Tax & NI on Clerks Salary	£154.61	LGA1972 s112
02 08 23	East Suffolk Council	Election Costs	£78.54	Representation of the People Act 1983 s36(5)
02 08 23	C Small	Clerks Expenses	£26.00	LGA1972 s112
14 08 23	Flyer Press Ltd	Print and Distribution of leaflets	£140.00	LGA1972 s142
18 08 23	P Bowyer Associates	Drain repair and CCTV survey at Memorial Hall	£1032.00	LGA1972 s133
24 08 23	NEST	Clerks Pension	£51.45	LGA1972 s112
29 08 23	PKF Littlejohn	External Audit	£252.00	LGA1972 s112
31 08 23	C Small	Clerks Salary	£1139.30	LGA1972 s112
31 08 23	HMRC	Tax & NI on Clerks Salary	£154.81	LGA1972 s112

Members approved all payments.

21.	<p>To approve the following payments to be made</p> <table border="1" data-bbox="308 271 1278 349"> <tr> <td data-bbox="308 271 459 349">06 09 23</td> <td data-bbox="459 271 715 349">C Small</td> <td data-bbox="715 271 906 349">Clerks Expenses</td> <td data-bbox="906 271 1082 349">£34.80</td> <td data-bbox="1082 271 1278 349">LGA1972 s112</td> </tr> </table> <p>Members approved all payments.</p>	06 09 23	C Small	Clerks Expenses	£34.80	LGA1972 s112	
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22.	<p>Items for consideration at next meeting</p> <ul style="list-style-type: none"> ➤ Grit Bins ➤ Purchase of new dog bin ➤ Noticeboard update ➤ Budget priorities for 2024/2025 ➤ Disturbance of noise from the Sports and Social Club 						
23.	<p>Close</p> <p>The meeting closed at 8.50pm</p>						