

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5<sup>th</sup> July 2022 at 7.30pm.**

**Present:** Cllrs Aguillar-Gomez, Owen, D'arville, Rastrick, Parker and Smart.

**Also Present:** County Councillor Stuart Bird.

**1. To receive apologies for absence.**

Apologies for absence were accepted from Cllr Anderson due to ill health and Cllr Rodwell due to unforeseen circumstances.

**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 for dispensations**

There were no requests for dispensations from councillors enabling them to speak, or speak and vote, on matters which they have a pecuniary interest.

**4. To approve the minutes of the meeting held on 7<sup>th</sup> June 2022**

The minutes of the meeting held on 7<sup>th</sup> June 2022 were approved and signed as a true record.

**5. Public Forum including County and District Councillor Reports and Public Question Time**

County Councillor Bird started by commenting on the sad news of the Trimley St Mary Parish Clerk's passing. The Parish Council agreed and all send condolences to friends, family and work colleagues.

Cllr Bird then explained that he was informed there was a sum of money that Highways have opened up to be used to clear skirting and clearing busy footpath. Cllr Bird confirmed he has submitted 7 locations, some of which are Howlett Way, High Road by the Sports Club and Innocence Lane. Cllr Bird confirmed he is unsure how many, if any, of what he has submitted would get approved but that he would keep the Parish Council informed of any developments.

Cllr Bird then reported on his ongoing efforts to make progress over the problems faced by pedestrians in Thurman Lane, he has requested cost estimates for three pedestrian step offs. He again advised he would keep the Parish Council informed of any developments.

No members of the public were present.

**6. To receive an update on Transport and Highways issues from Cllrs Anderson and D'arville**

Cllr D'arville reported that she has been informed that the roadside bus timetables are back. Cllr D'arville reported she had checked some and they were there but that

if any members of the public find they are missing to let First Bus know at [www.firstbus.co.uk](http://www.firstbus.co.uk)

Cllr Owen reported that she is still pursuing with Highways the ongoing concerns around overgrown verges, trees and blocked road signs. She reported that Highways have confirmed that some works in Grimston Lane will be undertaken the week beginning the 11<sup>th</sup> July. Cllr Owen will continue to work to try to get these issues resolved.

Cllr Owen raised concerns about the location of the temporary bus stop on the High Road. It was confirmed that the new bus stop outside Poppyfields is now open and this may be safer for residents to use. The Clerk will contact the developers and raise the concerns around the location of the temporary bus stop.

Cllr Smart reported that she had been contacted by a local resident to raise a concern that motorists are unaware of the new Zebra crossing on the High Road. They advised there have been issues with vehicles failing to stop. It was agreed that the Clerk would look into whether it would be possible to have a 'New Crossing Ahead' sign erected.

**7. To receive an update from the ASB meeting from Cllr Rastrick**

Cllr Rastrick stated that there was not much to report on at this time, and no issues relating directly to Trimley St Martin. The meeting is in the process of being re-organised.

**8. To receive an update from LALC meeting from Cllr Parker**

Cllr Parker reported that the Port of Felixstowe raised there are still some ongoing issues, however they are working to resolve these. He also went on to explain that Robin from Bidwells stated that there was 'unprecedented demand for land for commercial and housing' Cllr Parker advised he raised the question around land for infrastructure. This will be discussed further in item 14 of the agenda.

**9. To update on getting a re-build valuation for the Memorial Hall to ensure insurance cover is adequate prior to its renewal.**

A surveyor attended the Memorial Hall on 30<sup>th</sup> June to carry out the valuation. The report should be with the Parish Council within the next two weeks.

**10. To identify items for inclusion in the August edition of the Parish Pump**

Cllr Smart recommended to contact the Felixstowe Community Partnership for an article. The Clerk will follow this up.

It was also agreed to include articles on the Jubilee Celebrations (photographic exhibition, jubilee oak and jubilee benches), Quiet Lanes, and the new Zebra Crossing. As there is no Parish Meeting in August the Clerk will forward the draft Parish Pump to all Councillors.

**11. To consider the possibility of the Parish Council purchasing display boards for use at future events.**

All those present agreed this would be beneficial for future use and if they were lightweight they could be stored within the store room at the Memorial Hall. It was suggested to contact Trimley St Mary Parish Council to determine where they purchased their boards from. The Clerk will do this in due course.

**12. To update on the purchase and placing of the Jubilee benches to go by the Jubilee Oak**

These have been purchased from Realise Futures who have informed estimated delivery and installation time is approximately 4 – 5 weeks.

**13. To decide upon any comments that may want to be submitted regarding the East Suffolk Council Draft Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document**

Cllr Rastrick (Chair of Planning Committee) summarised the document informing that it was about infilling gaps rather than additional housing developments. It was also noted that this was not a new policy, purely a supplementary document. All members present agree they did not wish to make any comment.

**14. To consider whether to resurrect the 'Cross Parish' meetings to look at what might appear in the next 'Local Plan' and create plans in readiness of plans that could affect the area especially Trimley St Martin.**

Cllr Parker advised this is a group that worked together previously and given the comments made by Robin from Bidwells at the LALC meeting (see item 8) he feels it would be advisory to resurrect the group. All members agreed they were happy for this to go ahead.

**15. To receive a financial statement to 25 June 2022.**

Members received a summary for receipts and payments to 25 June 2022 and the reconciliation report. It was confirmed that the transfer of £20,000 from the Current Account to the Deposit Account would go through this month.

There is an amount of £291.98 of CIL funds which are required to be used by October 2022. As the Parish Council are awaiting quotes for replacing the bollards at the Picnic Site at Capel Hall Lane, it was agreed this could be used to go towards those repairs.

Members agreed that the 123reg Domain Renewal and Email Standard Renewal should be set up as a Direct Debit from the Parish Council account. The Clerk will organise this prior to renewal.

The previous Clerk, Caroline Ley, has offered to purchase her old Parish Council laptop if agreed by the Parish Council. All members agreed to this with the understanding the new Clerk would wipe all information and restore factory settings to the laptop.

|          |   |           |                   |
|----------|---|-----------|-------------------|
| <b>A</b> | <b>Bank Reconciliation at 25/06/2022</b>            |           |                   |
|          | Cash in Hand 01/04/2022                             |           | 129,647.52        |
|          | <b>ADD</b><br>Receipts 01/04/2022 - 25/06/2022      |           | 15,041.27         |
|          | <b>SUBTRACT</b><br>Payments 01/04/2022 - 25/06/2022 |           | 8,884.69          |
|          | <b>Cash in Hand 25/06/2022</b><br>(per Cash Book)   |           | <b>135,804.10</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                   |
|          | Petty Cash 25/05/2022                               | 0.00      |                   |
|          | Trimley St Martin Parish Council D 25/05/2022       | 61,661.73 |                   |
|          | Trimley St Martin Parish Council C 25/05/2022       | 74,142.37 |                   |
|          |   |           | <b>135,804.10</b> |
|          | Less unrepresented payments                         |           |                   |
|          |   |           | 135,804.10        |
|          | Plus unrepresented receipts                         |           |                   |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>135,804.10</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |

#### 16. To Approve the Following Payments

| Date     | Name                                   | In respect of               | Amount   | Power        |
|----------|--|-----------------------------|----------|--------------|
| 17 06 22 | Felixstowe Creative Arts (Two Sisters) | Donation                    | £250.00  | LGA s137     |
| 30 06 22 | C Ley                                  | Clerk's salary              | £609.85  | LGA1972 s112 |
| 30 06 22 | C Small                                | Clerk's salary              | £1037.82 | LGA1972 s112 |
| 30 06 22 | Unity Trust Bank                       | Bank Account Service Charge | £18.00   |              |
| 30 06 22 | HMRC                                   | Tax & NI on clerk's salary  | £293.54  | LGA1972 s112 |

|          |                               |  |        |                          |
|----------|-------------------------------|--|--------|--------------------------|
| 30 06 22 | NEST via Direct Debit         | Pension Payment                                      | £43.75 | LGA1972 s112             |
| 06 07 22 | C Ley                         | Clerk's Expenses                                     | £26.00 | LGA1972 s112             |
| 06 07 22 | C Small                       | Clerk's Expenses                                     | £44.99 | LGA1972 s112             |
| 06 07 22 | Katherine Benns               | Independent Examination of Corporate Trustee Account | £20.00 |                          |
| 21 07 22 | Information Commission Office | Data Protection Renewal                              | £35.00 | Data Protection Act 2018 |

All payments were approved.

**17. To agree that payments made in August to be made with the approval of the Chair due to the Summer Break.**

Agreed.

**18. Items for consideration at next meeting**

The possibility of a historical walking tour following on from feedback from the Photographic Exhibition

**19. To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act 1960 in view of the confidential nature of the business to be transacted**

No members of the public or press present

**20. To review and consider quotes provided for the grass cutting and garden type maintenance for the roundabout and flower beds for 2022- 2023**

Members considered the quotations received and resolved to accept the quotation submitted by Simon Jones Landscapes

**21. To review and consider quotes provided for the hedge and grass cutting maintenance for the Memorial Hall for 2022 – 2023**

Members considered the quotations received and resolved to accept the quotation submitted by Simon Jones Landscapes

**22. Close**

The meeting closed at 8.47pm