

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7 June 2022 at 7.30 p.m.

Present: Cllrs D'arville, Owen, Parker, Rastrick, Rodwell and Smart

Also Present: County Councillor Stuart Bird, District Councillor Mick Richardson and three members of the public

1. To receive apologies for absence

Apologies for absence were accepted from Cllr Aguillar-Gomez who had family commitments, and Cllr Anderson who had work commitments.

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 on which they have a pecuniary interest.

4. 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

This item was a duplication of item 3

5. To approve the minutes of the meeting held on 3 May 2022

The minutes of the meeting held on 3 May 2022 were approved and signed as a true record.

6. Public Forum including County and District Councillor Reports and Public Question Time

County Councillor Bird reported on his efforts to make progress over the problems faced by pedestrians in Thurman Lane. He also offered congratulations on the splendid effort made by both Trimley St Martin and Trimley St Mary in celebration of the Queen's Platinum Jubilee.

In reply Cllr Smart thanked the working party members – Village Recorder Liz Rastrick and Cllr Paul Rastrick - for their very considerable efforts in making the Photographic Exhibition such a success. The exhibition had involved a huge amount of work and Mrs Rastrick's contribution in time, energy and inspiration had been exceptional.

District Cllr Richardson said that he had nothing further to add to the written report which he and Cllr Kerry had provided. The report had been circulated to councillors and made available on the PC website.

Two members of the public also commented on the exhibition which they had found extremely interesting and informative. On a separate matter they had been very pleased to see that the yellow lines at the junction of Church Lane and the High Rd had been repainted following the Parish Council's request to SCC Highways. It was hoped that enforcement action would now be taken by East Suffolk Council

The Village Recorder invited the Parish Council to give future consideration to the possibility of providing support for a guided walk in the village which would focus on places of interest and be helpful to introduce newcomers to the village and its history.

7. To note the completion of the internal audit, consider the recommendations, agree accounts for 2021-2022 and to receive, agree and sign the Annual return for 2021-22

A. To note the completion of the internal audit and consider the recommendations

Members noted the completion of the internal audit and accepted the recommendations made.

B. To agree the accounts for 2021-22.

The 2021-22 accounts were agreed.

C To agree the governance statements on the Annual Return

The governance statements on the Annual Return were agreed and signed by the Chairman and the outgoing Clerk

D. To receive, agree and sign the Annual Return for 2021-22

The Annual Return was agreed and signed

8. To confirm the appointment of the Clerk, Carly Small, as Responsible Financial Officer

The appointment of the new Clerk, Carly Small, as Responsible Financial Officer was confirmed

9. To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville

Cllr D'arville had circulated a report to members on transport and highways issues prior to the meeting. Some issues had now been resolved:

- A cyclists dismount sign had now been installed at the High Rd end of the pedestrian access which runs alongside the Memorial Hall. Members agreed that it would be useful to install a second sign at the Goslings Way end and welcomed the offer made by Cllr Aguilar-Gomez to display a sign on her boundary fence. A second sign would be purchased.
- As noted during the public session, the double yellow lines at the junction of Church Lane and the High Rd had been completed by SCC Highways
- SCC Highways had been advised that the PC intended to replace the bollards around the picnic area.
- Bidwells had indicated that they would arrange for signs to be installed on Trimley Estate land to address the problem of parking in the Grimston Lane passing places. If similar problems were found to be occurring in Thorpe Lane, Bidwells would be advised.

Cllr D'arville also reported on the bus service and the work being done through the disability forum to draw attention to the lack of space on buses for buggies and wheelchairs. The inadequacy of the Sunday service was highlighted. This had extended to the two bank holidays which had resulted in a very limited service for passengers

10. To consider the Council's response to the draft recommendations arising from the first stage of East Suffolk's Community Governance Review

The Council had no comment to make on the Governance Review.

11. To note the outcome of an application for assistance from Cllr Bird's Locality Budget to assist with the Platinum Jubilee Project

Members extended their thanks to County Cllr Bird for the assistance from his locality budget which had enabled the PC to purchase banners to advertise the photographic exhibition. An allocation from Cllr Bird's budget had also been reserved to cover the cost of two benches by the Jubilee Oak. The landowner - East Suffolk Council – had agreed to the siting of the benches in that location and consequently a request had been made to Suffolk County Council for the release of the reserved funds.

12. To consider increasing the number of visits included in the contract for maintenance of the ornamental shrub beds.

Members agreed that when the contract was re-let the number of visits should be increased to two visits per month to be carried out during the months of May, June and July, one visit per month in August and September and two visits to be made during the period October to April. The Clerk would seek quotations for consideration at the July meeting.

13. To receive an update on the arrangements for repairs to the short stretch of fencing between the Memorial Hall Car park and the pedestrian access leading from the High Rd to Goslings Way.

The fence had been successfully repaired, with the addition of concrete spurs to the existing structure.

14. To receive an update from Cllr Smart on the Felixstowe Peninsula Community Partnership

Cllr Smart reported on the work of the Felixstowe Community Partnership. Task and finish groups had been established in respect of each of the partnership priorities; the groups would identify projects to support the priorities and report back at a meeting on June 23.

15. To receive an update from Cllr Smart on the work of the group offering dementia support within the village

Cllr Smart reported back on the work of the Memory Lane Dementia Support Group which was revising its governing document including the membership of the Steering Committee. It would meet again in September.

16. To receive feedback from the Photographic Exhibition task and finish group

Cllr Rastrick reported that the photographic exhibition had been a tremendous success with over 400 people having attended over the two days. Thanks were due to all those who had offered help including Trimley St Mary Parish Council which had provided considerable support.

17. To consider requests for assistance from the following applicants in accordance with the Parish Council's Grants and Donations Policy:

a) St Elizabeth's Hospice

Members considered the request from St Elizabeth Hospice and a late request from Two Sisters Arts Centre for assistance with their forthcoming Maritime Festival. The council agreed to award £500 to St Elizabeth Hospice and £250 to Two Sisters

18. To receive a financial statement to 25 May 2022 including the CIL report

Members received a summary of receipts and payments to 25 May 2022 and the reconciliation report. The CIL report for 2021/22 was confirmed. The current CIL holding totalled £63,534.30. It was agreed that £20,000 would be moved from the current account to the deposit account.

A	Bank Reconciliation at 25/05/2022		
	Cash in Hand 01/04/2022		129,647.52
	ADD Receipts 01/04/2022 - 25/05/2022		14,076.58
	SUBTRACT Payments 01/04/2022 - 25/05/2022		4,830.74
	Cash in Hand 25/05/2022 (per Cash Book)		138,893.36
B	Cash in hand per Bank Statements		
	Petty Cash 25/05/2022	0.00	
	Trimley St Martin Parish Council Dr 25/05/2022	61,661.73	
	Trimley St Martin Parish Council Cr 25/05/2022	77,231.63	
			138,893.36
B	Less unrepresented payments		138,893.36
	Plus unrepresented receipts		
	Adjusted Bank Balance		138,893.36
	A = B Checks out OK		

19. To note the Following Payments made

Date	Name	In respect of	Amount	Power
31 05 22	Flyer Press	Parish Pump + leaflet, delivery and printing	£364.00	LGA1972 s142
31 05 22	C Ley	Clerk's Salary	£610.05	LGA1972 S112
31 05 22	C Small	Clerk's Salary	£1037.82	LGS1972 S112

and to approve the following payments to be made

Date	Name	In Respect Off	Amount	Power
08/06/22	C Ley	Clerk's Expenses	£30.00	LGA1972 s112
08/06/22	C Small	Clerk's Expenses	£51.99	LGA1972 S112
08/06/22	Revenue & Customs	Tax on clerk's salary	£294.34	LGA1972 S112
08 06 22	SALC	Internal Audit	£350.40	Accts & Audit Regs 2015 reg 5(1)
08 06 22	CAS	One Suffolk Website Training	48.00	LGA 1972 s112
08 06 22	C Small	MS365 (refund of payment made by Clerk)	£79.99	LGA 1972 s111
08 06 22	CPRE	Subscription	36.00	LGA 1972 s111
08 06 22	SALC	Clerk Training	31.20	LGA 1972 s112
	NEST via direct debit	Pension Payment	£43.75	LGA 1972 s112
08 06 22	Labelcraft	Cyclists dismount sign- supply and fit	£48.90	Highways Act 1980 s130
08 06 22	Labelcraft	Banners	£390.78	Local Govt Act 1972 s145
08 06 22	P Rastrick	Expenses	£58.73	Local govt Act 1972 s145
08 06 22	A W Goddard	Fencing repairs	£324.00	Local Govt Misc Provs Act 1976 s19
08 06 22 (cheque 542)	Y Smart	Charman's All'ce	£350.00	Loca Authorities (Members Allowances) (England) Regs 2003

20. Items for consideration at next meeting

To consider the possibility of purchasing display boards

21. Close

The meeting closed at 9:07