

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 6th February 2024 at 7.30pm

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

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

Item No.	Comments	Action
1.	<p>To receive apologies for absence Cllr Aguila-Gomez sent apologies due to prior commitments.</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 December 2023. The minutes of the meeting held on 5th December 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 Bird advised he has some locality budget left and to get any applications in. Cllr Reeves also 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 asked Cllr D’arville about a resident who had asked her about a damp issue within their property. Cllr Reeves can offer support, Cllrs Anderson and D’arville will endeavour to find the resident’s address. Cllr Reeves also has some budget left and advised to get applications in. Cllr Nimney provided an update regarding the North Felixstowe Garden Neighbourhood Scheme. The Village Recorded asked permission to borrow the Parish Council display boards for an event she is assisting with alongside 2 Sisters Arts Centre. Dates are 8th and 9th September. All those present agreed.</p>	<p>TA/LD’ A</p>

6.	<p>To receive the Chairman’s Report The Chairmans Report had been cascaded to councillors and is available to view on the Trimley St Martin Parish Council website. There were no questions.</p>	
7.	<p>To receive the Clerk’s Report The Clerks Report had been cascaded to councillors. There were no questions.</p>	
8.	<p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D’arville Cllr D’arville had sent a report to all councillors prior to the meeting. There were no questions. Update given regarding new bus shelter to go at the bus stop at the top of Grimston Lane. This is being funded by the Lilacs Developers and it is hoped it will be completed soon. The site where the old bus stop was is in a poor state of repair. This will be discussed in more detail at the meeting in March, once further information has been gathered. Cllr Anderson flagged up the upcoming closure of the A14 and the diversion route. This information has been placed on the Trimley St Martin Parish Council website and posted on the Facebook page. Cllr Smart expressed concerns over the condition of some of the trees in the Parish, especially along Old Kirton Road and the A14. Some of these trees are old and are covered in Ivy, meaning they are likely to ‘fall’ at some point. It was suggested that a report with photographs is drawn up that the Clerk will then cascade to both Suffolk Highways and National Highways to express the concerns of the Parish Council.</p>	
9.	<p>To receive an update on Planning issues and applications from Cllr Rastrick. No new planning applications to be discussed. Reeve Lodge Development – comments were submitted after the Planning Committee meeting. Some of these comments have been responded to by East Suffolk Council Planning Team. Agreed to await new designs and then decide on comments moving forward.</p>	
10.	<p>To receive an update on the Memorial Hall Extension No further update regarding this. Cannot apply for grants until full costings have been received and cannot do this until outline planning permission has been granted. The Clerk will chase to see if any response yet.</p>	CLERK.
11.	<p>Cllr D’arville to provide an update regarding Morrisons Daily This is now under a new owner. Currently, there is no telephone number available for the Post Office and subsequently means that Amazon deliveries cannot be delivered there. Cllr D’arville has flagged this up with staff who will bring it to the new owners’ attention. In the interim, there are facilities in Trimley St Mary.</p>	

12.	To discuss, revise and approve the ‘What was achieved in 2023’ flyer. This was previously cascaded. All those present approved. The Clerk will circulate on social media and put copies in the noticeboards.	CLERK
13.	To discuss and decide upon applying for funding for EV Charging Point at Memorial Hall There is funding available via ‘Plug-in Suffolk’ to have two EV points installed in the Memorial Hall Care Park. There would be no cost to the Parish Council for up to 15years and it may generate as small income. Concerns were raised about maintenance and whether it would be fast charging. Vote carried out and majority voted for. The Clerk will complete application and ask the above questions.	CLERK
14.	To discuss and finalise volunteers for an Emergency Plan The Clerk had a meeting with East Suffolk Council who provided a template. This had been circulated to councillors prior to the meeting. All those present agreed to have their contact details down as a point of contact. Agreed no further information required at this stage. The Clerk will complete and send to East Suffolk Council.	CLERK
15.	To discuss and decide on response to informal consultation of Trimley St Mary No4 Footpath from East Suffolk Council All documentation regarding this was sent to Cllr’s prior to the meeting. All voted for ‘no objection’ to be submitted. The Clerk will make this comment.	CLERK
16.	To discuss and decide upon grant application received. Grant application received from Memory Lane in December, however due to technical difficulties this was not fully received. All information regarding application sent to Cllr’s prior to the meeting. All those present voted in favour of awarding £250. The Clerk will arrange payment.	CLERK
17.	To consider and agree date and time for the Annual Parish Meeting All those present agreed it would be held on 2 nd April 2024 at 7pm. The Clerk will make arrangements.	CLERK
18.	To decide upon next steps for Grit Bin Suffolk Highways have approved one Grit Bin on Old Kirton Road. All those present agreed to proceed on this basis. The Clerk will obtain quotes for fitting and apply for funding from Cllr Reeves for the purchase and installation of the Grit Bin	CLERK
19.	To discuss the Parish Councils use of social media and approve social media Policy. Those members that currently have access to the Facebook page are happy to remain having access. Social media approved and adopted.	
20.	To review/adopt the following policies. i) Biodiversity Policy Previously cascaded to councillors. All voted in favour of approval. ii) Equal Opportunities Policy	

	<p>Previously cascaded to councillors. All voted in favour of approval.</p> <p>iii) Data Protection Policy Previously cascaded to councillors. All voted in favour of approval.</p> <p>iv) Freedom of Information Policy Previously cascaded to councillors. All voted in favour of approval.</p>	
21.	<p>To receive a Budget Monitoring Report. This was cascaded to councillors prior to the meeting. A copy was also available to view at the meeting. There were no queries. All members approved.</p>	
22.	<p>To receive a Reserves Breakdown Report This was cascaded to councillors prior to the meeting. A copy was also available to view at the meeting. There were no queries. All members approved.</p>	
23.	<p>To confirm appointment of SALC as Internal Auditor for 2023/2024. It was confirmed to appoint SALC as Internal Auditor for 2023/2024.</p>	
24.	<p>To approve overtime worked by the Clerk to complete CiLCA qualification. All members approved 15 hours overtime worked in January.</p>	
25.	<p>To receive a financial statement to 25th January 2024. This financial statement covers from 26th November 2023 – 25th January 2024 as the meeting was unable to be held in January. There have been two credits into the accounts in this period. Current Account – 29th November 2023 - £818.59 – VAT Refund up until 31st October 2023. Deposit Account – 31st December 2023 - £816.05 – Interest Payment.</p> <p>As evidenced, the new Nationwide Account is up and running and £80,000 has been transferred in as previously agreed. This means we are under the £85,000 FSCS Limit in both Financial Institutions. Cllr Rastrick has been for a meeting with Barclays regarding the now closed Corporate Trustee Account. They have confirmed that a request has been made for a cheque to be sent to Cllr Rastrick made payable to Trimley St Martin Parish Council for £247.77 although this may take up to 12 weeks. Once received this will be paid into the Current Account.</p> <p>The reconciliation was signed by the Chairman.</p>	

		Bank Reconciliation at 25/01/2024			
	Cash in Hand 01/04/2023			121,022.76	
	ADD Receipts 01/04/2023 - 25/01/2024			64,948.63	
				185,971.39	
	SUBTRACT Payments 01/04/2023 - 25/01/2024			31,085.02	
A	Cash in Hand 25/01/2024 (per Cash Book)			154,886.37	
		Cash in hand per Bank Statements			
	Petty Cash	25/01/2024	0.00		
	Trimley St Martin Parish Council N:	25/01/2024	80,000.00		
	Trimley St Martin Parish Council Dr:	25/01/2024	47,585.44		
	Trimley St Martin Parish Council Cr:	25/01/2024	27,300.93		
				154,886.37	
	Less unrepresented payments				
				154,886.37	
	Plus unrepresented receipts				
B	Adjusted Bank Balance			154,886.37	
		A = B Checks out OK			
26.	To approve the following payments made.				
08 12 23	Simon Jones Landscapes	Roundabout & Beds	£594.00	Highways Act 1990 s196	
08 12 23	Simon Jones Landscapes	Memorial Hall Grounds	£420.00	LGA1972 s133	
27 12 23	NEST	Pension Payments	£101.64	LGA1972 s112	
27 12 23	Trimley Memorial Hall	Hire of hall for meetings	£81.00	LGA s137	
29 12 23	C Small	Clerks Salary	£1230.76	LGA1972 s112	
29 12 23	HMRC	Tax & NI on clerks' salary	£184.21	LGA1972 s112	

	03 01 24	C Small	Clerks Expenses	£35.99	LGA1972 s112	
	08 01 24	Rob Gale	Noticeboard Repairs	£115.85	LGA1972 s142	
	09 01 24	NEST	Pension Payments	£59.15	LGA1972 s112	
	10 01 24	SALC	CiLCA Training	£216.00	LGA1972 s112	
	10 01 24	SALC	CiLCA Training	£72.00	LGA1972 s112	
	10 01 24	SLCC	CiLCA Registration	£450.00	LGA1972 s112	
	15 01 24	Trimley Methodist Church	Hire of Hall	£30.00	LGA s137	
	All payments were approved.					
27.	To approve the following payments to be made.					
	07 02 24	C Small	Clerks Expenses	£58.82	LGA1972 s112	
	Payment was approved.					
28.	Items for consideration at next meeting					
	<ul style="list-style-type: none"> Area where old bus shelter used to be. 					
21.	Close					
	Meeting closed at 8.50pm.					