

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4th June 2024 at 7.30pm

Present: Cllrs Smart, D'arville, Rastrick, Parker, Anderson, Long

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

Item No.	Comments	Action
1.	To receive apologies for absence Cllr Aguila-Gomez sent apologies due to personal commitments.	
2.	For councillors to declare any interest in matters on the agenda None.	
3.	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.	
4.	To approve the minutes of the meeting held on 7th May 2024 The minutes of the meeting held on 7 th May 2024 were approved and signed as a true record.	
5.	Public Forum including County and District Councillor Reports and Public Question Time. Member of the public raised the point that the plans for the new development on Humber Doucy Lane have been rejected, and that Suffolk Highways commented on the amount of traffic it would cause. The member of the public commented that this should have also been a comment Suffolk Highways made on the developments within Trimley St Martin. Cllr Smart agreed with this sentiment. Cllr Bird had previously submitted his report which is available to view on the Parish Council website. He also updated that the feasibility report for the pedestrian crossing is taking longer than anticipated. Cllrs Reeves and Nimney had also submitted a report, which is available to view on the Parish Council website. There were no further comments or questions.	
6.	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.	
7.	To receive the Clerk's Report	

	The Clerks Report had been cascaded to councillors. There were no questions.	
8.	To review and approve the CIL Report for 2023/2024. The report had been cascaded to all members prior to the meeting. There were no questions. The CIL Report was approved and signed by the Chairman.	
9.	To review the following policies i) Internet Banking ii) Equality and Diversity iii) Publication Scheme All policies were approved unanimously.	
10.	To confirm appointment of Carly Small as Responsible Financial Officer for 2024/2025. All those present agreed to confirm appointment of Carly Small as Responsible Financial Officer for 2024/2025.	
11.	To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville Concerns were raised about the closure of the footpaths around the Reeve Lodge Development, as well as the temporary pedestrian crossing and the state in which the road was left after it was excavated previously. The Clerk has raised these concerns with Bellway and is awaiting a response. As per the Chairmans report, the overgrown vegetation in the parish is unacceptable and concerning. It is making it increasingly difficult to turn out of junctions, and for pedestrians. Also, the T-junction sign which had previously been reported is still down. The Clerk will report vegetation to Suffolk Highways and chase up sign report.	CLERK
12.	To receive an update on Planning issues and applications from Cllr Rastrick and to decide upon any comments to submit on open planning applications. Cllr Rastrick there had been one new planning application DC/24/1850/FUL . A discussion was held, and all present voted to object to this application due to the ongoing issue of lack of parking, and the vehicle that currently parks on the existing driveway overhangs onto the pavement. Also, to object on the grounds that the extension would not be in keeping with the local area. The Clerk will submit these comments.	CLERK
13.	Internal Audit i) To note the completion of the internal audit and consider the recommendations ii) To agree the accounts for 2023-2024 iii) To agree the Governance Statements on the Annual Return iv) To receive, agree and sign the Annual Return for 2023-2024	

	<p>v) To approve the dates for the Notice of the Period for Exercise of Public Rights.</p> <p>All documents were cascaded to members prior to the meeting. They were also available at the meeting.</p> <ul style="list-style-type: none"> i) The completion of the internal audit was noted, and an action plan for the recommendations has been drawn up. ii) All those present agreed the accounts for 2023-2024. iii) All those present agreed the Governance Statements on the Annual Return iv) The Annual Return for 2023-2024 was received, agreed by all present and signed by the Chairman. v) The dates for the notice of the Period for Exercise of Public Rights were agreed as 05/06/23 – 16/07/24. This is posted in the noticeboard and on the Parish Council website. <p>The Clerk will now submit all documents to PKF Littlejohn for External Audit.</p>	CLERK
14.	<p>To approve the requirements for the contract on maintenance of Memorial Hall Grounds and Roundabout and Flower Beds</p> <p>Last years contract was looked at and it was agreed to amend the schedule for cutting back to shrubs/bushes and to what height. The Clerk will make this amendment and then put out for tender and request quotes.</p>	CLERK
15.	<p>To consider requests for assistance from applicants in accordance with the Parish Councils Grants and Donations Policy</p> <p>Two requests had been received. Headway Suffolk and Felixstowe Creative Arts Trust.</p> <p>After discussion, all those present voted in favour of a donation on £400 to the Felixstowe Creative Arts Trust. It was also voted on not to provide a donation to Headway Suffolk on this occasion.</p> <p>The Clerk will process this.</p>	CLERK
16.	<p>To discuss and decide upon quotes received for a lockable post in Memorial Hall Car Park.</p> <p>The Clerk had obtained three quotes. All those present voted in favour of the local blacksmith.</p> <p>The Clerk will arrange this.</p>	CLERK
17.	<p>To discuss and decide upon next steps regarding anti-social behaviour within the Parish</p>	

	There have been a number of reports from members of the public regarding anti-social behaviour in the Parish. The Parish Council discussed it is important that if this is witnessed then the Police should be contacted.	
18.	To update, discuss and decide upon next steps for the 'Trimleys' sign in conjunction with Trimley St Mary Parish Council All those present agreed that an iron sign, with just wording, would be preferred as it would be longer lasting. The Clerk will submit the suggestion to Trimley St Mary Parish Council	CLERK
19.	To discuss, and decide upon next steps to switch to a gov.uk domain for website and email addresses The Clerk had attended training from the Cabinet Office regarding this and had provided information prior to the meeting. After discussion, all those present voted in favour of proceeding with this option, with a budget of £1000. This is to include a new website, and 12 email addresses. The Clerk will now start the process.	CLERK
20.	To discuss and decide upon next steps for the old bus shelter on the High Road The Clerk has contacted Suffolk County Council, East Suffolk District Council and Suffolk Highways and they have all responded that it is not their land. Therefore, all those present voted that the Parish Council source funding to 'clean up' the area. The Clerk will look for funding and also write to the residents who share the boundary.	CLERK
21.	To discuss and approve overtime worked by the Clerk All those present approved 8 hours overtime worked this month.	
22.	To receive a Budget Monitoring Report A Budget Monitoring Report was cascaded to members prior to the meeting. It is also available on the Parish Council website. This was approved and no questions.	
23.	To receive a financial statement to 25th May 2024. There had been one credit into the account in the period 26/04/2024 – 25/05/2024. 30/04/2024 - £14,362.00 – East Suffolk District Council – 1 st precept instalment. It was discussed and agreed that £10,000 would be moved from the current account to the deposit account. The bank reconciliation was received and signed by the Chairman.	

	Bank Reconciliation at 25/05/2024				
		Cash in Hand 01/04/2024			150,355.53
	A	ADD Receipts 01/04/2024 - 25/05/2024			14,657.72
					165,013.25
		SUBTRACT Payments 01/04/2024 - 25/05/2024			4,906.62
		Cash in Hand 25/05/2024 (per Cash Book)			160,106.63
	B	Cash in hand per Bank Statements			
		Petty Cash	25/05/2024	0.00	
		Trimley St Martin Parish Council Ct	25/05/2024	31,756.58	
		Trimley St Martin Parish Council Dr	25/05/2024	47,935.80	
		Trimley St Martin Parish Council Nt	25/05/2024	80,414.25	
				160,106.63	
Less unrepresented payments					
				160,106.63	
	Plus unrepresented receipts				
	Adjusted Bank Balance			160,106.63	
	A = B Checks out OK				

24.	To approve the following payments made				
	09 05 24	SALC	Membership	£740.34	LGA1972 s143
	09 05 24	SLCC	Subscription	£188.00	LGA1972 s143
	09 05 24	CPRE	Membership	£36.00	LGA1972 s111
	10 05 24	NEST	Pension payment (including back pay)	£174.24	LGA1972 s112
	14 05 24	C Small	One off expenses to cover PO Box purchase	£424.20	LGA1972 s112
	20 05 24	Glasdon	Purchase of Grit Bin	£312.46	Highways Act 1980 ss.443, 50
	31 05 24	HMRC	Tax & NI on Clerks Salary	£270.23	LGA1972 s112
	31 05 24	C Small	Clerks Salary	£1393.32	LGA972 s112

All payments were approved unanimously.

25.	To approve the following payments to be made					
	05 06 24	C Small	Clerks Expenses (incl. Microsoft 365 Package)	£166.96	LGA1972 s112	
All payments were approved unanimously						
26.	Items for consideration at next meeting Cllr Anderson requested an agenda item regarding new Domestic Poultry regulations.					
27.	Close The meeting was closed at 8.54pm					