

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5th March 2024 at 7.30pm

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

Also Present: County Cllr Stuart Bird and five members of the public.

Item No.	Comments	Action
1.	<p>To receive apologies for absence Cllrs Parker, Owen and Anderson sent apologies due to personal 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 6th February 2024. The minutes of the meeting held on 6th February 2024 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 updated regarding the ongoing road signs project and is still awaiting costings. Cllr Bird also advised he is working with Trimley St Mary Parish Council about a possible crossing near the Church. This would also be a benefit to many residents in Trimley St Martin. Cllr Reeves also submitted a report which had been cascaded to councillors and is available on the Trimley St Martin Parish Council website. A member of the public expressed views that it is encouraging to hear about the possible new crossing. They also asked whether there had been any update regarding the Howlett Way Development. Cllr Smart advised no further information had been received and when full plans are put in for planning it will be in the public domain on the East Suffolk Council Planning Portal.</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. The Clerk updated that funding has now been granted for the Grit Bin.</p>	
8.	<p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D’arville Cllr D’arville had forwarded an email regarding possible issues regarding planning applications not including provisions for public transport. Cllr D’arville is awaiting further information from District Cllr Reeves regarding this and will update in due course. As there was a lot of information, Cllr D’arville has subsequently written a report which is available on the Trimley St Martin website. Cllr Smart updated that the white lines on the junction of the bridge are very faded, almost impossible to see. This was not remedied when new tarmac was laid. The Clerk will log this. Peace sign outside Reeve Lodge – the Clerk was contacted by a member of the public that the sign was broken. Concerns were raised that it may blow into the road and cause damage to a vehicle/an accident. The Clerk has spoken with Trimley St Mary Parish Council, and they have arranged for the sign to be repaired. They had asked if Trimley St Martin Parish Council would be prepared to contribute to the cost. All those present voted in favour of funding 50% of the repair costs.</p>	CLERK
9.	<p>To receive an update on Planning issues and applications from Cllr Rastrick. To include i) Changes made to DC/23/3237/ARM All those present to see that changes such as the play equipment being more wheelchair user friendly had been made. Unanimous vote that no further comments were to be put forward at this time and previous comments made still stand. Cllr Rastrick explained there is a planning application in at the moment in Waldringfield (DC/24/0449/FUL) which although does not have a direct impact on Trimley St Martin it may increase footfall. Cllrs will look at application. Discussion was had around the sudden closure of Goslings Farm Shop. The Clerk had looked into the possibility of registering it as a Community Asset, however, after speaking with East Suffolk Council about this and feeding back the information, all those present decided it would not be something that would need to be done currently.</p>	

10.	<p>To receive an update on the Memorial Hall Extension The working party met on the 28th of February. Outline planning permission has now been granted. Rob Wilson provided a quote for Building Regs works, all those present voted in favour in going with this quote. Once this is done the next step will be getting full costings which will mean grants can be applied for etc.</p>	CLERK.
11.	<p>To agree that the Memorial Hall Working Party will now become the Memorial Hall Extension Committee, agree committee members and terms of reference All those present agreed in favour of the Memorial Hall Extension Committee. It was agreed the following people would be on the committee; Cllr Rastrick (Chair of committee) Cllr Smart Cllr D’arville Cllr Parker Tony Rodwell Heather Rodwell</p> <p>Discussion was had about invited Rob Wilson on to the committee. Since the meeting the Clerk is looking in to whether this is possible. All those present agreed on the terms of reference – available on the Trimley St Martin website.</p>	CLERK
12.	<p>To discuss email received from Kraimoore Homes regarding sewer easement from Bowls Club to new property Discussion was had, and all those present voted unanimously to not allow this. Reason being that a lot of money has been spent in the last year repairing the drains and there are concerns that adding extra pressure to the system may damage them again. The Clerk will let Kraimoore Homes know the decision.</p>	CLERK
13.	<p>To discuss and decide upon response regarding the Parish Council supporting a local resident to pursue Network Rail for defibrillators to be fitted near the railway crossing. Discussion was had around the issue and how defibrillators could help. All those present agreed that the Parish Council have no objection to the resident pursuing this line of enquiry with Network Rail, however it is not something the Parish Council feel it can get involved with at this time.</p>	CLERK
14.	<p>To discuss and decide on a response to East Suffolk Councils Review of Street Trading Policy All those present agreed ‘no comment’.</p>	
15.	<p>To discuss and decide on response to Suffolk County Council Local Transport Plan Consultation All those present not required for a response from the Parish Council, however encouraged individuals to respond on a personal basis.</p>	

16.	<p>Cllr D’arville to provide an update on the Trimley St Martin shop Cllr D’arville advised the issue regarding the telephone number, website, and lack of Amazon services is still ongoing.</p>	
17.	<p>To review/adopt the following policies; i) Anti-Harassment Policy ii) Disciplinary Policy iii) Grievance Policy iv) Volunteer Policy</p> <p>All those present approve all the above-named policies.</p>	
18.	<p>To conduct a review of the Council’s Governance Risks The council reviewed and approved the Council’s Governance Risks. (available on the Trimley St Martin Parish Council website)</p>	
19.	<p>To conduct a review of Internal Controls The Council reviewed and approved the Internal Controls and Internal Controls Policy (available on the Trimley St Martin Parish Council website.)</p>	
20.	<p>To agree updates to the Asset Register Updates were agreed and approved (available on the Trimley St Martin Parish Council website)</p>	
21.	<p>To approve overtime worked by the Clerk to complete CiLCA qualification All those present approved 16 hours overtime.</p>	
22.	<p>To receive a financial statement to 25th February 2024 No credits into the accounts in this period.</p> <p>Balances as of 25th February 2024 Current Account £25517.99 Deposit Account £47585.44 Nationwide £80000.00 TOTAL £153103.43</p> <p>The bank reconciliation was received and signed by the Chairman.</p>	

Bank Reconciliation at 25/02/2024			
	Cash in Hand 01/04/2023		121,022.76
	ADD Receipts 01/04/2023 - 25/02/2024		64,948.63
			185,971.39
	SUBTRACT Payments 01/04/2023 - 25/02/2024		32,867.96
A	Cash in Hand 25/02/2024 (per Cash Book)		153,103.43
Cash in hand per Bank Statements			
	Petty Cash 25/02/2024	0.00	
	Trimley St Martin Parish Council Ct 25/02/2024	25,517.99	
	Trimley St Martin Parish Council Dr 25/02/2024	47,585.44	
	Trimley St Martin Parish Council N: 25/02/2024	80,000.00	
			153,103.43
	Less unrepresented payments		
			153,103.43
	Plus unrepresented receipts		
B	Adjusted Bank Balance		153,103.43
A = B Checks out OK			

23. To approve the following payments made

31 01 24	C Small	Clerks Salary	£1228.65	LGA1972 s112
31 01 24	HMRC	Tax & NI on Clerks Salary	£177.87	LGA1972 s112
07 02 24	C Small	Clerks Expenses	£58.82	LGA1972 s112
08 02 24	Memory Lane	Donation/Grant	£250.00	LGA1972 s137
09 02 24	NEST	Pension payment	£67.60	LGA1972 s112
29 02 24	Starboard Systems (Scribe)	Accountancy Software Renewal	£414.72	LGA1972 s112

All payments were unanimously approved.

24.	<p>To approve the following payments to be made</p> <table border="1" data-bbox="389 271 1241 427"> <tr> <td data-bbox="389 271 528 427">06 03 24</td> <td data-bbox="528 271 687 427">C Small</td> <td data-bbox="687 271 876 427">Clerks Expenses (incl. new oak tree)</td> <td data-bbox="876 271 1054 427">£119.68</td> <td data-bbox="1054 271 1241 427">LGA1972 s112</td> </tr> </table> <p>Payment was unanimously approved.</p>	06 03 24	C Small	Clerks Expenses (incl. new oak tree)	£119.68	LGA1972 s112	
06 03 24	C Small	Clerks Expenses (incl. new oak tree)	£119.68	LGA1972 s112			
25.	<p>Close Meeting closed at 8.30pm.</p>						