

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7<sup>th</sup> May 2024 at 7.30pm**

**Present: Cllrs Smart, D'arville, Parker, Long, Aguilar-Gomez**

**Also Present: County Cllr Stuart Bird**

<b>Item No.</b>	<b>Comments</b>	<b>Action</b>
<b>1.</b>	<p><b>To elect a Chairman and a Vice-Chairman</b></p> <p><b>a) To elect a Chairman for the Council year 2024/2025</b> Yvonne Smart elected. Proposer Cllr Parker, Seconded Cllr D'arville</p> <p><b>b) To elect a Vice-Chairman for the Council year 2024/2025</b> Bob Parker elected. Proposer Cllr Smart, Seconded Cllr D'arville</p>	
<b>2.</b>	<p><b>To receive apologies for absence</b> Apologies were received from the following; Cllr Anderson due to prior commitments Cllr Rastrick due to unforeseen circumstances Cllr Owen due to personal reasons</p>	
<b>3.</b>	<p><b>All members to sign Declaration of Acceptance of Office. To discuss and agree on extension for councillors absent from this meeting to sign at the next meeting.</b> Declaration of Acceptance were signed by the newly appointed Chair and Vice Chair. No other members are required to do so as it is not an election year.</p>	
<b>4.</b>	<p><b>To receive declarations of interest</b> There were no declarations of interest.</p>	
<b>5.</b>	<p><b>To receive and determine requests for dispensations</b> There were no requests for dispensations.</p>	
<b>6.</b>	<p><b>To approve the minutes of the meeting held on 2<sup>nd</sup> April 2024</b> The minutes were approved and signed as a true record.</p>	
<b>7.</b>	<p><b>Public Forum</b> Cllr Bird had previously cascaded his report which is available to view on the Trimley St Martin Parish Council website. There were no questions in regard to this. Cllr Parker raised the issue of the regular hold ups on the Orwell Bridge, Cllr Bird agreed that it does need a solution but that is not something that is likely to happen at this time.</p>	
<b>8.</b>	<p><b>To review the Delegation Arrangements to, and Terms of Reference for the following committees and Delegation Arrangements to the Clerk.</b></p> <p><b>i) Planning Committee</b> These were approved unanimously.</p>	

	<p>ii) <b>Personnel Committee (under the new name Personnel and HR Committee)</b>          These were approved unanimously along with the new name as mentioned above.</p> <p>iii) <b>Appeals Committee</b>          These were approved unanimously.</p> <p>iv) <b>Memorial Hall Extension Committee</b>          These were approved unanimously.</p>	
9.	<p><b>To appoint members to the following committees</b></p> <p>a) <b>Planning Committee</b>          Cllr Rastrick (Chair), Cllr Anderson, Cllr D’arville, Cllr Parker, Cllr Smart and Cllr Long</p> <p>b) <b>Personnel Committee (under the new name Personnel and HR Committee)</b>          Vice Chairman (Chairman of Committee), Cllr Anderson, Cllr D’arville, Cllr Rastrick</p> <p>c) <b>Appeals Committee</b>          Chairman (Chairman of the Committee), Cllr Aguilar-Gomez, Cllr Long</p> <p>d) <b>Memorial Hall Extension Committee</b>          Cllr Rastrick (Chair), Cllr Parker, Cllr Smart, Cllr D’arville, Cllr Long, Heather Rodwell, Tony Rodwell.</p> <p>It was agreed that if anyone not present wished to be added to any committees this could be done at a later date, subject to full council approval.</p>	
10.	<p><b>To appoint councillors to act as link representatives with special interest in:</b></p> <p>a) <b>School liaison</b>          Cllr Aguilar-Gomez</p> <p>b) <b>Transport and Highways</b>          Cllr D’arville, Cllr Anderson</p>	
11.	<p><b>To appoint members to the following working parties</b></p> <p>a) <b>Footpath/cycleway, river, tree and hedgerow working group.</b>          Cllr Smart, Cllr Parker, Cllr Rastrick and Cllr Long</p>	
12.	<p><b>To review the Council’s representatives on external bodies and arrangements for reporting back:</b></p> <p>a) <b>Memorial Hall Management Committee</b> – Cllr Smart</p> <p>b) <b>Poor’s Charity Trustees</b> – Cllr Parker and Cllr Anderson</p> <p>c) <b>Port of Felixstowe Local Authority Liaison Committee</b> – Cllr Parker and Cllr Smart</p> <p>d) <b>District Council/Police ASB Group</b> – Cllr Rastrick</p> <p>e) <b>Freight Quality Partnership Group</b> – Cllr Parker</p> <p>f) <b>Felixstowe Peninsula Community Partnership</b> – Cllr Smart</p>	

	<b>g) Felixstowe and District Council for Sports and Recreation Executive Committee – Cllr Long. Cllr Smart and the Clerk to ensure information is handed over.</b>	YS/ CLERK
13.	<b>To review Standing Orders and Financial Regulations.</b> Both were approved unanimously. The Clerk advised a new model Financial Regulations is due to be published any day now from NALC, once available and been adjusted to Trimley St Martin Parish Council this will go on to the agenda to be revised.	
14.	<b>To review the Council's subscriptions to other bodies.</b> All those present voted to remain subscribed to current subscriptions for another year. These are as follows; Suffolk Association of Local Councils - £740.263 per annum Council for the Preservation of Rural England - £36 per annum Suffolk Preservation Society (no fee as membership is automatic on membership of the CPRE) Felixstowe and District Council for Sports and Recreation Executive Committee - £5 per annum Society of Local Council Clerks - £188 per annum.	
15.	<b>To determine time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the Full Council.</b> All those present voted in favour of keeping the meetings on the first Tuesday of each month, excluding August. The Clerk will contact the Memorial Hall Bookings Secretary to arrange this.	
16.	<b>To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville.</b> Cllr D'arville had previously cascaded a report. This report can be seen in full on the Trimley St Martin Parish Council website.	
17.	<b>To receive an update on Planning matters from Cllr Rastrick to include</b> <b>h) DC/24/1230/VOC</b> All those present voted unanimously that there were no objections.  Also discussed was planning application DC/24/1398/FUL – Erection of cart lodge 67A Grimston Lane. All those present voted to respond with 'no objection.'  The appeal for planning application DC/23/1503/FUL was discussed. All those present voted that the original objections the Parish Council made still stand. No further comments to add.  The Clerk read out an email received from Bellway Homes regarding works starting on the access for the Reeve Lodge Development. Cllr Rastrick had also received an email. It was decided the Clerk would	CLERK

	contact Lewis Gray and request all correspondence to go through the Clerk, not direct to Councillors.	CLERK
18.	<b>To discuss and decide upon works on Howlett Way footpath if quotation received.</b> Cllr Bird has received the quotation, which was much lower than expected. Therefore, Cllr Bird has advised he will cover the cost of this, so no funds required from the Parish Council. The Chairman thanked Cllr Bird.	
19.	<b>To discuss and decide upon the Parish Council purchasing a PO Box address.</b> The Clerk has looked into costings, £ 424.20 per annum. All those present voted in favour of this. The Clerk will arrange.	CLERK
20.	<b>To discuss and decide upon final decision whether to accept the EV Charging points at the Memorial Hall</b> Discussion was held. Majority vote was to request this application be put 'on hold' until after the extension. The Clerk will respond	CLERK
21.	<b>To ratify decision to provide funding for Felixstowe Youth Forum Vouchers for Local Schools.</b> Discussion was had, the understanding was that Felixstowe Town Council had received confirmation from Trimley St Martin Primary School that they would use the funds, and therefore Felixstowe Town Council had provided funding. This request is for Trimley St Martin Parish Council to re-imburse Felixstowe Town Council as the school is in this Parish. All those present agreed more information required. Cllr Aguilar-Gomez will speak to the school to find out if they have spent the funds, or if not, what their plans are. Cllr Parker to request information from the school about what the donation from Poor's Trust was spent on.	LA-G/ BP
22.	<b>To discuss safety concerns within the Memorial Hall Car Park and agree next steps.</b> Cllr Smart raised the concerns of people driving down the narrow side of the Memorial Hall when this is the safe route for pedestrians to use. All those present agreed a lockable bollard at the car park end of this route would solve this issue. The Clerk will obtain some costings. Cllr Parker has something similar on his land so will obtain a quote from where he sourced his.	CLERK BP
23.	<b>To receive an update from the Memorial Hall Extension Committee</b> The minutes from the Committee meeting were cascaded and are also available on the Trimley St Martin Parish Council website.	
24.	<b>To discuss and decide to upgrade Microsoft365 Personal package to Microsoft365 Business Basic package.</b> This was discussed as the Parish Council should be using a Business Package, and by using a Personal package are breaking the terms of the package. The business package is an additional £20 per annum. It will	

	require a new Microsoft account to be set up. All those present voted in favour. The Clerk will arrange.	<b>CLERK</b>
<b>25.</b>	<p><b>To approve overtime worked by the Clerk to complete CiLCA qualification.</b></p> <p>The Clerk worked a total of 15 hours overtime. This was broken down into, 8 hours CiLCA, 7 hours Memorial Hall Extension.</p> <p>All those present approved this overtime to be paid.</p>	
<b>26.</b>	<p><b>Internal Audit</b></p> <ul style="list-style-type: none"> <li><b>a) To note the completion of the internal audit and consider any recommendations.</b></li> <li><b>b) To agree the accounts for 2023/2024</b></li> <li><b>c) To agree the governance statements on the Annual Return</b></li> <li><b>d) To receive, agree and sign the Annual Return for 2023/2024</b></li> </ul> <p>Due to a delay with SALC (the internal auditors) the Internal Audit has not yet been completed. This agenda item will be carried over to the June 2024 meeting.</p>	
<b>27.</b>	<p><b>To receive a financial statement to 25 April 2024.</b></p> <p>One credit into the Current Account in this period - £295.72 from HMRC for reclaimed VAT 01/11/2023 – 31/03/2024.</p> <p>The bank reconciliation was received and signed by the Chairman.</p>	

	<table><tr><td></td><td><b>Bank Reconciliation at 25/04/2024</b></td><td></td><td></td></tr><tr><td></td><td>Cash in Hand 01/04/2024</td><td></td><td>150,355.53</td></tr><tr><td></td><td><b>ADD</b> Receipts 01/04/2024 - 25/04/2024</td><td></td><td>295.72</td></tr><tr><td></td><td></td><td></td><td>150,651.25</td></tr><tr><td></td><td><b>SUBTRACT</b> Payments 01/04/2024 - 25/04/2024</td><td></td><td>168.70</td></tr><tr><td><b>A</b></td><td><b>Cash in Hand 25/04/2024</b> (per Cash Book)</td><td></td><td><b>150,482.55</b></td></tr><tr><td></td><td>Cash in hand per Bank Statements</td><td></td><td></td></tr><tr><td></td><td>Petty Cash 25/04/2024</td><td>0.00</td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Ct 25/04/2024</td><td>22,132.50</td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Dc 25/04/2024</td><td>47,935.80</td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Nc 25/04/2024</td><td>80,414.25</td><td></td></tr><tr><td></td><td></td><td></td><td><b>150,482.55</b></td></tr><tr><td></td><td>Less unrepresented payments</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td>150,482.55</td></tr><tr><td></td><td>Plus unrepresented receipts</td><td></td><td></td></tr><tr><td><b>B</b></td><td><b>Adjusted Bank Balance</b></td><td></td><td><b>150,482.55</b></td></tr><tr><td></td><td><b>A = B Checks out OK</b></td><td></td><td></td></tr></table>		<b>Bank Reconciliation at 25/04/2024</b>				Cash in Hand 01/04/2024		150,355.53		<b>ADD</b> Receipts 01/04/2024 - 25/04/2024		295.72				150,651.25		<b>SUBTRACT</b> Payments 01/04/2024 - 25/04/2024		168.70	<b>A</b>	<b>Cash in Hand 25/04/2024</b> (per Cash Book)		<b>150,482.55</b>		Cash in hand per Bank Statements				Petty Cash 25/04/2024	0.00			Trimley St Martin Parish Council Ct 25/04/2024	22,132.50			Trimley St Martin Parish Council Dc 25/04/2024	47,935.80			Trimley St Martin Parish Council Nc 25/04/2024	80,414.25					<b>150,482.55</b>		Less unrepresented payments						150,482.55		Plus unrepresented receipts			<b>B</b>	<b>Adjusted Bank Balance</b>		<b>150,482.55</b>		<b>A = B Checks out OK</b>			
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	All payments were approved.					
<b>29.</b>	<b>To approve the following payments to be made</b>					
	08 05 24	C Small	Clerks Expenses (including McAfee Renewal)	£185.10	LGA1972 s112	
	The payment was approved by all members present.					
<b>30.</b>	<b>Items for consideration at next meeting</b>					
	None at this time					
<b>31.</b>	<b>Close</b>					
	The meeting closed at 9pm					