

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 1<sup>st</sup> October 2024 at 7.30pm**

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

**Also Present:** County Cllr Stuart Bird

<b>Item No.</b>	<b>Comments</b>	<b>Action</b>
<b>1.</b>	<b>To receive apologies for absence</b> Apologies were received from Cllr Anderson. No other apologies were received.	
<b>2.</b>	<b>For councillors to declare any interest in matters on the agenda</b> None.	
<b>3.</b>	<b>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.</b> 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.	
<b>4.</b>	<b>To approve the minutes of the meeting held on 3<sup>rd</sup> September 2024.</b> The minutes of the meeting held on 3 <sup>rd</sup> September 2024 were approved and signed as a true record.	
<b>5.</b>	<b>Public Forum including County and District Councillor Reports and Public Question Time.</b> Cllr Bird had previously cascaded his report. This is available to view on the Trimley St Martin Parish Council website. There were no questions on this report. Cllr Parker raised concerns with Cllr Bird regarding the High Road and how cars are parked on the pavement and across cycle paths. Cllr Parker requested that Cllr Bird raise this with the relevant authorities/people.	
<b>6.</b>	<b>To receive the Clerk's Report</b> The Clerk's report had been cascaded to councillors. There were no questions.	
<b>7.</b>	<b>To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville.</b> Cllr D'arville updated that along High Road West in Walton the bollards are missing from the island, Cllr Bird has now raised this with Suffolk Highways.  Issues with the rolling road closure for the bike race. The High Road West junction was closed, and buses could not get through and had to miss Walton and Trimley St Mary, but nobody had been made aware of	

	<p>this causing residents to be stranded at bus stops. Cllr D’arville has requested that for any road closures/diversions information is passed to the affected town/parish councils.</p> <p>Cllr Smart raised the issue of the T Junction sign still being down at Morston Hall Lane, the Clerk will send information to Cllr Bird for him to chase.</p>	CLERK
8.	<p><b>To receive an update on Planning issues and applications from Cllr Rastrick, and also make decisions on comments for any open planning applications.</b></p> <p>No new planning applications in the period.          Appeal received for AP/24/0049/REFUSE. All those present agreed no further comments to add.</p>	
9.	<p><b>To update and discuss the Memorial Hall Extension and agree next steps moving forward.</b></p> <p>No Structural Engineers Report has been received yet. Clerk has chased this up once and was advised 20<sup>th</sup> September. The Clerk will chase up Robert Wilson again as this date has now passed.          Agreed that this will then be sent to Cllrs Parker and Rastrick and they will then liaise with Robert Wilson re next steps.</p>	CLERK
10.	<p><b>To consider the arrangement to mark Remembrance Day</b></p> <p>All those present voted to purchase two wreaths at £20 each. One for the peace sign at Reeve Lodge and one for the Memorial. The Clerk will purchase these and ask Heather and Tony Rodwell if they would like to lay these and feedback to the council.</p>	CLERK
11.	<p><b>To discuss and decide upon requests by the Bowls Club regarding hedges and signage as per their email.</b></p> <p>All those present agreed the following:</p> <ul style="list-style-type: none"> <li>• OK for Bowls Club to cut hedge as they fit, but request they send a sketch through first and it is agreed should cutting it back cause any damage to the hedge that it is their responsibility.</li> <li>• Fine for them to have a sign erected on the Memorial Hall.</li> </ul> <p>The Clerk will contact them and inform them.</p>	CLERK
12.	<p><b>To update on transfer to a gov.uk domain</b></p> <p>The Clerk confirmed this has now taken place. The new website is live as is the new Parish Clerk email address (<a href="mailto:clerk@trimleystmartin-pc.gov.uk">clerk@trimleystmartin-pc.gov.uk</a>) All councillors have been sent a guide and information on how to set up their email accounts. Some councillors have completed this. Cllr’s Long and Aguilar-Gomez offered to support any councillors struggling. Once all new accounts are set up no emails are to be sent from existing email accounts.</p>	

13.	<b>To discuss and decide upon articles for the Spotlight/Flyer column</b> <ul style="list-style-type: none"> <li>• Reminder for cyclists to ensure they have appropriate lights and reflective clothing.</li> <li>• Encourage considerate parking</li> <li>• Reminder to report flooding/potholes to Suffolk Highways and link.</li> </ul>	
14.	<b>To discuss and decide upon next steps regarding additional cleaning of Bus Stops in the Parish</b> Cllr D'arville advised that she had spoken to Robert Kemp from Suffolk County Council who advised that there is no written cleaning schedule for the bus shelters. They were last cleaned in 2023 and potentially will be cleaned in 2025 at the earliest. The Clerk has obtained three quotes from independent companies. All those present agreed to go with Jack's Jet Washing firstly on a six-monthly basis. The Clerk will organise. Once the graffiti has been cleaned off of the brick bus shelter the Clerk will get costings for it to be painted with anti-graffiti paint to avoid this happening again.	CLERK
15.	<b>To discuss and approve the new Financial Regulations</b> These were cascaded prior to the meeting. All those present approved them. The Clerk will upload onto the Trimley St Martin Parish Council website.	CLERK
16.	<b>To discuss, review and approve the following policies;</b> <ul style="list-style-type: none"> <li>i) <b>General Reserves Policy</b></li> <li>ii) <b>Grants and Donations Policy and Application Form</b></li> <li>iii) <b>Subject Access Request Policy and Subject Access Request Procedure</b></li> <li>iv) <b>Vexatious Complaints Policy</b></li> </ul> These were cascaded to councillors prior to the meeting. All those present approved all the above policies.	
17.	<b>To note the conclusion of the 2023/2024 External Audit and any comments made</b> Members noted the completion of the External Audit. This was satisfactory but the auditors flagged that an incorrect box had been checked, and that there was missing information on the website. The Clerk has now rectified this with immediate effect.	
18.	<b>To review, discuss and approve the level of General Reserves</b> This report was cascaded prior to the meeting. Discussion held around the reserves and all those present agreed to approve existing level of General Reserves.	
19.	<b>To discuss and approve overtime worked by the Clerk</b> 14 hours overtime was approved by all members present. The Clerk has now completed her CiLCA qualification and therefore overtime should reduce from now on.	

20.	<b>To discuss any final requests for spending priorities in the period of 2025-2026</b> Cllrs D'arville and Smart requested that a budget is made for 'IT services' which will include, but not be limited to, the purchase of tablets for councillors to use if they do not have their own and/or do not wish to use their own. All those present agreed to include this in the budget for 2025-2026.																																																																																									
21.	<b>To receive a financial statement to 25<sup>th</sup> September 2024.</b> Since the issue of the agenda, statement dates have now changed to the last day of the month, so this financial statement is until 30 <sup>th</sup> September 2024. One credit into the Current Account in this period. 27/09/24, £14,362.00 from East Suffolk Council for the 2 <sup>nd</sup> precept instalment.																																																																																									
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The Bank Reconciliation was received and signed by the Chairman																																																																																										
22.	<b>To approve the following payments made</b>																																																																																									
	06 09 24	AJGIBL GBP CLIENT	Insurance Renewal	£2524.85	LGA1972 s133																																																																																					
	09 09 24	NEST	Pension Payment	£67.60	LGA1972 s112																																																																																					
	10 09 24	PKF Littlejohn LLP	External Audit	£378.00	LGA1972 s112																																																																																					

	19 09 24	IT Services CAS	Gov.uk domain change	£522.00	LGA1972 s142	
	30 09 24	C Small	Clerks Salary	£1425.03	LGA1972 s112	
	30 09 24	C Small	Tax & NI on Clerks Salary	£289.93	LGA1972 s112	
	All payments were approved unanimously.					
23.	<b>To approve the following payments to be made</b>					
	02 10 24	C Small	Clerks Expenses	£52.38	LGA1972 s112	
	Payment was approved unanimously.					
24.	<b>Items for consideration at the next meeting</b>					
	<ul style="list-style-type: none"> <li>Draft budget</li> <li>Update on Tree in Mill Close</li> </ul>					
25.	<b>To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act in 1960 in view of the confidential nature of the business to be transacted.</b> No members of public or press were present at this time.					
26.	<b>To review the salary and hours of the Clerk as per the Clerk's contract.</b> All those present voted unanimously in favour of the following changes. <ul style="list-style-type: none"> <li>The Clerks hours to increase by 2 hours per week as of 1<sup>st</sup> April 2025.</li> <li>The Clerks salary to be increased to pay point 23 following completion of CiLCA qualification.</li> </ul>					
27.	<b>Close</b> The meeting closed at 8.50pm.					