

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 3<sup>rd</sup> September 2024 at 7.30pm**

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

**Also Present:** County Cllr Stuart Bird and 2 members of the public.

Item No.	Comments	Action
1.	<b>To receive apologies for absence</b> There were no apologies for absence.	
2.	<b>For councillors to declare any interest in matters on the agenda</b> None.	
3.	<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.	
4.	<b>To approve the minutes of the meeting held on 2<sup>nd</sup> July 2024.</b> The minutes of the meeting held on 2 <sup>nd</sup> July 2024 were approved and signed as a true record.	
5.	<b>Public Forum including County and District Councillor Reports and Public Question Time.</b> A member of the public wished to inform everyone about an upcoming Photographic Exhibition to be held at the weekend at the Two Sisters Art Centre. Leaflets were also cascaded to all Cllrs. The Clerk will promote on social media. Member of the public wanted to suggest about the Parish Council organising a carnival/fete like there used to be. Discussion was had around the complications of this, and it was agreed that 'feelers' would be put out to see if volunteers/businesses would come forward to help with such an event, as well as speaking with Trimley St Mary Parish Council. Cllr Bird had provided a report prior to the meeting which is available to view on the Parish Council website. There were no questions relating to this report. Cllr Bird also wanted to point out the possibility of traffic disruption as Candlet Way is closed from Monday, there is the Bike Race and Heritage weekend and Cadent have had to shut the road near the level crossing due to an emergency gas leak. Cllrs requested that Cllr Bird contact Highways to ensure there is sufficient signage to inform people of these closures.	<b>CLERK</b>          <b>CLERK</b>

	Cllr Smart informed all those present that sadly Peter Gosling, who was a previous Cllr and member of the community, has passed away aged 96. Trimley St Martin Parish Council send their condolences to his family.	
6.	<b>To review, discuss and decide upon co-option of new Parish Councillor applications (if received)</b> Application forms had been sent to two residents however these have not yet been returned.	
7.	<b>To receive the Chairman's Report</b> 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.	
8.	<b>To receive the Clerk's Report</b> The Clerks Report had been cascaded to councillors. There were no questions.	
9.	<b>To receive an update on Transport and Highways issues from Cllrs Anderson and D'arville. To include an update from Cllr Anderson regarding the speed camera possibility discussed in July meeting.</b> Cllr D'arville had provided a Transport Report prior to the meeting which was cascaded and is available to view on the Trimley St Martin Parish Council website. There were no questions on this. Cllr Anderson advised she has submitted the information regarding a speed camera and is awaiting a reply. Cllr Anderson also wished to raise that she has seen online that whilst Candlet Road is closed, Beatrix Avenue, High Road East and High Road West were going to have spells of closures. Further information will be sought on this.	
10.	<b>To discuss and decide upon any appropriate steps the Parish Council can take regarding traffic on the High Road, especially around the Morrisons.</b> Cllr Parker had raised concerns around this issue. Discussions were had and it was agreed that the Parish Council feel the location of the shop is no longer suitable due to the amount of traffic in the area. All agreed that the Parish Council will ensure that it is known to East Suffolk Council Planning Department that a new shop should be included in the Howlett Way Development. The Clerk will send an email to this affect.	CLERK
11.	<b>To receive an update on Planning issues and applications from Cllr Rastrick, and also make decisions on comments for any open planning applications to include but not limited to;</b> i) <b>DC/3535/SHWJL4QX03G03 – Land North of Walton High Street</b>  Other than the above mentioned there were no other planning issues/applications to discuss. DC/3535/SHWJL4QX03G03 – All those present agreed to submit 'no objection.' The Clerk will submit.	CLERK

12.	<p><b>To discuss and decide upon which quote to go for as Approved Registrar to transfer to gov.uk</b></p> <p>The Clerk had obtained and provided three quotes from Approved Registrars.</p> <p>All those present voted unanimously to use Community Action Suffolk (One Suffolk). The Clerk will progress with this.</p>	CLERK
13.	<p><b>To discuss and decide upon markings in the car park as per email from Bowls Club.</b></p> <p>This relates to the yellow emergency markings. The Clerk had obtained a quote for a company to do this which was £2000. Cllr Parker had obtained costings for full materials/line painting machinery which was going to be approximately £800. All those present agreed at this time a spray can of yellow paint to go over the existing lines would be the best course of action. The Clerk will purchase the paint and advise the Bowls Club.</p>	CLERK
14.	<p><b>To discuss and decide upon any feedback/suggestions for the ESPA meeting in October</b></p> <p>Standing Orders were dropped.</p> <p>Member of the public who is a member of ESPA spoke to advise they are looking for recurrent themes to be able to take to East Suffolk Council.</p> <p>All those present agreed the two main issues are;</p> <ul style="list-style-type: none"> <li>- Lack of communication/accountability from Suffolk Highways</li> <li>- Infrastructure – new properties being built yet no new shops/health/drainage systems. Also, the impact it is having on the roads.</li> </ul> <p>Standing Orders resumed. The Clerk will send these themes through to ESPA</p>	CLERK
15.	<p><b>To discuss and decide upon next steps regarding the tree in Mill Lane and email received</b></p> <p>Two trees of concern. One is near a resident's house. They believe this is owned by Suffolk Highways who have said it does not warrant any work carried out. Cllr Anderson reported that she believes the resident is happy to fund the work but wanted some advice. All agreed that best course of action is for the resident to go back to Suffolk Highways to see if they can get the work done privately.</p> <p>Second tree is at the top of Mill Close. Tree very close to BT wires. BT will not do anything until the wires are damaged. It is unknown who the tree belongs to. It was thought the previous Clerk did look into this. The Clerk will have a look through records and try to ascertain who owns the tree.</p>	TA  CLERK
16.	<p><b>To update, discuss and decide upon next steps with regards to the Memorial Hall Extension, including the planning application for air conditioning</b></p>	

	All those present agreed that it would be best to keep the planning permission for the air conditioning in the main hall separate from the planning permission for the air conditioning in the new extension. The Clerk will let Rob Wilson know and also request an update from the Structural Engineer.	CLERK
17.	<b>To discuss and decide upon articles for the Spotlight/Flyer column</b> <ul style="list-style-type: none"> <li>- Possible fete – volunteers/businesses who would help.</li> <li>- Reminder of the Candlet Road closure</li> <li>- Domestic Poultry Laws</li> </ul> <p>The Clerk will write up the column.</p>	CLERK
18.	<b>To discuss and decide upon next steps regarding additional cleaning of Bus Stops in the Parish</b> <p>Following on from Cllr D’arvilles transport report, the Clerk was asked to obtain costings for the Parish Council to fund the bus stops to be cleaned every three months. The Clerk has requested these and is still awaiting on two costings. This is for 6 glass/Perspex bus stops and also the brick bus shelter on Howlett Way which has obscene graffiti on it. It was decided to put this on the agenda for next month once the costings are in, as some members felt this was not the responsibility of the Parish Council.</p>	CLERK
19.	<b>To discuss and decide upon the insurance arrangement for 2024/2025</b> <p>All those present voted to proceed with the renewal quote from Gallagher insurance at £2524.85. The Clerk will proceed with this.</p>	CLERK
20.	<b>To note the conclusion of the 2023/2024 External Audit and any comments made</b> <p>Documentation has not yet been received. This will go onto Octobers agenda</p>	
21.	<b>To discuss funding priorities for 2025/2026</b> <p>Memorial Hall Extension primarily Enhancement of village e.g. bus shelter cleaning, additional verge trimming</p>	
22.	<b>To receive a Budget Monitoring Report</b> <p>This was cascaded prior to the meeting. There were no questions. This is also available to view on the Parish Council website.</p>	
23.	<b>To discuss and approve overtime worked by the Clerk</b> <p>All those present approved 18 hours overtime worked by the Clerk. It was discussed how the Clerks hours and job description may need to be looked at due to overtime. The Clerk advised that this overtime is mainly due to the study of the CiLCA qualification which it was agreed at the October 2023 meeting that it is estimated to be up to 200 hours overtime over the year to complete the course. However, hours and salary are due to be reviewed in October as per the Clerks contract of employment.</p>	

24.

To receive a financial statement to 25<sup>th</sup> August 2024

There was one credit during the period 26<sup>th</sup> June – 25<sup>th</sup> August 2024

£346.74 – Credit Interest into Deposit Account on 30<sup>th</sup> June 2024

	<b>Bank Reconciliation at 25/08/2024</b>			
	Cash in Hand 01/04/2024			150,355.53
	<b>ADD</b>			
	Receipts 01/04/2024 - 25/08/2024			15,004.46
				165,359.99
	<b>SUBTRACT</b>			
	Payments 01/04/2024 - 25/08/2024			12,411.47
<b>A</b>	<b>Cash in Hand 25/08/2024</b> (per Cash Book)			<b>152,948.52</b>
	Cash in hand per Bank Statements			
	Petty Cash	25/08/2024	0.00	
	Trimley St Martin Parish Council Ct	25/08/2024	14,251.73	
	Trimley St Martin Parish Council Dr	25/08/2024	58,282.54	
	Trimley St Martin Parish Council Ni	25/08/2024	80,414.25	
				<b>152,948.52</b>
	Less unrepresented payments			
				152,948.52
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>152,948.52</b>
	<b>A = B Checks out OK</b>			

The bank reconciliation was received and signed by the Chairman

25.

To approve the following payments made

09 07 24	NEST	Pension payment	£77.68	LGA1972 s112
09 07 24	Trimley Memorial Hall	Hire of Hall	£81.00	LGA1972 s137
16 07 24	Labelcraft Signs Ltd	Half of cost for replacement 'peace' sign	£203.76	LGA1972 s137
19 07 24	Information Commissioners Office	Renewal	£35.00	Data Protection Regulation 2018
29 07 24	C Small	Clerks Expenses	£59.79	LGA1972 s112
31 07 24	C Small	Clerks Salary	£1393.32	LGA1972 s112

	31 07 24	HMRC	Tax & NI on Clerks Salary	£270.23	LGA1972 s112
	09 08 24	NEST	Pension Payment	£86.51	LGA1972 s112
	19 08 24	Folley Electrical	Replacement Kitchen Hatch	£282.00	LGA1972 s133
	28 08 24	S Jones Landscapes	Memorial Hall Grounds	£420.00	LGA1972 s133
	28 08 24	S Jones Landscapes	Roundabout and Beds	594.00	Highways Act 1990 s196
	30 08 24	C Small	Clerks Salary	£1234.99	LGA1972 s112
	30 08 24	HMRC	Tax & NI on Clerks Salary	£171.53	LGA1972 s112
All payments were approved.					
<b>26.</b>	<b>To approve the following payments to be made</b>				
	04 09 24	C Small	Clerks Expenses	£29.99	LGA1972 s112
All payments were approved					
<b>27.</b>	<b>Items for consideration at next meeting</b>				
	Email received regarding memorial for Rosemary Gitsham				
<b>28.</b>	<b>Close</b>				
	The meeting closed at 9.08pm				