

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5 April 2022 at 7.30 p.m.

Present: Cllrs Anderson, D'arville, Owen, Parker, Rastrick, Rodwell and Smart

Also Present: County Councillor Bird and three members of the public

1. To receive apologies for absence.

Apologies for absence were received and accepted from Cllr Aguilar-Gomez who was unable to attend for family reasons. District Councillor Mick Richardson also sent his apologies.

2. For councillors to declare any interests in matters on the agenda.

There were no declarations of interest in matters on the agenda

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

4. To approve the minutes of the meeting held on 01 March 2022.

The minutes of the meeting held on 01 March 2022 were agreed and signed as a true record.

5. Public Forum including County and District Councillor Reports and Public Question Time

County Councillor Bird reported that he continued to work towards a solution for the traffic problems in Thurman's Lane. Other matters covered were the achievement of County Deal status (level 2) for Suffolk, the appointment of Cllr Bobbie Bennett to fill the 10th seat in the SCC Cabinet, and the problems caused when glass was incorrectly placed in recycling bins. A campaign to address the problem was underway and any help the PC could give in spreading the message would be much appreciated.

6. To consider the recommendations of the Working Party for a Platinum Jubilee event at the Memorial Hall focused on an exhibition of photographs from the last 70 years.

The recommendations of the Working Party were agreed. Cllr Parker had an array of display boards which he would be able to offer on loan and Trimley St Mary Parish Council also had boards which they had kindly offered to make available for the event.

There would be costs associated with the mounting and display of the photographs for which a budget of £200 was agreed. With publicity in mind, as well as the need for additional photographs, Working Party Members would use Facebook and also contact the Felixstowe Flyer and Spotlight. An item would be included in the Parish Pump and the event would be mentioned to the Primary School. If help was needed from Trimley St Mary Parish Council, the Working Party would contact the Clerk of Trimley St Mary in the first instance. A banner would be placed outside the Memorial Hall a week beforehand. It was provisionally agreed that it would be helpful to open the exhibition at 12 Noon on 2 June with the potential to run until 8.30 pm on that day. The initial proposal for 3 June opening hours was 10.00 am to 5 pm. Permission would be sought for any photographs taken at the exhibition.

7. To receive an update on the proposal for the installation of a cyclists dismount sign at the junction of the High Rd and the pedestrian access which runs along the former Mushroom Farm track

To comply with the wishes of the landowner and avoid limitations caused by lack of space, members agreed that the cyclists dismount sign should be positioned on the low wall immediately to the right of the pedestrian access.

8. To identify highways issues within the village which are not being addressed by Suffolk County Council, and which, subject to SCC approval, might usefully be undertaken at the expense of the PC, and to consider those proposals already put forward by members as set out below. (Items listed are additional to those referred to in minutes 8 & 15 of the March meeting):

- a) To seek an extension to the double yellow lines at the junction of Church Lane and the High Road;**
- b) To clear pruned and fallen branches which have been left alongside Howlett Way;**
- c) To replace missing wooden bollards around the Capel Hall Lane picnic site;**
- d) To install passing place signs at the two passing places on Grimston Lane.**

- a) Members agreed to a brief suspension of Standing Orders to allow members of the public to explain the difficulties associated with this junction.

It was noted that Suffolk County Council Highways would not entertain the use of mirrors to aid vision. Parking on the double yellow lines was commonplace and the primary cause of the difficulties. The existing double yellow lines were badly faded and needed to be renewed.

Standing Orders were reinstated.

Members agreed that the faded lines should be reported to Suffolk County Council Highways as being in need of attention. An item would be included in the Parish Pump to remind residents that there should be no parking on the double yellow lines and to remind them how to report problems with illegal parking to the Civil Parking Enforcement Team. In addition the Parish Clerk would make enquiries of SCC Highways about the possibility of extending the existing lines northwards towards McColls and possibly, depending on the view of Trimley St Mary PC, for a short distance southwards.

- b) Members agreed that in the first instance a fly-tipping report should be made in respect of the pruned branches lying on the verge.
- c) Members agreed that in the first instance permission should be sought from Suffolk County Council to replace the missing bollards and to install a lockable bollard to enable vehicular access for maintenance. Further enquiries would be made to establish the likely costs associated with this course of action.
- d) There had been no response from Highways in relation to the Grimston Lane passing places. Further enquiries would be made of SCC. If it turned out that SCC were not the owners of the land, the landowner would be approached for permission to install the signs, subject to the cost involved.

9. To consider the council's response to the invitation to comment on planning application ref: DC/22/0991/FUL Proposal in respect of the erection of 50 dwellings with associated landscaping, open space, access, drainage and parking at Land Adjacent To Mill Farm, Thomas Avenue, Trimley St Mary, Suffolk, IP11 0YS.

The site was in Trimley St Mary and the invitation to comment had come to Trimley St Martin PC as the proposed development was near to the parish boundary. Members

noted that the principle of development of this site had already been addressed when the earlier outline application had been submitted. No comments were proposed for submission on the current application.

10. To consider a proposal to purchase a circular seat to be fixed around the newly planted Jubilee Oak

Research had revealed that this was not easy to combine with the metal tree guard which had already been installed and that there might be some safety issues. As an alternative members resolved that two benches should be installed on the grass. The Clerk would obtain information about costs and seek permission from the landowner: ESDC.

11. To note that the badly damaged picture displayed on the village sign has been replaced

Members noted the successful replacement of the image.

12. To receive the recommendations of the Working Party on the need for meeting space in the village

Cllr Rastrick reported the Working Party's conclusion that there was a clear need for additional meeting space in the village and that the alternative space currently available did not meet the needs of all potential users. Members agreed the recommendations of the Working Party that they should continue to investigate the options and report back.

13. To receive a final draft of the planned welcome pack from members of the Communications Working Party.

Subject to a small number of suggested additions/amendments, Members were pleased to approve the draft. Cllr Aguilar-Gomez had previously indicated that she would be prepared to take on the formatting of the document which would be presented as a series of sheets in a card wallet.

14. To receive an update on the Quiet Lanes project

Cllr Owen reported that the signs had been collected and were ready to install subject to the prior installation of two posts by contractors instructed by SCC Highways. A risk assessment would be needed to cover the fixing of the signs to the posts by councillor volunteers.

15. To identify items for inclusion in the May edition of the Parish Pump

The following topics were identified for inclusion:

- Contamination of recycling materials with glass;
- Item as detailed at minute 6 above;
- Item as detailed at minute 8a above;
- The Saints' summer play;
- The importance of not moving the cones placed at the top of Mill Lane and associated parking problems;
- Appointment of new clerk.

16. To receive a financial statement to 31 March 2022

Members received a financial report to 31 March 2022. The 2021/22 accounts were to be prepared. The reconciliation report was received, and signed by the Chairman. It was noted that the council's reserves included accumulated Community Infrastructure Levy receipts totaling 63,534.10. Copies of payments made to date and bank statements were made available at the meeting. One interest payment of £33.43 had been received.

A	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		75,082.35
	ADD Receipts 01/04/2021 - 31/03/2022		80,040.67
	SUBTRACT Payments 01/04/2021 - 31/03/2022		155,123.02
	Cash in Hand 31/03/2022 (per Cash Book)		25,475.50
B			129,647.52
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Trimley St Martin Parish Council D 31/03/2022	61,661.73	
	Trimley St Martin Parish Council C 31/03/2022	67,985.79	
			129,647.52
	Less unrepresented payments		
			129,647.52
	Plus unrepresented receipts		
	Adjusted Bank Balance		129,647.52
	A = B Checks out OK		

17. To note the following payments made:

Date	Name	In respect of	Amount	Power
18 03 22	Suffolk County Council	Advertising of job vacancy	75.00	LGA 1972 s112
18 03 22	Flyer Press	Printing – Parish Pump	177.00	LGA1972 s142
22 03 22	Simon Jones Landscapes	Maintenance of roundabout/beds	450.00	Highways Act 1990 s196
22 03 22	Trimley Memorial Hall Mgt Committee	Hire of Hall	108.00	LGA 1972 s133
22 03 22	Simon Jones Landscapes	Grounds maintenance – memorial hall	376.00	LGA 1972 s133
22 03 22	John Lewis Cheque 300541	Laptop	499.99	LGA 1972 s112
29 03 22	SALC	Training	156.00	LGA1972 s112
29 03 22	Perkins Associates	Pens for Platinum jubilee	126.60	LGA 1972

	(Boston Promotional)			s137
31 03 22	C Ley	Clerk's March salary	740.04	LGA1972 s112
31 03 22	C Ley	Clerk's March expenses	54.99	LGA 1972 s112
31 03 22	HM Revenue & Customs	Tax and NI on clerk's salary	188.66	LGA1972 s112

and to approve the following payments to be made:

06 04 22	Labelcraft	Village sign	235.90	Highways Act 1980 s130
06 04 22	Prettys	Legal Advice	1971.60	LGA 1972 s111
06 04 22	Starboard Systems (Scribe)	Scribe annual subscription	345.60	LGA 1972 s112
06 04 22	SALC	Annual subscription	793.63	LGA 1972 s143

18. Items for consideration at next meeting

No additional items were identified beyond the need for updates on matters currently underway.

19. To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act 1960 in view of the confidential nature of the business to be transacted

There were no members of the public present at this point in the meeting.

20. To Note the recommendation of the Parish Clerk Interview Panel and agree the appointment of the new clerk with effect from 25 April 2022 and the arrangements for a short term overlap with the current clerk

Members agreed the appointment of Carly Small as Parish Clerk at the advertised salary scale point and hours, in line with the recommendation of the Interview Panel. References had been taken up and found satisfactory. There would be an overlap period during which Carly Small (Clerk Designate) and Caroline Ley would work in tandem until Mrs Ley's departure at 30 June. A replacement laptop had already been purchased as previously approved and it was agreed that in addition a printer and mobile 'phone would be purchased for the use of the incoming clerk. It was noted that this was required as the current clerk used her own printer and landline. Microsoft 365 would be purchased on a subscription as well as replacement antivirus software.

21. To receive an update on the solicitor's advice relating to the land to the rear of the Memorial Hall

Members received an update on the advice received.

22. Close

The meeting closed at 9.30 pm.