

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4 January 2022 at 7.30 p.m.

Present: Cllrs Anderson, Aguilar-Gomez, D'arville, Parker, Rastrick, Rodwell and Smart.

Also Present: County Councillor Bird

1. To receive apologies for absence.

Apologies for absence had been received from Cllr Owen who was unwell.

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 07 December 2021.

The minutes of the meeting held on 7th December were approved and signed as a true record.

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

County Councillor Bird delivered a report on the recent work of the County Council with particular reference to the setting of the Council's budget for the year 2022/23.

Members of the Parish Council drew attention to a range of Highways matters which remained unaddressed: failure to cut back the vegetation on both sides of Kirton Road; fir trees growing in a private garden overhanging the pavement on Howlett Way and obscuring the street lamp, and narrowing of the footway between the brick built bus shelter on Howlett Way and the High Road. Cllr Bird recommended reporting these issues on the Highways reporting tool, but if this did not result in any action it would be appropriate to refer to him.

County Councillor Bird agreed that he would look at the poor visibility for drivers wishing to turn from Innocence Lane into Kirton Road and make enquiries about County Council policy on the use of fixed mirrors to aid drivers' vision.

6. To receive updates on the following items

- **provision of a community noticeboard for the village;**
- **arrangements for the installation of chat benches ;**
- **renewal of village sign.**

Members noted that it would be possible to obtain a noticeboard to match the Parish Council board already in use outside the Memorial Hall and resolved that a purchase should be made. The cost of the board would be £629.10 ex VAT. An order would be placed with the supplier and arrangements would be made for it to be fitted adjacent to the boards already in situ outside the Memorial Hall. In the event that the available space proved insufficient members agreed that an application would be submitted in order to enable installation on the green space at the junction of the High Road and St Martin's Green.

The agreed locations for the chat benches were those detailed at the December meeting. The order had been placed via East Suffolk and the suppliers would contact the Clerk

when they were ready to make delivery. Although the cost of the benches was being met by East Suffolk Council through their communities fund, the installation costs would fall to the Parish Council.

The design work necessary to create the new image for the village sign had been ordered. Unfortunately no quotations had yet been received for the replacement of the post.

7. To consider recommendations from the Communications Working Party for a Parish Council mission statement.

Members agreed the mission statement as follows:

“The Parish Council is a team of local residents giving their time and efforts voluntarily and who strive to: improve quality of life and wellbeing of the residents of Trimley St Martin; promote community values and pride in the village; and do their utmost to safeguard and represent the voice of the local people.”

8. To consider topics for inclusion in the Parish Pump

Topics identified for inclusion in the Parish Pump were:

- Noticeboard for community use, including arrangements for submitting items for display
- Village sign – replacement
- Arrangements for reporting issues to the higher tier authorities
- Jubilee Oak
- Chat benches
- Pantomime - cancellation

9. To review the Parish Council’s Data Protection policy

Members reviewed the Data Protection Policy which was approved together with the addition of sections dealing with impact assessments and procedures for dealing with data breaches

10. To review the effectiveness of the 2020/21 Internal Audit and agree the arrangements for the 2021/22 audit

This item had been included in error having been considered in October 2021

11. To note that, in order to meet a deadline, the Clerk has registered an interest in accepting a small oak tree from East Suffolk Council to mark the platinum jubilee of HM Queen and to consider the proposed location for approval.

Subject to permission from East Suffolk Council, members agreed that the tree would be located on the green space off St Martin’s Green between Jubilee Close and Meadow Close. Members resolved to consider the options for protecting the tree once it was planted and asked the Clerk to obtain further information on the likely cost of providing protection and adding a small plaque to record the occasion.

12. To consider whether to explore the possibility of installing public EV charging points for the benefit of the local community

Members took the view that the idea had potential benefits for the local community and agreed that more information should be obtained for consideration at a future meeting.

13. To note that a questionnaire will be issued to local venues offering meeting space for hire in order to find out more about what is available within easy walking distance of the centre of the parish and to identify any unmet need.

Members noted the proposed issue of the questionnaire to local venues.

14. To consider using the SALC payroll service

Members agreed that it would be appropriate to make use of the SALC payroll service

15. To finalise the budget for 2022/23.

Members approved the budget as set out in Appendix A to these minutes

16. To receive a financial statement to 25 December 2021.

Members received a financial statement to 25 December 2021. A report of the reconciliation was signed by the Chairman. Copies of payments made, outturn against budget and bank statements were made available for inspection

17. To note the following payments made:

Members noted the payments made and approved the payments to be made. The donations were those approved at the December meeting

Date	Name	In respect of	Amount	Power
12 2021	SARS	donation	300.00	LGA 1972 s37
12 2021	Headway Suffolk	donation	225.00	LGA 1972 s37
31 12 21	C Ley	Clerk's December salary	628.25	LGA1972 s112
31 12 21	C Ley	Clerk's expenses	44.39	LGA 1972 s112
31 12 21	Trimley Memorial Hall	Hire of Memorial Hall	78.00	LGA 1972 s133

and to approve the following payments to be made:

04 01 2022	BSEVC (by cheque)	Donation	225.00	LGA 1972 s137
10 01 2022	HM Revenue & Customs	Tax on clerk's salary	122.92	LGA1972 s112

18. Items for consideration at next meeting

No additional items were suggested by Members. Items arising during the course of the month would be notified to the Clerk in goodtime for inclusion on the agenda.

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

No members of the public or press were present and thus this item was not required

20. To agree the arrangements for advertising the Parish Clerk's post

Members agreed the arrangements for advertising the Parish Clerk's post. Further consideration would be given to the arrangements for interviews at the February meeting.

21. To consider quotations received for the replacement of the post which supports the village sign at the junction of St Martin's Green and the High Rd.

No quotations had yet been received. Members agreed to delegate the decision to the Clerk, in consultation with the Chairman, subject to the limits set out within the Financial Regulations.

22. Close

The meeting closed at 9.15 pm.

Trimley St Martin Parish Council - 2022/23 Budget

Admin & Governance

Clerk's salary & emptyt costs (allows for overlap on apt of new Clerk)	17540
Clerk's expenses	600
Councillor Training	500
Clerk Training	500
Chairman's Allowance	350
Audit Fees	850
Insurance (non-building)	700
General expenses	2000
Communications	1500
Subscriptions	900

Outdoor Maintenance

Bus Shelter Cleaning	200
Flower beds & roundabouts	2000

Memorial Hall

Memorial Hall Grounds	1100
Memorial Hall buildings	
ins	800
Memorial Hall Misc	200

Grants, donations and silver jubilee

Grants & donations	750
Platinum jubilee	500
Grand Total	30990

Funded from	
Precept	24250
contribution from gen reserve	6740
	30990

Precept Calculation

The Parish Council chose not to increase the tax charge from the 2021/22 level which was £32.59 for a Band D property. In order to achieve this with precision a precept of £24,267.49 would need to be requested. In the budget above the precept element has been rounded down to £24,250.00.

Impact on Reserves

Position at 25 December 2021

As at 25 December 2021 the PC held £136,732.37. This breaks down as follows:

Reserve	Opening Balance
CIL	64,500.00
Earmarked Reserves	
Corporate Trustee Mtc	24,500.00
Election Fee Reserve	1,500.00
Employee Reserve	4,000.00
PC Long-Term Mtc	15,000.00
Land Purchase Res	5,000.00
Total CIL + Earmarked	114,381.53
Remaining funds to meet budgeted expenditure to year end and provide general reserve for 2022/23	22,350.84
Grand Total:	136,732.37

£22,350.64 remains after earmarked reserves and CIL have been deducted from the PC's holdings. It will cover routine budgeted expenditure to the end of the year (31 03 22) and provide a general reserve for 2022/23. A contribution of £6,740 from this sum will be required to meet the difference between the 2022/23 precept demand (24,250.00) and the total budget (£30,990.00 proposed for 2022/23).

There are additional items of expenditure expected in 2021/22 which were not included in the 2021/22 budget. Where these relate to infrastructure projects CIL can be used thereby avoiding the small sum received in 2017 hitting the 5 year expiry date. The Memorial Hall Reserve could be called on for expenditure relating to the Memorial Hall.

Reserves - Planned starting point 2022/23

Reserve	Opening Balance
CIL	62,000.00
Earmarked Reserves	
Corporate Trustee Mtc	22,000.00
Election Fee Reserve	1,500.00
Employee Reserve	4,000.00
PC Long-Term Mtc	15,000.00
Land Purchase Res	5,000.00
Total CIL + Earmarked	109,500.00
General Reserve	10,000.00
Grand Total:	119,500.00