

Minutes of the meeting of Trimley St Martin Parish Council held remotely, via Zoom, on Tuesday 2 March 2021 at 7.30 p.m.

Present: Cllrs Anderson, Corder, D'Arville, Owen, Parker, Rastrick, Rodwell, Smart and, from item 6, Cllr Aguilar-Gomez

Also present: County Councillor Bird and four members of the public

1. To receive apologies for absence

There were no apologies for absence

2. To receive declarations of interest

There were no declarations of interest in matters on the agenda at this stage in the proceedings.

3. To receive and determine requests for dispensations

There were no requests for dispensations

4. To approve the minutes of the meetings held on 2 February 2021

The minutes of the meeting held on 2 February 2021 were approved as a true record.

5. Public Forum

County Councillor Bird reported that the County Council had received a special allocation of £2 million which would double their budget for road resurfacing and flooding for 2021/22. He also reported that a decision on the Freeport East application was expected to be received within 24 hours. Following a question from a member of the public on the potential for planning easements associated with Freeport status Cllr Bird said that it was his understanding that any easements would relate specifically to the locations covered by the Freeport application and would not relate to housing. The project was not a council initiative and Cllr Bird was not able to provide technical details, but in broad terms the proposals offered potential for benefits for both Felixstowe and Harwich.

A member of the public drew attention to hedge damage and removal near the bridge, litter problems on the A14 and in the vicinity of the foreshore, and also some incidences of flytipping. The Chairman reported that they were aware of hedging works on land on the east side of the A14 where it was understood that replanting works were continuing. Litter was an increasing problem in all areas of the country as volunteer litter picking teams had not been able to operate in the usual way during lockdown. Litter and flytipping in public places could be reported to East Suffolk Council and litter along the A14 verge could be reported to Highways England.

6. To consider an application from Lucia Aguilar-Gomez to be co-opted to fill a vacancy on the Parish Council.

Lucia Aguilar-Gomez was duly appointed to serve as a parish councillor. The Chairman welcomed Ms Aguilar-Gomez to the Parish Council.

7. To receive an update on Highways issues including the outcome of the report to Highways England on the damaged fencing between the High Rd and the A14

Highways England had been informed about the damaged fencing at the end of the High Rd on the approach to the A14. In mid-February they had responded to say that repairs might be possible before the end of the financial year, but, failing this, they would proceed with any necessary make safe repairs. Despite this there was no evidence that any works had been carried out and a reminder had been sent to Highways England.

Members agreed that further request for action should be lodged as the current state of the fencing rendered it dangerous especially in high winds.

Mud on the road at Grimston Lane had caused a significant problem during February. It was linked to the housing development near to the railway line. Reports to Suffolk County Council Highways had resulted in the display of a warning notice and an undertaking from the contractor that the mud would be cleared regularly. Members resolved to monitor the position: warmer and dryer weather had improved matters, but a significant amount of mud remained on the road and had the potential to cause further problems in the event of another spell of wet weather.

8. To receive an update on the quiet lanes project

Cllr Owen reported that Trimley St Martin was in phase 2 of the project. A consultation was being undertaken through the Parish Pump which was being hand delivered. A record of submitted comments would be kept and the matter could be discussed at the April meeting when costings were likely to be available.

9. To receive an update on the outline planning application for the site adjacent to Reeve Lodge and to consider the following matters:

a) In the light of:

i) background information supplied by Suffolk County Council Highways,

and

ii) the availability of a consultant's review of the Transport Assessment at a fee below the ceiling set at the February meeting, to decide in principle whether to commission a review (See also items 22 and 23)

b) To consider asking the Footpaths Working Party to consider what additions and improvements would be needed to establish cycling and walking routes from/through the village to key destinations such as: Felixstowe, the docks, the river, Kirton, the relocated primary school and Felixstowe Academy.

a) Members resolved to commission a review of the transport assessment. A need for a review in straightforward terms was required in order to provide a clear picture of the impact of this development, and all other committed scheme sites in the vicinity. In the light of the comments made on the application by Suffolk County Council Highways, a further requirement would be an evaluation of the road infrastructure improvements, and advice on the extent to which these were both appropriate and sufficient to mitigate the impact of the combined developments.

b) East Suffolk Council had indicated that it would be possible for the PC to provide further thoughts on the question of walking/cycling routes to reflect their view of the needs generated by development. It was agreed that the Footpaths Working Party would consider what additions and improvements would be needed to establish safe walking and cycling routes from/through the village to key destinations and present their recommendations to the full council for consideration.

10. To consider a response to the following planning applications:

- a. **DC/20/5233/VOC: Variation of Condition no 8 of DC/17/1008/OUT - Development of 4 dwellings (3 bungalows and 1 x 1.5 storey house) on land to the immediate north of 49 Grimston Lane.**
- b. **DC/21/0799/FUL: Proposed two storey side extension at 8 Capel Close**
- c. **DC/21/0017/FUL: Proposed two storey side extension at 28 Goslings Way**
 - a. Members resolved to offer no comment.
 - b. Members resolved to offer no comment
 - c. Cllr Aguilar-Gomez declared an interest and retired to the Zoom waiting room for the duration of the discussion of this item.
Members resolved to offer no comment.

11. To receive an update from the Footpath Working Party in relation to the display of the hand-drawn map.

Cllr Aguilar-Gomez returned to the meeting. Members noted that two boards had been installed - in front of the Memorial Hall and at Capel Hall Lane picnic site. A third board would be erected shortly by the footbridge approach on Kirton Road.

12. To conduct a review of the Council's governance risks

The Council reviewed and approved the schedule of governance risks attached to these minutes. The schedule included an additional risk to cover the situation when it is not possible to hold meetings in person.

13. To conduct a review of internal controls

The Council reviewed and approved the schedule of internal controls attached to these minutes

14. To consider the arrangements for the Annual Parish Meeting

Members agreed that the meeting would be held via Zoom immediately prior to the April Parish Council meeting.

15. To receive a report on the February meeting of the Felixstowe Peninsula Community Partnership

Cllr Smart reported on the Community Partnership meeting the key points of which had been covered in notes circulated prior to the meeting along with a powerpoint presentation.

16. To review the approach of the Parish Council to communication with the community and consider enhancements to complement existing procedures.

Members agreed that a Parish Council Facebook page would be a useful vehicle for providing news and information to the community. Cllr Corder generously volunteered to set this up.

17. To consider how to address the problem of residents parking on the verge

Members noted that there were several instances in the village where residents routinely parked on the grass verge. It was agreed that it would be appropriate to write to the householders concerned asking them to bring the practice to an end. An item would be considered for the Parish Council's Facebook page as well as the next edition of the Parish Pump.

- 18. To consider applying to Suffolk County Council for a licence to plant two trees on the area of green on the north side of St Martin's Green at its junction with the High Road, to remove the cherry tree which is believed to be infected with honey fungus, and to plant two trees on the green at the junction of St Martin's Green and Old Kirton Road.**

Members agreed that it would be desirable to plant additional trees in the locations described and that a request would be submitted to Suffolk County council for a licence to plant.

- 19. To receive a financial statement to 25 February 2021.**

Members noted that a transfer between current and deposit accounts had been made as agreed at the February meeting. The amount transferred was £23,000. The total of earmarked reserves planned for the start of 2021/22 was £62,309 including CIL of 12,309.00

The PC has received a grant payment of £1000 awarded by District Cllr Melissa Allen from her budget – this was a contribution to the cost of the preparation and display of the hand drawn map. In addition a further payment of £9,250 from the play and sport has been released by East Suffolk District Council and this was expected to reach the PC bank acct within a week. This represented the second instalment for the pedestrian refuge (£11,000 less VAT) . Originally the PC had been asked by Suffolk County Council to pay 50% in advance and 50% on completion. The completion payment was now due and had been listed for payment under item 20

Copies of the bank statements had been provided to enable the reconciliation to be checked.

Reconciliation

Reconciliation				
As at 31/03/20				
Deposit Account	£ 38,586.02			
Current Account	£ 24,563.87			
	<u>£ 63,149.89</u>			
			Unpresented cheques	
			300500 Bayfields	£ 828.00
			300501 Trackside landscaping	£ 1,015.00
	<u>£ 63,149.89</u>			
Add Receipts to 25/02/2021	38,797.43			
Total Available	£ 101,947.32			
Less Expenditure to 25/02/2021	£ 23,379.91			£ 1,843.00
	<u>£ 78,567.41</u>			
Unpresented Cheques	<u>£1,843.00</u>			
	<u>£80,410.41</u>			
Balance As at 25/02/2021				
Deposit Account	£ 61,624.50			
Current Account	£18,785.91			
	<u>£ 80,410.41</u>			
Note that the value of CIL held within current balances is £12308.97				

20. To approve the following payments: (note that the first two payments have been made following advance approval given at the February meeting).

Date	N o	Name	In respect of	Amount	Power
18 02 2021		Trackside Landscaping	Fencing at Memorial Hall	1015.00	LGA 1972 s133
18 02 2021		Bayfields elec	Fixed wiring test	828.00	LGA 1972 s133
03 03 2021		C Ley	Clerk's salary	630.05	LGA1972 s112
03 03 2021		Revenue & Customs	Tax/NI on clerk's salary	121.81	LGA1972 s112
03 03 2021		C Ley	Clerk's expenses for February	75.38	LGA1972 s112
03 03 2021		Suffolk Coastal Norse	Works at picnic area to facilitate renewal of street furniture	£140.70	Public Health Act 1865 s164
03 03 2021		Flyer Press	Printing of Parish Pump	120.00	LGA1972 s142
03 03 2021		Suffolk County Council	2 nd instalment of construction cost for pedestrian refuge	£11,000	Highway s Act 1980 s274a
03 03 2021		Labelcraft	Supply three map boards and fit two	£2635.20	Local Govt (Misc Provs)Act 1976 s19

21. To note that the next meeting will be held on Tuesday April 6 2021 and identify matters for consideration.

Members noted the date of the next meeting at which Cllr Anderson would report back on her attendance at the speed control meeting organized by SALC

22. 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. (applies only if item 9a is decided in the affirmative)

No members of press or public remained in attendance at this point.

23. To consider quotations received from consultants to undertake a review of the transport assessment and air quality assessment. (applies only if item 9a is decided in the affirmative).

Quotations had been requested from three consultancies, but only one: Vemco Consulting, had submitted a quotation. This quotation related solely to the transport

assessment as the Vemco do not offer air quality assessments. Members resolved to accept this quotation. Air quality monitoring data was collected by East Suffolk District Council and assessments were based on this information.

24. Close

The meeting closed at 9.37 pm

Item 12: Risk Assessment

Topic	Risk Identified	H/M/L	Management of Risk	Review/Assess/Revise
Precept	<p>A Not submitted</p> <p>B Not paid by DC</p> <p>C Adequacy of precept</p>	<p>L</p> <p>L</p> <p>L</p>	<p>A) RFO to follow up if confirmation email of receipt is not forthcoming from Suffolk Coastal District Council Suffolk. If no form is submitted, the previous year's precept will be rolled over.</p> <p>B) RFO to follow up</p> <p>C) Budget and precept prepared and agreed at full Council</p> <p>Monthly review of outturn are received by full council including variances from budget</p>	<p>A & B Reviewed annually</p> <p>C) Outturn report received monthly</p>
Salaries	<p>A Wrong Salary Paid</p> <p>B Wrong Hours Paid</p> <p>C Wrong Rate Paid</p> <p>D PAYE administered wrongly</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Check to contract and hours worked.</p> <p>Council to verify salary scale and agreed pay-rate</p> <p>PAYE administered on Inland Revenue agreed pay-codes</p>	<p>PAYE administered online through Inland Revenue, details of employee payment presented to PC monthly. Where, exceptionally, additional hours are worked approval in principle within agreed limits approved by full council.</p>
Payments for goods/services	<p>A Goods Not Supplied</p> <p>B Invoice incorrectly calculated</p>	<p>L</p> <p>L</p> <p>L</p>	<p>A. System in place to check delivery /service. Full audit trail</p>	<p>Checks on service delivery carried out as required.</p> <p>Invoices checked against cheque payments monthly, invoices and stubs initialled</p>

	C Cheque payable incorrect		followed B. Check arithmetic C. Signatory, initials etc – stub and invoice	
Election Costs	Invoice at agreed rate	L	RFO check	RFO to verify when circumstance arises
Reserves	Adequacy	L	General and earmarked reserves considered at budget setting	Annual check
Assets	A) Loss or damage B) Third party risk	L L	A) insurance and asset register updated annually B) Review adequacy of Public liability insurance	Annual checks
Staff	A) Loss of Clerk B) Fraud by staff	M L	A) Reserve fund held to cover cost of appointment and cover B) Fidelity guarantee value reviewed annually	Annual review
Maintenance of assets	Poor maintenance of assets	L	Condition of noticeboards checked monthly on posting of notices Risk of vandalism to the two bus shelters owned by the Council	As required. Shelters checked monthly or more frequently
Legal powers	Illegal activity or payment	L	Councillors trained in relation to their legal powers. Legal authority under which payments are made recorded in the meeting minutes	Training -on appointment of new councillor Legal authority of payments recorded monthly
Financial Records	A) Inadequate Records	L L L	A) Internal controls in place and reviewed	Records of all payments for financial year to date of meeting available for

	<p>B) Loss of Records</p> <p>C) Access to bank records</p>		<p>separately</p> <p>B) Back-ups taken on a monthly basis</p> <p>C) Online access allows for viewing of account only.</p>	<p>inspection at each monthly meeting</p> <p>C) password to be changed at 6 monthly intervals</p>
Council records	<p>A) Unauthorised access to records held on council's laptop or</p> <p>B) loss of records</p>	L	<p>Password renewals to be undertaken at 6 monthly intervals</p> <p>Back up hard disk held securely in clerk's home</p>	6 monthly
Minutes	Failure to ensure records are accurate and legal	L	Reviewed at next meeting and signed by Chairman. Pages numbered	Monthly
Meetings	<p>A. Failure to post notices 3 clear days prior to meeting</p> <p>B. Risk of personal injury</p> <p>C. Requirement for a suspension of meetings in person</p>	M	<p>A. All notices posted 3 clear days before meeting on noticeboard and website.</p> <p>B. ensure that standards are being maintained at the Memorial Hall, and that the Hall Committee and the council has appropriate insurance cover</p> <p>C. Ensure that arrangements for remote meetings can be put into place speedily</p>	<p>A. Monthly. Chairman will make enquiries if documents are not received.</p> <p>B. Clerk to ensure no slip or trip hazards before admitting members and public to the Hall.</p> <p>Insurance cover reviewed annually.</p> <p>C. Annual review of suitability of provision for remote meetings</p>
Members Interests	Conflict of Interest	L	<p>Opportunity to declare interest in item on the agenda offered at each meeting.</p> <p>Councillors asked to update entries on the SCDC site when a change takes</p>	Changes to be recorded within 28 days of change

			place and to conduct a routine check on an annual basis	
Investment	Loss of invested funds	L	No invested funds aside from those held in bank account	
Web Site	Placing of Information on site that may place people at risk	L	Clerk to ensure that no personal details other than those of the councillors and clerks are placed on the site without the permission of the individuals concerned. Information relating to persons no longer living and offered for inclusion in the context of local history, to be considered carefully by the Clerk on an individual basis.	A) As required – website kept under scrutiny
GDPR	Failure to observe the requirements of GDPR	M	Evaluate the requirements in line with the GDPR toolkit provided by NALC and adopt procedures as recommended.	Checks to be made to ensure compliance with Data Protection Policy

Item 13: Review of the Council's Internal Controls

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by the Council
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from SALC
Internal audit assurance	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by the Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process
Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process

Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to Council

Areas where we can self-manage risk

Internal Controls	Action by the Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council. Council informed of regulations governing the purposes to which CIL can be applied and confirmation to be sought from SCDC that any plans for the expenditure of CIL monies fall within the definition of approved purposes.
Recording in minutes the precise powers under which expenditure is being approved	Information recorded in the minutes from 2016
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review
Regular VAT analysis	Clerk to review
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Policy and procedures adopted March 2018
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Suffolk Record Office after two years.
Adoption of code of conduct for members	Council has adopted Code
Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff
Internal Audit Assurance	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
transactions Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council