

**Minutes of the Annual Meeting of Trimley St Martin Parish Council held at Trimley Memorial Hall on Tuesday 3 May 2022 at 7.30pm.**

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

**Also Present: County Councillor Bird and four members of the public.**

**1. To elect a Chairman and a Vice-Chairman**

- i. To elect a Chairman for the Council year 2022/23
- ii. To elect a Vice-Chairman for the Council year 2022/23

Cllr Smart was nominated by Cllr Parker for the role of Chairman; the nomination was seconded by Cllr Rodwell. There being no other nominations she was duly elected unopposed. Cllr Parker was nominated for the role of Vice Chairman by Cllr Rastrick; the nomination was seconded by Cllr D'arville. There being no other nominations Cllr Parker was duly elected unopposed to the role of Vice Chairman.

**2. To receive apologies for absence**

Apologies for absence had been received from Cllr Owen.

**3. To receive declarations of interest**

There were no declarations of interest in matters on the agenda.

**4. To receive and determine requests for dispensations**

There were no requests from councillors for dispensations enabling them to speak, or speak and vote, on matters which they have a pecuniary interest.

**5. To approve the minutes of the meeting held on 5 April 2022**

The minutes of the meeting held on 5 April 2022 were approved as a true record.

**6. To welcome Carly Small, newly appointed Parish Clerk**

Cllr Smart welcomed Carly Small, newly appointed Parish Clerk. Carly will be taking over the role of Parish Clerk as Caroline Ley retires at the end of June.

**7. Public Forum**

Cllr Bird reported that he is able to carry over the remainder of last year's County Locality Budget. £3500 has been awarded to Student Life at Felixstowe Academy for Mental Health Awareness. £2200 has been awarded to Trimley St Mary for two communal benches, but there is a substantial budget left until March 2023.

**8. To Review the Delegation Arrangements to, and Terms of Reference for, the Planning and Personnel Committees and Delegation Arrangements to the Clerk**

The delegation arrangements and terms of reference for the Planning and the Personnel Committees and the delegation arrangements for the Clerk were reviewed and agreed as follows:

|                     |                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning Committee  | To comment on planning applications which must be determined before the next meeting of Full Council and, where directed by full council, to consider other urgent planning matters.                                                                                                                                                                                                                 |
| Personnel Committee | To act as first stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters.<br>To oversee and make recommendations in respect of employee terms and conditions and health and safety.                                                                                                                                |
| Appeals Committee   | To act as second stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters.                                                                                                                                                                                                                                         |
| Parish Clerk        | In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 (extract from Financial Regulations.) |

#### **9. To Appoint Members to the Following Committees**

- a) Planning Committee
- b) Personnel Committee
- c) Appeals Committee

Members were appointed and Chairman elected as follows:

| <b>Planning Committee</b>            | <b>Personnel Committee</b>                | <b>Appeals Committee</b>             |
|--------------------------------------|-------------------------------------------|--------------------------------------|
| Rastrick (Chairman of the Committee) | Vice-Chairman (Chairman of the Committee) | Chairman (Chairman of the Committee) |
| Anderson                             | Anderson                                  | Owen                                 |
| D'Arville                            | D'Arville                                 | Rodwell                              |
| Owen                                 | Rastrick                                  | Aguilar-Gomez                        |
| Parker                               |                                           |                                      |
| Smart                                |                                           |                                      |

#### **10. To Appoint councillors to act as link representatives with special interest in**

##### **a) School Liaison (2)**

##### **b) Transport and Highways issues (2)**

Cllr Owen and Cllr Aguilar-Gomez were appointed to act as the members with special interest in school liaison.

Cllr Anderson and Cllr D'arville were appointed to act as the representatives with a special interest in transport and highways.

**11. To Appoint members to the following working parties**

- a) Footpath/cycleway, river, tree and hedgerow working group**
- b) Communications working group**
- c) Photographic Exhibition task and finish group**

Cllrs Owen, Parker, Rastrick and Smart were appointed to the Footpath/Cycleway, River, Tree and Hedgerow Working Party.

Cllrs Aguilar-Gomez, Anderson and D'arville would continue to work on/update the Welcome Pack for new residents.

Cllr Rastrick to work on the photographic exhibition with support from Cllrs Parker and Smart along with Liz Rastrick, village recorder.

**12. To review the Council's Representatives on External Bodies and Arrangements for Reporting Back:**

**Representation was agreed as follows:**

- a) Memorial Hall Management Committee: Cllrs Owen and Smart
- b) Poor's Charity Trustees: Cllrs Anderson and Parker
- c) Port of Felixstowe Local Authority Liaison Committee: Chairman, Vice Chairman and Clerk
- d) District Council/Police ASB Group: Cllr Rastrick
- e) Freight Quality Partnership group: Cllr Parker
- f) Felixstowe Sports Council: Cllr Smart
- g) Felixstowe Peninsula Community Partnership: Cllr Smart (reserve: Cllr Parker)

**13. To Review Standing Orders and Financial Regulations**

Members reviewed and approved Standing Orders and Financial Regulations

**14. To Review the Council's subscriptions to other bodies**

The Council agreed that its subscriptions to the following organisations should be maintained:

- Suffolk Association of Local Councils
- Council for the Preservation of Rural England
- Suffolk Preservation Society (no fee as membership is automatic on membership of the CPRE)
- Felixstowe Sports Council

**15. To determine the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council**

Council agreed that meetings would continue to be held on the first Tuesday of each month and that they would be held at the Memorial Hall. There would be no meeting in August.

**16. To consider the adoption of the revised model Code of Conduct prepared by the Local Government Association**

The Council agreed to adopt the revised model Code of Conduct prepared by the Local Government Association.

**17. To decide on a response to planning application DC/22/1253/FUL: dropped kerb access off road parking in the front garden at 268 High Road, Trimley St Martin, Suffolk, IP11 0RG**

There were no objections for the members.

**18. To receive an update on Highways matters**

- The Clerk provided an update on Highways matters.  
The faded condition of the double yellow lines on either side of the Church Lane junction with the High Road had been reported to Suffolk County Council Highways for action. The prospect of obtaining an extension to the lines was remote as SCC Highways took the view that new parking restrictions would be implemented only where other methods had failed and where the site justified that treatment. Even if approved in principle it could take 18 months to introduce new parking restrictions. It was important to ensure that parking violations were reported to East Suffolk Council – the body responsible for Civil Parking Enforcement – so that they could be aware of the extent of the problem and deploy enforcement officers appropriately. Guidance on the procedure for making a report had been included in the latest edition of the Parish Pump. It was noted that Trimley St Mary Parish Council were exploring the problems associated with parking in their village.
- The views of Bidwells had been sought in relation to the possibility of preventing parking in the unmarked passing places along Grimston Lane.
- Levington Parish Council had been contacted over the question of reflective markers at the junction of Felixstowe Road and Morston Hall Road. No response had yet been received.
- Further action would be initiated by the clerk to ensure the replacement of the missing wooden bollards around the picnic area.
- Cllr D’arville reported that there had been no response from East Suffolk Council on the fly-tipping of tree prunings on the Howlett Way verge.
- The installation of the posts required for the Quiet Lanes signs was taking longer than expected. It was understood that the contractors were visiting the Phase 2 villages in alphabetical order.
- Cllr Anderson reported that concerns had been expressed over lack of publicity given to the vintage car rally route changes.

**19. To receive an update on the arrangements for the photographic exhibition.**

Standing Orders were temporarily suspended and Elizabeth Rastrick gave the update.

- Display boards are organised, some from Cllr Parker and others have kindly been loaned by Trimley St Mary Parish Council.
- Arrangements for the set up and close down finalised.
- Suggestion to use the projector to display some photographs, this to be looked in to.
- Cllr Aguilar-Gomez to inform Trimley St Martin Primary School of the event.
- Request for volunteers for Stewards throughout the exhibition.

Standing Orders were resumed.

#### **20. To receive an update on the provision of seating by the Jubilee Oak**

All agreed that preferred choice is the Bodmin 3 Seater benches. Permission will need to be obtained from East Suffolk Council to place the benches.

It was suggested that funding could be sought from Cllr Birds Locality Budget.

#### **21. To receive a report on the April meeting of the Felixstowe Community Partnership**

Cllr Smart had previously sent round the minutes from the April meeting of the Felixstowe Community Partnership. Cllr Smart provided a brief summary and there were no questions from the council.

#### **22. To note that a short stretch of fencing between the Memorial Hall car park and the footpath leading to Goslings Way is in need of maintenance.**

All agree to get this repaired as soon as possible. It was suggested concrete posts may be longer lasting.

#### **23. To receive financial statement to 25 04 2022**

The Parish Council received a financial statement to 25 April 2022 and the reconciliation report was received and signed by the Chairman. It was noted that the reserves held included Community Infrastructure Levy funds of £63,534.10.

All required documents had been submitted to the Parish Council's Internal Auditor and it was expected that the report would be available in time for the annual return to be completed at the June meeting prior to submission to the external auditor. The first instalment of the precept had been received on 29 April. The possibility of obtaining a debit card on the Parish Council's account would be explored.

|          |                                                     |           |                   |
|----------|-----------------------------------------------------|-----------|-------------------|
| <b>A</b> | <b>Bank Reconciliation at 25/04/2022</b>            |           |                   |
|          | Cash in Hand 01/04/2022                             |           | 129,647.52        |
|          | <b>ADD</b><br>Receipts 01/04/2022 - 25/04/2022      |           | 129,647.52        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2022 - 25/04/2022 |           | 3,477.51          |
|          | <b>Cash in Hand 25/04/2022</b><br>(per Cash Book)   |           | <b>126,170.01</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                   |
|          | Petty Cash 25/04/2022                               | 0.00      |                   |
|          | Trimley St Martin Parish Council Dr 25/04/2022      | 61,661.73 |                   |
|          | Trimley St Martin Parish Council Cr 25/04/2022      | 64,508.28 |                   |
|          |                                                     |           | <b>126,170.01</b> |
|          | Less unrepresented payments                         |           |                   |
|          |                                                     |           | 126,170.01        |
|          | Plus unrepresented receipts                         |           |                   |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>126,170.01</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |

#### 24. To approve the following payments

Note that, in addition to those payments listed as to be made in the minutes of the meeting held on 05 April 2022, further payments in respect of routine or otherwise previously approved expenditure were made as shown in the first table below:

| Date       | No | Name            | In respect of  | Amount | Power         |
|------------|----|-----------------|----------------|--------|---------------|
| 21 04 2022 |    | Currys PC World | MS Office 365  | 130.78 | LGA1972 s111  |
| 30 04 2022 |    | C Ley           | Clerk's salary | 610.05 | LGA1972 s112  |
| 30 04 2022 |    | C Small         | Clerk's salary | 264.20 | LGA 1972 s112 |

## Payments to be made

| Date       | No | Name                     | In respect of                                                        | Amount | Power        |
|------------|----|--------------------------|----------------------------------------------------------------------|--------|--------------|
| 06 05 2022 |    | Revenue & Customs        | Tax & NI on Clerk's salary                                           | 153.07 | LGA1972 s112 |
| 04 05 2022 |    | C Ley                    | Clerk's Expenses                                                     | 30.00  | LGA1972 s112 |
| 04 05 2022 |    | C Ley                    | Refund of payment made for incoming clerk's printer and mobile phone | 209.98 |              |
| 04 05 2022 |    | Trimley Methodist Church | Hire of hall for meeting                                             | 27.00  |              |
| 04 05 2022 |    | Paul Rastrick            | Expenses for photographic exhibition                                 | 58.93  |              |

It was noted that the £130.78 for Microsoft Office 365 was in the process of being refunded due to it not being suitable. A new expense will be put through at next month's meeting for the correct one.

Members approved all payments noted.

### **25. Items for consideration at next meeting**

In addition to the routine items which would fall due for consideration in June, members resolved to consider;

- The drainage at the Memorial Hall

### **26. Close**

The meeting closed at 9.00pm