

**Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5 October 2021 at 7.30 p.m.**

**Present: Cllrs: Aguilar-Gomez, Owen, Parker, Rastrick, Rodway and Smart**

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

**1. To receive apologies for absence**

Apologies for absence had been received from Cllrs Anderson and D'arville who were 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 from councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

**4. To approve the minutes of the meeting held on 07 September 2021**

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

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

County Cllr Bird presented a summary of news relating to the County Council as well as some items drawn from his work as a District Councillor and Town Councillor for Felixstowe. In particular Cllr Bird commented that he had joined the County Council's Budget Working Party and it was clear that there were significant budgetary challenges to be faced. On the question of the Felixstowe gridlock which had occurred in early September, a key learning point was the need for better liaison between the various agencies involved: Highways England, SCC Highways, local police and the Port of Felixstowe.

Members of the public raised concerns about a variety of issues: the adequacy of parking provision on the forthcoming housing developments, the extent to which the recommendations of statutory consultees had been followed by the Planning Authority, the impact of the decision not to proceed with the Northern Bypass and concerns about the possible coalescence of the two Trimley villages at the Church Lane boundary. In response, advice was given to raise these matters with the Planning Authority. The Parish Council had already raised concerns about parking provision in their comments on planning applications. Similarly concerns about provision for a green buffer along Church Lane had been discussed at the September meeting when it had been agreed to draw the attention of East Suffolk Council and Trimley St Mary Parish Council to the need for a local green space designation for the land on the south side of Church Lane.

**6. To consider issues raised in relation to parking and safety in the vicinity of Trimley St Martin School**

Concerns had been raised that roadside parking exacerbated dangers for children, parents and other road and pavement users. Some parents had expressed the wish to see an extended width pavement between the Primary School and Roselea Nursery. Members agreed that, in her capacity as the school liaison councillor, Cllr Owen would, seek a meeting with the Head Teacher to find out more about the school's perception of the problem and explore ways in which the PC might work with the school to improve matters.

**7. To receive feedback from the Working Party established to explore the scope for an extension to the Memorial Hall and to consider their recommendations for next steps.**

Cllr Rastrick reported on the first meeting of the working party. The option of an extension to the rear of the hall, extending into the carpark, was considered worthy of further exploration. The land immediately to the rear had been gifted to the Parish Council and there were concerns that restrictions contained within the 1948 conveyance document might be a problem. Members resolved to seek legal advice to resolve this question. The opportunity would also be taken to register the land – a step which had been attempted previously, but which had failed because at that time insufficient evidence of ownership had been made available to the Land Registry.

**8. To receive feedback from the Footpaths and Cycleway Working Party on their work with Felixstowe Town Council and Trimley St Mary Parish Council group in preparation to feed into the forthcoming draft of the East Suffolk Cycling and Walking Strategy**

Cllr Parker reported that he and a representative of Trimley St Mary PC and Felixstowe TC would be meeting to map a proposed cycle route from Trimley St Martin to Felixstowe. He would contact the Town Clerk of Felixstowe Town Council to see what progress was being made on that task. On completion of the mapping exercise the wider working group from the three councils would meet again to consider the proposed route.

**9. To receive an update on Transport and Highways Issues**

The Clerk reported that the pedestrian refuge associated with the Flagship development would be proceeded with after all.

The Highways Agency had advised that their route manager post was currently vacant, but on the appointment of a new manager a meeting could be arranged to discuss the Parish Council's safety concerns about the A14 Felixstowe bound on-slip at J59.

**10. To receive feedback from Cllr Smart on matters of interest raised at the most recent Felixstowe Peninsula Community Partnership meeting**

Cllr Smart reported back on her attendance at the Community Partnership Meeting. Documents summarising the topics discussed had been circulated to members. Of particular note were plans for the Community Partnership to fund two chat benches in each of the villages within the partnership. Suitable locations would be discussed at the next meeting.

**11. To receive feedback from Cllr Rastrick on any matters of concern raised at the ASB meeting**

The meeting had been very short and primarily focused on Felixstowe matters. Cllr Rastrick had asked for problems of anti-social behavior by moped riders in Trimley St Martin to be discussed at the next ASB meeting.

**12. To receive an update on Quiet Lanes from Cllr Owen**

The signs had been delivered centrally, but pressure of work at SCC meant that parishes were being asked to collect and install their signs on existing posts. This procedure would be trialed with the Wave 1 parishes and extended to Wave 2 if successful. Trimley St Martin was in Wave 2.

**13. To review the effectiveness of the 20/21 Internal Audit and to consider appointing SALC to carry out the audit for 2021/22.**

It was agreed that the internal audit for 2020/21 had been effective and the level of detail was appreciated – the approach would be particularly beneficial for the incoming clerk and consequently SALC would be appointed to undertake the internal audit for 2021/22.

**14. To consider the arrangements to mark Remembrance Day**

Cllr Rodwell would represent the Parish Council at the Church service on Remembrance Sunday, laying a wreath at the War Memorial and going on to lay a second wreath at Peace Sign outside Reeve Lodge.

**15. To consider the invitation extended to all town and parish councils to join in with the Queen's platinum jubilee beacon lighting ceremony which is to take place at 9.15 p.m. on 2 June 2022**

Members resolved that they would not join in with the beacon lighting ceremony as there was no suitable location within the village for a beacon to be situated. Other activities would be considered and, in particular, Cllr Owen would make enquiries of the Primary School in order to find out if the PC could support them to mark the occasion. The subject would be revisited at the November meeting.

**16. To review Standing Orders**

Members reviewed and approved standing orders.

**17. To agree an internet banking policy to reflect the arrangements agreed at the July meeting**

Members resolved to adopt the draft internet banking policy.

**18. To receive a financial statement to 25 September 2021**

Members received a financial report and the Chairman signed the reconciliation statement. A record of all payments and receipts made during the year was available for inspection along with the bank statements. Virement of surplus from three budget headings – Cllr training, audit and outdoor maintenance – to the overspent 'general' heading was agreed. Cllrs agreed that replacement of the Clerk's ten year old laptop should be considered.

**19. To note the following payments made:**

Members noted that the following payments had been made

Date	Name	In respect of	Amount	Power
10 09 21	Suffolk Assoc LC	Training – purchase of training unit on use of FB	30.00	LGA 1972 s111
10 09 21	Simon Jones Landscape	Maintenance – hall grounds	370.00	LGA1972 s133
10 09 21	Pauls Tree Service	Removal of dead tree	180.00	Highways Act 1990 s96
13 09 21	Simon Jones Landscapes	Maintenance roundabout and beds	434.40	Highways Act 1990 s96
22 09 21	Came & Co	Insurance	1355.28	LGA 1972 s133
30 09 21	C Ley	Clerk's September salary	628.25	LGA1972 s112
30 09 21	C Ley	Clerk's expenses	44.39	LGA 1972 s112

Members approved the following payments

06 10 21	HM Revenue & Customs	Tax on clerk's September salary	122.92	LGA1972 s112
06 10 21	Suffolk Assoc LC	Training	30.00	LGA 1972 s111
06 10 21	Community Action Suffolk	Web Hosting	60.00	LGA 1972 s142
06 10 21	Firepower	Fire extinguisher servicing	180.00	LGA 1972 s133
06 10 21	Trimley Memorial Hall Mgt Comm	Hire of Hall	52.00	LGA 1972 s133

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

- Location of chat benches
- HM Queen's Platinum Jubilee
- Forward planning for 2022/23
- Christmas Tree lighting-up arrangements

## **21. Close**