

TRIMLEY ST MARTIN PARISH COUNCIL

Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4th October 2016 at 7.30 p.m.

Present: Parish Councillors: Barker, Bozier, Garrett, Owen, Parker, Rodwell and Sills
Also Present: County Councilor Goodwin, District Councillor Harding and five members of the public

Public Session

District Councillor Harding referred to the planning application for 1 Brick Kiln Lane and the correspondence he had received from a neighbor regarding ownership of part of the land in question. The Chairman replied that land ownership was not a material planning consideration.

District Councillor Harding reported that the Sports and Social Club were seeking funds to renew their childrens swings, which were accessible and used by the general public. The Clerk reported that he had received a letter from the Sports and Social Club which would be placed on the next agenda.

Suffolk County Councilor Harding asked that the Council send him their comments on the access onto the High Road from the development site opposite the Hand in Hand Public House.

Parish Council Meeting

1. To Receive Apologies for Absence

The Clerk reported that Councillor Pither was seeking approved absence for up to a year to enable him to care for his wife. The Council pre-approved his absence. There were no other apologies for absence.

2. Receive Declarations of Interests

No Councillors declared any interests in matters on the agenda.

3. 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 on which they have a pecuniary interest.

4. To Approve the Minutes of the Meeting Held 6th September 2016

The Council approved the minutes of the meeting held 6th September 2016 which were signed as a true record.

The Chairman advised the Council that he would deal with item 14 as the next item.

14. To Note the Recommendation of the Parish Clerk Working Party and Agree the Appointment of the New Clerk

The Clerk reported that the Parish Clerk Working Party had interviewed, and obtained reference for Caroline Ley and that they recommended her as the new Parish Clerk at the advertised salary and hours.

In accordance with the Public Bodies (Admissions to Meetings) Act 1960 the public were asked to leave the meeting in view of the confidential nature of the business to be transacted.

The public left the meeting.

The Council then agreed:

- a) the appointment is subject to a 26 week probation period
- b) it is a condition that Caroline Ley gains the Certificate in Local Council Administration (CiLCA) within 39 weeks of commencing employment (this to be subject to extension to 52 weeks if jointly agreed by both sides)
- c) the Council will review salary and hours from 1st April 2017
- d) one additional increment (irrespective of (c)) above to be awarded on attainment of the CiLCA
- e) Gordon Mussett be retained on a mentor role at a salary of £150 per month until the next Annual General Meeting of the Council in May 2017
- f) the Council contribute towards the cost of installing and maintaining a broadband line to the Clerk's house (including call charges if applicable)
- g) the Council contributes a sum, within the Inland Revenue guidelines, to the use of the Clerk's home as their office
- h) payment at the current Inland Revenue rate for all mileage incurred travelling outside the Parish

The public were invited into the meeting again.

5. To Consider the Financing and Erection of a Post to Enable the Provision of a Portable Speed Warning Sign in High Road

The Council considered the financing and erection of a post to enable the provision of a portable speed warning sign in High Road, and agreed in principle subject to receiving more detail regarding the ownership (and future maintenance) of the speed indicator device, the precise arrangements for moving it between Trimley St Martin and Trimley St Mary, and the site of the post.

6. To Note the Need to Replace part of the Fencing behind the Memorial Hall and Agree Action

The Council noted the need to replace part of the fencing behind the Memorial Hall and agreed to accept the quotation of £486 from JAS Landscapes for a new fence.

7. To Consider Whether to Plant 500 Bulbs adjacent to the Howlett Way roundabout

The Council considered and agreed to accept the quotation of £250 from JAS Landscapes to plant 500 tete-a-tete bulbs adjacent to the Howlett Way roundabout.

8. To Receive a Financial Statement to 25th September 2016

The Council received a detailed financial and budget statement to 25th September 2016 showing income, expenditure, spend against budget and copies of reconciled bank statements. As at 25th September the Council's balances were:£30,110.02.

9. To Comment on the Following Planning Applications:-

a) DC/16/3617/FUL – Erection of single storey rear/side extension and adjustments to west boundary wall (following removal of existing conservatory) – 1 Brick Kiln Close

The Council had no comments to make on this application. It was agreed to forward correspondence from the neighbor to the Planning Department.

10.To Comment on the Local Government Finance Settlement – Technical Paper's Proposals Regarding Council Tax Referenda for Parish Councils – attached

The Council agreed that the Clerk should respond on behalf of the Council to the consultation on the Local Government Finance Settlement – Technical Paper's proposals regarding Council Tax referenda for Parish Councils, objecting to the imposition of precept referenda for smaller Councils.

11.To Note the Transfer of the Council's Website Provider and Agree Future Subscription Costs

The Council noted the transfer of the Council's Website provider and agreed to pay the future subscription costs of £50 plus VAT for 2017/18.

12.To Note the Completion of the External Audit and Respond to Any Matters Raised by the Auditor

The Council noted the completion on 30th September of the External Audit and reviewed the matters raised by the Auditor as follows:-

a) Internal Audit Checks

The Internal Auditor failed to check the two boxes to indicate that "periodic and year end bank account reconciliations were properly carried out", and that "The Council met its obligations as a Trustee".

As Members will recall, considerable difficulty had been experienced with the Council's then bankers, HSBC, withdrawing online access to bank statements. Transfer of the Council's funds to a new bank had been obstructed by former Councillor Ian Cowan's refusal to supply his date of birth in order that the lawful checks on him could be undertaken by the new bank, and this was only resolved after his resignation. Since transfer to Unity Bank members receive a copy of the bank statements, and a bank reconciliation, at each meeting. This matter was raised by the Internal Auditor. **Members agreed that no further action is required on this matter.**

It is unclear as to why the Internal Auditor failed to check this box, other than perhaps not realising that, unlike previous years, the Council was a Trustee. The Internal Auditor did not comment in her report on this matter. **IThe Council agreed that the Clerk reminds the Internal Auditor when submitting the accounts for future audit.**

b) Minuting Approval of Section 1 of the Annual Return

In approving the 2015/2016 Annual Return, at their meeting held 3rd May 2016, the minutes show that "Members received the Annual return, and the governance statement and sections 1 and 2 were read and explained by GM who had prepared the year end accounts; all questions

e) Property

In March 2016, when considering the External Auditor's report for the financial year 2014/2015, the Council's minutes read "In respect of the question as to whether the Memorial Hall was an Asset of the Council, the Council had already recognized that, since its appointment in 1956 the Parish Council had failed to understand its role as Corporate Trustee of the Memorial Hall, but that since the appointment of the temporary Clerk the matter has both been identified and the Memorial Hall managed by a new organization, the Corporate Trustee, separate from the Parish Council. The Memorial Hall is not an asset of the Council and should not be included on the Council's asset register. The Council agreed that this matter raised by the external auditor has been addressed". Despite the fact that the Memorial Hall should never have been included as an asset, and that its removal from the 2015/16 accounts was merely correcting an error, the External Auditor would have like to see a formal recommendation by Council to that effect in the minutes.

Members noted this comment.

f) Annual Return

Due to a clerical error, the website link to the Annual Return for 2015/16 pointed to the Annual return for the previous year, and was not spotted, or reported to the Clerk, until the External Auditor did so, when the matter was immediately addressed.

Members agreed to review the website content on a monthly basis, and report any issues to the Clerk.

g) Payments

The External Auditor reported that "During the year the Clerk reported that payments had been made at Council meetings", which it is believed refers to April 2015, when the Council approved few pre-payments to be made between meetings, as there would be no Council meeting until late May.

Since the appointment of Gordon Mussett as Locum Clerk in June 2016 all payments have been approved by Council and minuted as such.

Members confirmed that all payments must be pre-approved by formal decision at Council meetings, unless as otherwise made in accordance with financial regulations (i.e. where interest will be charged for late payment).

13. To Approve the Following Cheque Payments:-

The Council approved the following payments:-

Date	Cheque No.	Payable to	In Respect of	Amount £
4/10/16	103	G N Mussett	Clerk's Salary	£379.24
4/10/16	104	HMRC	Paye/NI	£95.00
4/10/16	105	B Dunningham	Bus Shelter Cleaning	£67.50
4/10/16	106	TSM Memorial Hall Management Committee	Hall Hire	£92.00
4/10/16	107	G N Mussett	Petty Cash	£72.97
4/10/16	108	Cane & Co	Insurance Premium Renewal	£1,233.30
4/10/16	109	JAS Landscapes	Grass Cutting Roundabout	£275.00

In respect of the renewal of the insurance premium the Council noted that the Memorial Hall Management Committee were now separately responsible for insuring their activities, and the hall contents, whilst the Memorial Hall Corporate Trustees were responsible for insuring the structure of the hall and would be appropriately recharged by the Parish Council.

15. Closure

The meeting was closed at 9.07 p.m.