

## 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 7<sup>th</sup> June 2016 at 7.30 p.m.

#### Public Session

- Police Report (had been circulated)
- County and District Councillor Reports - County Councillor John Goodwin attended and gave his report
- Public Question Time:

Eight members of the public were in attendance and the following points were brought to the attention of the Parish Council:

- Weeds and overgrowth of vegetation around the village – passed to SCC John Goodwin
- The state of the roads and footpaths – passed to SCC John Goodwin
- Littering of fields due to agricultural plastic used by farmers – methods of reporting advised
- Potential and future developments – question and answer session

#### Parish Council Meeting

**Present; Councillors Barker (Chairman), Sills (Vice-Chairman), Garrett, Owen, Rodwell, Parker and Bozier**

**Clerk (Minutes)- KC, Temporary Clerk - GM**

#### **29-16/17 To Receive Apologies for Absence**

Councillor Pither (holiday)

#### **30-16/17 Receive Declarations of Interests**

None received

#### **31-16/17 To Receive and Determine Requests for Dispensations**

None received

#### **32-16/17 To Approve the Minutes of the Meeting Held 3 May 2016 (previously circulated)**

The minutes of the meeting held 3 May 2016 were approved as a true and accurate record and signed by the Chairman.

#### **33-16/17 To Note the Receipt of the Minutes of the Planning Committee held 12 May 2016 and 24 May 2016 (previously circulated)**

The minutes of the Planning Committee held on 12 May 2016 and 24 May 2016 were noted as received.

#### **34-16/17 To Consider Comments on the SCC Highways proposal for Mill Lane, Trimley St Martin TRO for new waiting restrictions**

The documents received from SCC were discussed and members approved the draft letter with the Trimley St Martin PC objections and comments on the SCC Highways proposal for new waiting restrictions – Clerk to send the drafted letter.

**35-16/17 To Consider a formal request from Twinkletoes Pre-School that they be allowed to look at ways to raise money to purpose build educational provision for children aged 0-8 years and that over the next few months/years they will seek to fund a building project on council land; the old tennis court**

Members considered the Twinkletoes Pre-School formal request for them to be allowed investigate raising funding to allow for the possibility of building a purpose built educational provision on the old tennis court. After discussion it was felt that with the future potential housing developments in the two villages, that there would be a significant increase in pre-school places needed and that there would be S106 money available for a purpose built facility on a more suitable site. The site of the old tennis court was no longer felt to be suitable due to current and future increased pressures on car parking spaces, and the safety of access/egress through the shared entrance to the hall car park. There was a vote; 6 members against offering the site to Twinkletoes, 1 member in favour. It was therefore resolved that the Clerk contact Twinkletoes with the decision not to consider the old tennis court as a potential new site for a pre-school.

**36-16/17 To note the receipt of an invitation from Jordan Last (Taylor-Wimpy) to meet with the Chairman and Vice-Chairman in order to discuss the options in the S106 agreement which relates to the transfer of the area of public open space.**

Receipt of an emailed invitation from Taylor Wimpey was noted and it was agreed to delegate the attendance at such a meeting to Councillors Barker and Sills (Chair and Vice-Chair), and the Clerk. This to be an informal information-gathering meeting only, with no decisions to be made. Clerk to contact Jordan Last accordingly.

**36-16/17 To Receive a Financial Statement to 25 May 2016 (including bank statements and budget update)**

Members received and approved a Financial and Budget Statement to 25 May 2016

**26 April - 25 May 3016**

<b>Current Account</b>		<b>20362883</b>	<b>BF Balance</b>	<b>£6,944.91</b>
<b>Cheque Date</b>	<b>Ch No.</b>	<b>Payments</b>		
05/04/2016	9	Corporate Trustees-Trimley St Martin Memorial Hall		£1,000.00
01/05/2016		Account Fee		£5.00
03/05/2016	13	G Mussett		£120.00
03/05/2016	14	K Coutts		£469.51
03/05/2016	15	HMRC		£30.00
03/05/2016	16	B Dunningham		£54.00
03/05/2016	17	Memorial Hall		£152.00
03/05/2016	19	K Coutts		£34.93
			<b>Total Out</b>	<b>£1,865.44</b>
		<b>Receipts</b>		
29/04/2016		SCDC 1st half of precept 2016-17		£13,437.56
			<b>Total In</b>	<b>£13,437.56</b>

<b>Uncashed Cheques on this account</b>			
03/05/2016	20	John Barker	£350.00
03/05/2016	18	SALC	£720.00
			<b>£1,070.00</b>

<b>Current Account Balance as at 25 May 2016</b>			<b>£18,517.03</b>

<b>Deposit Account 20362896</b>		<b>Payments</b>	
		<b>None</b>	

		<b>Receipts</b>	
		<b>None</b>	

<b>Deposit Account Balance as at 25 May 2016</b>		<b>£12,000.72</b>

<b>TOTAL BANK FUNDS as at 25 May 2016</b>		<b>£25,438.28</b>
<b>Less uncashed cheques</b>		<b>-£1,070.00</b>
		<b>£24,368.28</b>

<b>ITEM</b>	<b>Proposed Budget 2016/17</b>	<b>Spend to Date Net of VAT)</b>	<b>Percentage Spent</b>
Clerk's Salary	£ 7,500	£ 2,040.66	27.2%
General Expenses	£ 1,260	£ 157.00	12.5%
Audit Fees	£ 750		0.0%
Insurance	£ 500		0.0%
Clerk Training	£ 1,000		0.0%
Councillor Training	£ 1,000	£ 720.00	72.0%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 693.45	92.5%
Grants/Donations/Sec 137	£ 750		0.0%
Bus Shelter Cleaning	£ 800	£ 188.90	23.6%
Flower Beds & Roundabout	£ 1,500		0.0%
Parish Pump	£ 450	£ -	0.0%
New Dog Bin	£ 350		0.0%
Memorial Hall Corporate Trustees	£ 2,785	£ 1,000.00	35.9%
Queen's Birthday Commemoration	£ 475	£ 610.90	128.6%
<b>TOTAL</b>	<b>£ 20,220</b>	<b>£ 5,760.91</b>	

**37-16/17 To Approve the Following Cheque Payments:-**

07/06/2016	21	G Mussett	Salary - May	£ 96.00	LGA 1972 s112 (2)
07/06/2016	22	K Coutts	Salary - May	£ 469.51	LGA 1972 s112 (2)
07/06/2016	23	HMRC	Month 2 16/17	£ 24.00	LGA 1972 s112 (2)
07/06/2016	24	B Dunningham	Bus Shelter Cleaning	£ 67.40	LG (Miscellaneous Provisions) Act 1954 s4
07/06/2016	25	K Coutts	Clerk's expenses (breakdown attached)	£ 107.03	LGA 1972 Schedule 12 para 41(1)
07/06/2016	26	SALC	Membership subs	£ 693.45	LGA 1972 s142

To also approve the following payment of the following invoices which had arrived after the agenda had been produced, but had been previously approved/budgeted for :-

07/06/2016	27	Prettys	Legal advice	£ 1,058.40	LGA 1972 s141
07/06/2016	28	JAS Landscapes	Hedge and grass cutting at Hall	£ 150.00	Open Spaces Act 1906, ss.9 and 10
07/06/2016	29	FDSR Council	Membership subs	£ 5.00	LGA 1972 s142

All payments listed (Cheques 21 – 29) were unanimously approved.

**38-16/17 To note the receipt of the NALC/SLCC 2016 pay scales and approve the revised pay rate backdated to 1 April 2016 (Clerk's current Pay scale 17 was £9.029 2015-16, new rate for 2016 – 2017 £9.120**

The 2016-2017 revised pay scales received from SALC were notes and all members approved their adoption to include and backdating of payment to 1 April 2016.

**39-16/17 To note the receipt of the Clerk's Resignation and approve the interim arrangement with Gordon Mussett (Temp Clerk)**

The receipt of the Clerk's resignation was noted and members wished it minuted that Mrs Coutts had served the parish very well during her time with the council, and were very grateful to her for all her hard work and dedication.

Arrangements with Gordon Mussett (Temp Clerk) were agreed as follows:

- GM appointed as interim Clerk/RFO until a replacement Clerk/RFO could be appointed
- GM to contact the second applicant who was interviewed and was also felt to be a suitable for the post with further training – if the applicant is still interest in taking up the post, to call a full meeting of members to approve the appointment and terms of employment
- If second applicant not still interested, GM authorised to advertise the vacancy

**40-16/17 To consider the exclusion of the public and press in the public interest for consideration of the following (no members of the public present - see separate minutes for restricted publication only)**

- Legal issue – minuted separately

**41-16/17 Date of Next Meeting – Tuesday 6 September at 7.30pm, Trimley Memorial Hall (NB no meeting in July as GM temporary Clerk on holiday)**

**42-16/17 Closure – 9.02pm**

**Signed and Dated:**