

**Minutes of the meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4 February 2020 at 7.30 p.m.**

**Present: Cllrs D'Arville, Owen, Parker, Rastrick, Rodwell & Smart**

**Also present: County Councillor Bird and three members of the public**

**1. To Receive Apologies for Absence**

Apologies for absence had been received from Cllrs Anderson & Southworth both of whom had other commitments

**2. To Receive Declarations of Interest**

There were no declarations of interest 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 had a pecuniary interest

**4. To Approve the Minutes of the Meetings Held on 7 January 2020**

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

**5. Public Forum**

- County Councillor Bird reported on the outcome of the Northern Relief Rd consultation and on the introduction of a road closure permit scheme from 1<sup>st</sup> April. In the case of the permit scheme utility companies and others wishing to close roads in order to undertake works would both require permission and incur charges.
- A member of the public reported that she had set up a patients' petition in opposition to the closure of Walton Surgery and that this was available at a range of local shops and businesses. She also reported that she had written to County Councillor Bird on the subject of climate change.
- A member of the public thanked the Parish Council for the inclusion in the Parish Pump of an item dealing with parking issues.
- A member of Trimley Saints Players sought permission for a bench to be placed outside the Memorial Hall. The bench was to be in memory of the late Dudley Knights, a highly respected member of Trimley Saints and of the Trimley community over the course of many years. The Parish Council agreed that a bench could be placed in a safe location outside the building.

**6. To consider comments on planning application: DC/20/0234/FUL: construction of a front entrance porch at 81 Mill Lane.**

Members considered planning application DC/20/0234/FUL and concluded that they had no comment to offer.

**7. To receive an update on Highways issues**

- The Clerk reported that she had been informed by Highways England that they would be attending a liaison meeting, to be arranged shortly by Suffolk County Council Highways, and to which the Parish Council would be invited.
- In relation to the pedestrian refuge to be located on the High Rd, near to the Memorial Hall, SCC Highways had undertaken a road safety audit and would soon be in a position to provide a start date for the work which was likely to begin in May.
- At mid-month representatives of Trimley St Martin Parish Council would be attending a meeting with Bidwells and colleagues from Trimley St Mary Parish Council to discuss car parking provision near the boundary between the two villages.

- The Chairman reported that she had made enquiries with Suffolk police in relation to the arrangements for speedwatch as volunteers had not yet been contacted. The local police would make contact with the recently appointed Speedwatch co-ordinator and report back on progress. The matter was becoming pressing as there had recently been two minor RTAs in the village.

**8. To note that an estimate has been sought for repairs to the surfacing at the entrance to the former tennis court along with the removal of the concrete trip hazards from the adjacent grassed area, and, if the estimate has been received, to consider approval of the works.**

Members noted that it had turned out that the value of the work to be done was such that additional estimates would be required and so the matter would be considered more fully in March. Meanwhile the Clerk would make a temporary repair.

**9. To note the advice of County Councillor Bird in relation to the application of the SCC 2020 fund**

Members noted the nature of the 2020 fund and specifically that it was intended for large, county-wide projects.

**10. To consider whether to seek changes to the signage to prevent confusion between addresses in Blue Barn Close and Cavendish Gardens.**

It was agreed that a letter would be sent to local residents to enquire if they had experienced problems as a result of uncertainty on the part of delivery drivers.

**11. To consider the response to the appeal contained in the Parish Pump for volunteers to become involved in the making of a neighbourhood plan and to decide on how best to proceed.**

A flyer had been delivered to all dwellings in the village together with the January edition of the Parish Pump. The flyer invited any resident wishing to offer help in making a neighbourhood plan to contact the Parish Clerk. One offer of help had been received along with a single request for further information. Members resolved that the level of interest in making a neighbourhood plan was insufficient to justify further action on this.

**12. To note the response to the opportunity to attend CPR/defibrillator training scheduled for 25 February**

The response to date had been poor and so the event had been advertised on Facebook, it would also be offered to Trimley St Mary Parish Council

**13. In the light of the reported decision by Suffolk GP Federation not to renew their contract to deliver GP services at the Walton Surgery, to consider writing to the East Suffolk Clinical Commissioning Group (CCG) to point out that this surgery is the only one which can be reached directly by public transport from Trimley St Martin and that closure would have a significant impact on the population of the village.**

Members agreed that it would be appropriate to write to the CCG as proposed. It was noted that Dr Therese Coffey MP had also arranged for a meeting to discuss the forthcoming closure

**14. To consider whether to opt to organize a village litter pick or, alternatively, to invite community groups to take up the opportunity**

The Chairman had had the opportunity to meet the Countryside Project Officer who had agreed that a beach clean would be organized at half-term. The PC did not wish to arrange for a separate village litter pick, but the scheme option would be made known via social media

**15. To conduct a review of the council's asset register.**

The asset register was agreed as appended at Annex A. A list of dog bin and waste bin locations was drawn up in order that this could be appended to the asset register. It was agreed that a dog waste bin should be provided in Capel Hall Lane; once fitted this would be added to the register along with the replacement waste bins which were already on order for locations adjacent to the two brick built bus shelters.

**16. To consider whether to make representations on the Coastal Path final Proposals for Shotley Gate to Felixstowe Ferry**

Members agreed that they had no further comments to make on the coastal path proposals

**17. To receive feedback from the meeting of the East Suffolk Disability Forum**

The Chairman reported back on the Disability Forum meeting she had attended in January. The meeting had addressed the difficulties which those with disabilities experienced in making use of public transport. Problems were particularly marked for those with visual impairment and for wheelchair users.

**18. To receive a financial statement to 25<sup>th</sup> January 2020. Bank statements will be available for inspection at the meeting.**

Members received a financial statement to 25 January 2020 including details of the reconciliation and outturn against budget. The Corporate Trustee recharge of £2,310 was transferred into the account during January. Copies of bank statements were available for inspection along with a full record of payments and receipts.

Reconciliation			
<b>As at 31/03/19</b>			
Deposit Account	£ 38,431.63		
Current Account	£ 17,232.26		
	<b>£ 55,663.89</b>	<b>Unpresented cheques</b>	
		300423 Goslings	£ 52.90
	<b>£ 55,663.89</b>		
Add Receipts to 25/01/2020	54,506.97		
<b>Total Available</b>	<b>£ 110,170.86</b>		
Less Expenditure to 25/01/2020	£ 46,471.98		
	<b>£ 63,698.88</b>		
Unpresented Cheques	£52.90		
	<b>£63,751.78</b>		
<b>Balance As at 25/01/2020</b>			
Deposit Account	£ 38,547.58		
Current Account	£ 25,204.20		
	<b>£ 63,751.78</b>		
Note that the value of CIL held within current balances is £12308.97			

ITEM	Proposed Budget 2019/20	Spend to Date Net of VAT)	Recharge to corp Trustees	Recharge to neighbouring parishes	Spend less Recharge	Percentage Spent
Clerk's Salary and expenses	9,000.00	8,936.44		862.70	8,073.74	89.71
General Expenses	2,000.00	3,549.94	1,014.00		2,535.94	126.80
Audit Fees	800.00	465.00			465.00	58.13
Insurance	800.00	1,268.52	800.00		468.52	58.57
Clerk Training	500.00	0.00			0.00	0.00
Councillor Training	1,200.00	65.50			65.50	5.46
Chairman's Allowance	350.00	350.00			350.00	100.00
Subscriptions	800.00	786.25			786.25	98.28
Grants/Donations/Sec 137	1,500.00	934.00			934.00	62.27
Bus Shelter Cleaning	700.00	540.00			540.00	77.14
Flower Beds & Roundabout	3,000.00	1,367.00	405.00		962.00	32.07
Parish Pump	750.00	289.00			289.00	38.53
Memorial Hall Corporate Trustees	2,000.00	2,000.00			2,000.00	100.00
Appt of Data Protection Officer	300.00	0.00			0.00	0.00
Election 2019	1,500.00	87.04			87.04	5.80
Neighbourhood Plan	3,000.00	145.00			145.00	4.83
Computer Equipment	1,000.00	0.00			0.00	0.00
unbudgetted- Local Plan Prof Rep &	0.00	11,519.00			11,519.00	#DIV/0!
Unbudgetted- refuge	0.00	9,166.66			9,166.66	#DIV/0!
<b>Total</b>	<b>29,200.00</b>	<b>41,469.35</b>	<b>2,219.00</b>		<b>38,387.65</b>	<b>131.46</b>
Notes: unbudgetted expenditure for refuge covered by grant						

**19. To note that a payment of £109.20 was made on 21 January to David Friend Heating Services for boiler service and maintenance and to approve the Following Payments.**  
The payment for the boiler service was noted and the payments detailed below were approved.

Date	Name	In respect of	Amount	Power
07/01/20	C Ley	Clerk's salary	573.85	LGA1972 s112
07/01/20	Revenue & Customs	Tax/NI	100.20	LGA1972 s112
07/01/20	C Ley	Clerk's expenses (includes online renewal of Kaspersky internet security subscription)	78.59	LGA1972 s112
07/01/20	P Rastrick	Travel expenses – Planning Forum Lowestoft	54.85	LGA1972 s111
07/01/20	Flyer Press	Printing Parish Pump & neighbourhood plan flyer	268.00	LGA1972 s142

**20. Items for consideration for inclusion on the March agenda**

A number of governance items would fall due for discussion in March

**21. Close**

The meeting closed at 9.12 pm.

## TRIMLEY ST MARTIN PARISH COUNCIL ASSET REGISTER AS AT 04/02/2020

LOCATION	DESCRIPTION	DATE ACQUIRED or PURCHASED	VALUE	Totals
High Road/Link Road	Bus Shelters x 2	Over a period of years, most recent in 2009	estimate following reduction from 4 to 2 = 4,053.75	£4,053.75
High Road, St Martin's Green	public seats x 2	Over a period of years, most recent in 1982	£1,000	£1,000.00
Junction High Road and St Martin's Green	Village Sign	1977	£500	£500.00
Reeve Lodge, High Road	'Peace' Sign (jointly with Trimley St Mary)	1995	£500	£500.00
Various Locations in the village	Dog and Litter Bins	Over a period of years most recent Nov 2019	(no property damage insurance – public liability only)	£1,715.00
Just past Goslings Farm	Bench (George Harlow)	2002	£500 ( public liability only)	£500.00
Outside The Memorial Hall and at foot of bridge	Noticeboard x 2	02 03 2019	1142.2	£1,142.20
Clerk's Home	HP Laptop Computer plus external HD	Dec-11	£759.50(insured value-index linked)	£759.50
Trimley Foreshore	Bench (Nigel Smith)	May-07	£500 ( public liability only)	£500.00
Clerk's Home	Epson EB-970 Projector	Oct-19	£441.00 (insured value index linked)	£441.00
Memorial Hall	Eyeline Presenter Tripod Screen	Oct-19	£64.92	£64.92
				<b>£11,176.37</b>