

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5 June 2018 at 7.30 p.m.

Present: Cllrs Bozier, Clarke, D'arville, Owen, Parker, Smart, Rodwell and, from item 6, Cllr Rastrick

1. Apologies for absence had been received from Cllr Garrett who was away on holiday

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 have a pecuniary interest

4. To approve the minutes of the meeting held on 1 May 2018

The minutes of the meeting held on 1 May 2018 were approved and signed as a true record

5. Public Forum

County Councillor Bird reported back on a meeting of Felixstowe Town councillors with the Headteacher of Felixstowe Academy. He also reported that many of the issues he had raised with SCC Highways were still outstanding. He was actively pursuing these matters and along with other concerned county councillors would be meeting with the cabinet member for Highways

District Councillor Harding thanked Cllr Smart for cutting the ribbon on the new area behind the Sports and Social Club and extended an invitation to all to visit the new installation. He reminded those present that he was available to take up issues on behalf of local residents.

6. To consider applications from Angela Butler and Paul Rastrick to be co-opted to fill vacancies on the Parish Council

Members resolved to co-opt Paul Rastrick onto the Parish Council. The application from Ms Butler would be considered in July subject to her attendance at that meeting.

7. To note the completion of the internal audit, consider the recommendations, agree accounts for 2017-2018 and to receive, agree and sign the Annual return for 2017-2018

A. To note the completion of the internal audit and consider the recommendations

The completion of the Internal Audit was noted. The recommendations of the auditor would be adopted and in particular the asset register would be reviewed again.

B. To agree the accounts for 2017-18 and agree the transfer to earmarked reserves as previously agreed during the budget setting

The Accounts for 2017-18 were agreed together with the transfer to earmarked reserves as previously agreed during the budget setting.

C To agree the governance statements on the Annual Return

The governance statements were read, agreed and signed

D. To receive, agree and sign the Annual Return for 2017-18

The Annual Return for 2017-2018 was received, agreed and signed.

8. To consider the findings and recommendations arising out of an investigation by the Deputy Monitoring Officer for Suffolk Coastal District Council (SCDC) into a Code of Conduct Complaint made in April 2016 against nine councillors serving at that time.

The findings and recommendations arising out of an investigation by the SCDC Deputy Monitoring Officer into a Code of Conduct complaint made in April 2016 against nine councillors serving at that time, were considered by members who resolved to accept and implement the recommendations.

9. To consider a response to a request from Felixstowe and District Council for Sport and Recreation for support in their endeavours to secure the agreement of Suffolk Coastal

District Council for the inclusion of a 50m swimming pool in plans for a new Felixstowe leisure facility.

The Parish Council agreed that in principle it would be desirable to include a sizeable swimming pool within the broad range of facilities at a new leisure centre and if a 50 metre pool could be included it would be welcomed. The Clerk would pass on this view to Mr Snook, Commercial Contracts Manager, at SCDC.

10. To consider seeking a Professional Services estimate from SCC Highways for a pedestrian refuge to be situated on the High Rd, near to the junction with St Martin's Green

Members noted that the Local Highways Budget Team had been asked to advise on the cost of a professional services estimate. They resolved to reconsider this item in July.

11. To comment on planning application DC/18/2130/VOC

Members noted that under DC/16/1919/FUL permission was granted by the Planning Authority for the construction of 69 homes on land between the High Rd and the allotments. They resolved to offer no comments on the proposed variations.

12. To note two developments in relation to the diversions put in place when works are undertaken on the A14

Members noted that Highways England Spatial Planning Team would be looking at all diversion routes within the Eastern Region and had been asked to look at Suffolk as a priority due to concerns raised by those affected by diversions. The Parish Council has been identified as a stakeholder to be consulted when works are planned locally. Members also noted that further A14 works were planned during August and September. The Chairman, Vice Chairman and Clerk would be attending a stakeholders meeting on 21 June to find out more.

13. To agree changes to the list of signatories to the Parish Council bank account

Members agreed that an application should be made to the Council's bank for the following individuals to be recorded as signatories to the account: Cllr Smart, Cllr Parker, Cllr Rodwell, Cllr Owen and Mrs Ley, Clerk.

14. To consider whether to seek a copy of any available data collected as a result of the monitoring cables installed along Howlett Way.

Members noted that data collected by SCC Highways could be purchased at a cost of £40 plus VAT for each data set, volume and speed being separate data sets. Members asked the Clerk to establish the cost of installing monitoring equipment on the High Rd at a time when the A14 diversion was in place.

15. To consider approval in principle, and subject to SCC Highways' agreement, of a small sign acknowledging the role of Taylor Wimpey in funding the overhaul of the roundabout and beds following deterioration during the construction of Cavendish Grove

Members resolved not to approve the installation of a small sign acknowledging Taylor Wimpey's role in funding the overhaul of planting on the roundabout and in the beds. It was noted that their generous contribution had been recorded in the April edition of the Parish Pump.

16. To consider the purchase of a laptop computer for the use of the Chairman solely in relation to parish council business. The machine would be for the use of the elected holder of the office, and, on the occasion of change, would pass to the newly elected Chairman.

Members agreed to the purchase of a laptop computer for the use of the Chairman for Parish Council business. Cllr Clarke agreed to advise on the choice of a suitable machine.

17. To consider, in accordance with the Council's Grants and Donations Policy, requests for donations from:

a) Disability Advice Service (East Suffolk)

b) East Anglian Children's Hospice

Members resolved to donate £100 to the Disability Advice Service and £100 to E.A.C.H

18. To Receive a Financial Statement to 25th May 2018. Bank statements will be available for inspection at the meeting.

Members received a financial statement to 25 May 2018 as detailed below.

Receipts during April & May:

27 04 2018	SCDC	Precept 1st Instalments	14,125.00
04 05 2018	HMRC	VAT refund	565.47

Reconciliation to 25 May

Reconciliation			
As at 31/03/18			
Deposit Account	£ 14,996.11		
Current Account	£ 33,309.54		
	£ 48,305.65	Unpresented cheques	
Add Receipts to 25/05/2018	£ 14,690.47		
Less Expenditure to 25/05/2018	£ 4,687.45		
Less cheque 300229 - delayed presentation	£ 195.00		
Less Unpresented Cheques			£ -
	£ 58,113.67		
Balance As at 25/04/2018			
Deposit Account	£ 14,996.11		
Current Account	£ 43,117.56		
	£ 58,113.67		-

Spend Against Budget to 25 May

ITEM	Proposed Budget 2018/19	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary and expenses	8,800.00	1,367.45	15.54
General Expenses	1,800.00	75.00	4.17
Audit Fees	800.00	745.00	93.13
Insurance	550.00		0.00
Clerk Training	500.00		0.00
Councillor Training	500.00		0.00
Chairman's Allowance	350.00	350.00	100.00
Subscriptions	800.00		0.00
Grants/Donations/Sec 137	500.00		0.00
Bus Shelter Cleaning	700.00	108.00	15.43
Flower Beds & Roundabout	1,500.00	1,468.33	97.89
Parish Pump	750.00	130.00	17.33
Memorial Hall Corporate Trustees	2,000.00		0.00
Appt of Data Protection Officer	800.00	150.00	18.75
Centenary of Armistice	500.00		0.00
Total	20,850.00	4,393.78	

19. To Approve the Following Payments

Members noted that in November 2017 they had determined that the Clerk should be paid on point 19 of the scale agreed by the National Joint Council for Local Government Services (NJC) and that the payment to the Clerk includes the increased rates agreed by the NJC for implementation from 1 April 2018.

The following payments were approved:

Date	No	Name	In respect of	Amount	Power
05/06/2018	254	C Ley	Clerk's salary	566.41	LGA 1972 s112
05/06/2018	255	Revenue & customs	Tax & NI	114.20	ditto
05/06/2018	256	C Ley	Expenses for April and May	131.63	ditto

			(no claim submitted last mth)		
05/06/2018	257	B Dunningham	Bus shelter cleaning	54.00	LGA Misc Provs Act 1953 s4
05/06/2018	258	SALC	Internal Audit fee (£264) and councillor training (£123.60)	387.60	LGA1972 s112
05/06/2018	259	C Garrett	Repayment of amount spent on paint and ties for armistice day centenary	10.00	LGA 1972 s137
05/06/2018	260	DAS	donation	100.00	LGA 1972 s137
05/06/2018	261	E.A.C.H	donation	100.00	LGA 1972 s137

20. Close

The meeting closed at 10.00