

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 3 March 2020 at 7.30 p.m.

Present: Cllrs Anderson; D'arville; Owen; Parker; Rastrick; Rodwell; Smart and, from item 8, Cllr Hinds

Also present: County Councillor Stuart Bird and two members of the public

1. To Receive Apologies for Absence

All members of the Parish Council being present there were no apologies for absence

2. To Receive Declarations of Interest

There were no declarations of interest

3. To Receive and Determine Requests for Dispensations

There were no requests from councillors having pecuniary interest in a matter or matters on the agenda for dispensations enabling them to speak, or speak and vote, on those matters.

4. To Approve the Minutes of the Meeting Held on 4 February 2020

The minutes of the meeting held on 4 February 2020 were approved and signed as a true record.

5. Public Forum

- County Councillor Bird reported on his attendance at a meeting at which Highways England representatives had outlined their plans for resurfacing sections of the A14 between junction 58 and junction 62. This would involve making use of diversion routes as the width of the carriageway was insufficient to enable contraflow to be put into effect, but Highways England were looking at a range of options to keep the disruption for residents to a minimum. The resurfacing would be done more thoroughly than before with the result that they could expect to last very much longer.
- Cllr Bird reported his pleasure at being able to assist the Parish Council with the cost of a footpath map.
- Cllr Bird would be meeting with the Head of Felixstowe Academy to find out more about the plans for improving performance at the school.
- Written reports had been received from District Councillors Allen and Kerry and these had been made available on the Parish Council website.
- A member of the public asked for further information about the diversion arrangements associated with the repairs to the A14. It was noted that this item would be covered at Item 8. She also conveyed her thanks to the Clerk for the organization of the CPR event which attendees had found extremely beneficial.

6. To note the resignation of Councillor Southworth

Members noted the resignation and asked that their appreciation of Cllr Southworth's contribution to the work of the Parish Council should be recorded in the minutes.

7. To consider an application from George Hinds to be co-opted to fill a vacancy on the Parish Council

Members resolved to co-opt George Hinds onto the Parish Council

8. To receive an update on Highways issues

A14

Cllrs Smart and Parker had also attended the meeting with Highways England. They reported on the concerns which had been expressed there. The draft timetable of works

ran from August to November, but these dates had not been finalised and Highways England had agreed to consider looking at options such as weekend working and 24 hour working which offered the possibility of compressing works into a shorter period. Further information would be reported when received. In the meantime members agreed that the Clerk would write to Highways England to point out that investing heavily in repairs to a road which did not reach modern standards and was not capable of accommodating a contraflow system, was a wasteful approach. Widening the A14 would be expensive, but it would ensure that future maintenance works did not generate the same misery and inconvenience as the present arrangement.

Quiet Lanes

The Clerk reported that news on funding quiet lanes in the county was still awaited from Quiet Lanes Suffolk. If funding was not available the Parish Council could consider funding their plans for Thorpe Lane by other means, but it was important to be aware that a consultation process had to be undertaken and that Suffolk County Council had to approve the plan.

Church Lane

It was reported that Bidwells had informed representatives of the Parish council that when their plans for the development of the land off Howlett Way were submitted to East Suffolk District Council they would not be including proposals for a public parking area off Church Lane

Other Issues to be reported to Suffolk Highways

Members noted that matters could be reported to Suffolk Highways as soon as they came to notice. This was most easily done using the online reporting tool.

- Damage to one of the two lit bollards situated on the refuge near the Hand in Hand
- Failure of the contractor to remove the diversion signs around Mill Lane and Cavendish Road
- Poorly defined white lines on the approach to the roundabout at the end of Howlett Way.

9. In the light of the need to make a permanent repair to the surface at the entrance to the former tennis court, to consider whether any changes should be made at the boundary between the car park and the former tennis court.

The existing fence could be difficult to see from some angles and a majority of members considered that the most cost effective solution would be to install a higher fence. An alternative would be to remove the fence and resurface so as to provide a larger, undivided car parking area. Before making a final decision members resolved that quotations for both solutions should be sought and presented for comparison.

10. To receive feedback on the meeting of the East Suffolk Community Partnership meeting

Cllr Smart reported back on this meeting which had taken place on 24 February. A wide variety of suggestions for the application of the available funds had been made by the membership. A final decision would be made in due course.

11. To note the views expressed by residents on the question of confusion between addresses in Blue Barn Close and Cavendish Gardens and consider a response.

It was agreed that the Clerk would write to residents about the problem and, in particular, ask them to make sure that deliverers were given clear directions.

12. To receive feedback on the recent AONB beach clean

The AONB volunteers had undertaken a successful beach clean in February. There would be a further beach cleaning exercise in the Spring. The AONB organizer encouraged walkers to pick up litter when the opportunity arose.

13. To note completion of CPR/defibrillator training

The CPR/defibrillator training exercise had taken place on 25 February. The training had been delivered by Jennifer Townsend of the British Heart Foundation and two members of the Felixstowe First Responders team. The session had been greatly appreciated by the fifteen local people who attended.

14. To receive an update on the decision by Suffolk GP Federation not to renew their contract to deliver GP services at the Walton Surgery

Detailed notes issued at the public meeting chaired by Dr Therese Coffey MP had been distributed to members prior to the meeting. The Suffolk GP Federation had attempted to recruit a clinical lead for the practice without success; they took the view that the small size of the practice was a significant factor in the failure to recruit. As agreed at the February meeting the Clerk had raised with the Clinical Commissioning Group (CCG) the difficulties which public transport users would have in reaching two of the three remaining surgeries. The CCG had agreed to raise these issues with Suffolk County Council.

15. To note the relocation of the dog waste bin formerly situated at the junction of Old Kirton Road and Mill Lane and to consider:

- **If there is a need for an additional bin in the St Martin's Green area**
- **Whether to produce a sketch map for inclusion in the Parish Pump identifying the location of dog waste bins in the parish.**

Members noted that the bin had been moved because Norse found it impossible to remove the bags which were being filled with cat and dog waste collected from homes and gardens. Although not ideal, the new location on the bridge path was a very short distance from its former position. In addition to the relocated bin there were two others, at Meadow Close and at the top of St Martin's Green. The PC took the view that these three bins would be sufficient to meet the needs of dog walkers.

It was agreed that the inclusion of dog waste bin location markers on the forthcoming footpath map would be helpful.

16. To receive a report from the Footpaths Working Party on the results of their work following the decision at the April 2018 meeting to work towards publicising information on the route of leisure walks in the parish, and to consider any recommendations made.

Members received a report from the Footpath Working Party outlining the options which they had been considering. The intention was to create sturdy and durable display boards to show walking routes and information on places of interest. One would be displayed on the outside wall of the Memorial Hall with one or two others to be displayed elsewhere within the parish. It was expected that the final recommendations would be submitted for consideration at the April meeting. The PC had been very fortunate in obtaining funding for the project from District Cllr Allen's communities budget and County Cllr Bird's locality budget.

17. To conduct a review of the Council's governance risks

The Council reviewed and approved the schedule of governance risks attached to these minutes.

18.To conduct a review of internal controls

The Council reviewed and approved the schedule of internal controls attached to these minutes

19.To review the Council’s data protection policy and privacy statement

The Council reviewed and approved the revised data protection policy and privacy statement

20.To note District Council Mallinder’s document entitled “Parish Council – What Can you Do” and decide whether to invite Cllr Mallinder to address a meeting.

The Council noted District Cllr Mallinder’s document and agreed that he should be invited to speak at the Annual Parish Meeting

21.To consider the arrangements for the Annual Parish Meeting

It was agreed that the meeting should be held at 7.30 on 19th May and that in addition to Cllr Mallinder a representative of the Plastic Action Champion scheme should be invited to speak

22.To receive a financial statement to 25th February 2020. Bank statements will be available for inspection at the meeting.

The Clerk presented a brief summary of the financial position. There had been no receipts in the month to 25 February.

Reconciliation		
As at 31/03/19		
Deposit Account	£ 38,431.63	
Current Account	£ 17,232.26	
	£ 55,663.89	
	£ 55,663.89	
Add Receipts to 25/02/2020	54,506.97	
Total Available	£ 110,170.86	
Less Expenditure to 25/02/2020	£ 47,547.47	
	£ 62,623.39	
<u>Unpresented Cheques</u>		
	£62,623.39	
Balance As at 25/02/2020		
Deposit Account	£ 38,547.58	
Current Account	£ 24,075.81	
	£ 62,623.39	

Note that the value of CIL held within current balances is £12308.97

23. To approve the Following Payments

The following payments were approved

Date	No	Name	In respect of	Amount	Power
03/03/20		C Ley	Clerk's salary	574.05	LGA1972 s112
03/03/20		Revenue & Customs	Tax/NI	100.00	LGA1972 s112
03/03/20		C Ley	Clerk's expenses (includes purchase of aggregate to fill pothole)	69.89	LGA1972 s112

24. Items for consideration for inclusion on the April agenda

Ownership of amenity land in Mill Close

25. Close

The meeting closed at 21.30

Item 17: Risk Assessment

Topic	Risk Identified	H/M/L	Management of Risk	Review/Assess/Revise
Precept	A Not submitted B Not paid by DC C Adequacy of precept	L L L	A) RFO to follow up if confirmation email of receipt is not forthcoming from Suffolk Coastal District Council Suffolk. If no form is submitted, the previous year's precept will be rolled over. B) RFO to follow up C) Budget and precept prepared and agreed at full Council Monthly review of outturn are received by full council including variances from budget	A & B Reviewed annually C) Outturn report received monthly
Salaries	A Wrong Salary Paid B Wrong Hours Paid C Wrong Rate Paid D PAYE administered wrongly	M M M M	Check to contract and hours worked. Council to verify salary scale and agreed pay-rate PAYE administered on Inland Revenue agreed pay-codes	PAYE administered online through Inland Revenue, details of employee payment presented to PC monthly. Where, exceptionally, additional hours are worked approval in principle within agreed limits approved by full council.
Payments for goods/services	A Goods Not Supplied B Invoice incorrectly calculated C Cheque payable incorrect	L L L	A. System in place to check delivery /service. Full audit trail followed B. Check arithmetic C. Signatory, initials etc – stub and invoice	Checks on service delivery carried out as required. Invoices checked against cheque payments monthly, invoices and stubs initialled
Election Costs	Invoice at agreed rate	L	RFO check	RFO to verify when circumstance arises
Reserves	Adequacy	L	General and earmarked reserves considered at budget setting	Annual check
Assets	A) Loss or damage B) Third party risk	L L	A) insurance and asset register updated annually B)Review adequacy of Public liability insurance	Annual checks
Staff	A) Loss of Clerk B) Fraud by staff	M L	A) Reserve fund held to cover cost of appointment and cover B) Fidelity guarantee value reviewed annually	Annual review
Maintenance of assets	Poor maintenance of assets	L	Condition of noticeboards checked monthly on posting of	As required. Shelters checked monthly or more frequently

			notices Risk of vandalism to the two bus shelters owned by the Council	
Legal powers	Illegal activity or payment	L	Councillors trained in relation to their legal powers. Legal authority under which payments are made recorded in the meeting minutes	Training -on appointment of new councillor Legal authority of payments recorded monthly
Financial Records	A)Inadequate Records B)Loss of Records C) Access to bank records	L L L	A) Internal controls in place and reviewed separately B)Back-ups taken on a monthly basis C)Online access allows for viewing of account only.	Records of all payments for financial year to date of meeting available for inspection at each monthly meeting C) password to be changed at 6 monthly intervals
Council records	A) Unauthorised access to records held on council's laptop or B) loss of records	L	Password renewals to be undertaken at 6 monthly intervals Back up hard disk held securely in clerk's home	6 monthly
Minutes	Failure to ensure records are accurate and legal	L	Reviewed at next meeting and signed by Chairman. Pages numbered	Monthly
Meetings	A.Failure to post notices 3 clear days prior to meeting B. Risk of personal injury	M	A. All notices posted 3 clear days before meeting on noticeboard and website. B. ensure that standards are being maintained at the Memorial Hall, and that the Hall Committee and the council has appropriate insurance cover	A. Monthly. Chairman will make enquiries if documents are not received. B. Clerk to ensure no slip or trip hazards before admitting members and public to the Hall. Insurance cover reviewed annually.
Members Interests	Conflict of Interest	L	Opportunity to declare interest in item on the agenda offered at each meeting. Councillors asked to update entries on the SCDC site when a change takes place and to conduct a routine check on an annual basis	Changes to be recorded within 28 days of change
Investment	Loss of invested funds	L	No invested funds aside from those held in bank account	
Web Site	Placing of Information on site that may place people at risk	L	Clerk to ensure that no personal details other than those of the councillors and clerks are placed on the site without the permission of the individuals concerned. Information relating to persons no longer living	A) As required – website kept under scrutiny

			and offered for inclusion in the context of local history, to be considered carefully by the Clerk on an individual basis.	
GDPR	Failure to observe the requirements of GDPR	M	Evaluate the requirements in line with the GDPR toolkit provided by NALC and adopt procedures as recommended.	Checks to be made to ensure compliance with Data Protection Policy

Review of the Council's Internal Controls

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by the Council
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from SALC
Internal audit assurance	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by the Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process
Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process
Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to Council

Areas where we can self-manage risk

Internal Controls	Action by the Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council. Council informed of regulations governing the purposes to which CIL can be applied and confirmation to be sought from SCDC that any plans for the expenditure of CIL monies fall within the definition of approved purposes.
Recording in minutes the precise powers under which expenditure is being approved	Information recorded in the minutes from 2016
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review
Regular VAT analysis	Clerk to review
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Policy and procedures adopted March 2018
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Suffolk Record Office after two years.
Adoption of code of conduct for members	Council has adopted Code
Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff
Internal Audit Assurance	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
transactions Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council