

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 1<sup>st</sup> October 2019 at 7.30 p.m.**

**Present: Cllrs Anderson, D'arville, Owen, Parker, Rastrick, Rodwell, Smart, Southworth**

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

**1. To Receive Apologies for Absence**

Apologies for absence had been received from District Councillor Allen. District Cllr Kerry had circulated a report on behalf of himself and Cllr Allen prior to the meeting.

**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 Meetings Held on 3<sup>rd</sup> September 2019**

The minutes of the meeting held on 3 September were approved and signed as a true record

**5. Public Forum**

Councillor Bird reported on the forthcoming Community Partnerships which were being set up to address the impact of the increased size of wards following the formation of East Suffolk. The community partnerships would bring a more local focus and would have a small budget to be spent against agreed priorities.

At County Council level the forthcoming Boundary Commission Review would be addressing the changes necessary to reduce the number of seats from 75 to 70. The Commission would consider a variety of options following the local consultation which would be open until 2 December.

Highways issues continued to be a major cause for concern. The overgrown footpath off Old Kirton Rd had now been included on the work schedule, but it had not been classified as a priority. The ongoing problem with the drains in Thorpe Lane had been referred to the Cabinet Member for Highways.

There were no questions from members of the public.

**6. To receive feedback on the analysis of the questionnaire completed by local residents and decide on next steps**

Cllr Rastrick had collated the information and it would now be for the Working Party to meet to consider the results and formulate recommendations to be considered by the Parish Council.

**7. To receive feedback on the Local Plan Inspection Hearing**

Cllr Parker reported back on the local plan inspection hearing. Three sessions had dealt with matters which were relevant to Innocence Farm and one had dealt with a number of sites across the district including the land adjacent to Reeve Lodge. It was impossible to make any guess as to the outcome, but it had been clear that the Inspector had listened carefully to the representations made. In relation to the site adjacent to Reeve Lodge the question of separation between the two Trimley villages had been a focus of attention.

**8. To note that PKF Littlejohn have completed the external audit and have reported that the information they have received is in accord with proper practices and**

**that no other matters have come to their attention giving cause for concern that the relevant legislative and regulatory requirements have not been met.**

Members noted the outcome of the external audit report.

**9. To note that the Boundary Commission are conducting a consultation on the division boundaries for Suffolk County Council and that the opportunity has been offered for a representative to find out more about how the review will affect the Parish by attending a briefing session at Endeavor House at 18.30 on 10 October**

Members noted that the consultation would be taking place. The Clerk would attend the briefing session and report back.

**10. To consider the arrangements to mark Remembrance Day**

Cllr Rodwell would represent the Parish Council at the Church service. On behalf of the Council she would lay a wreath at the War Memorial and then go on to lay a second wreath at the peace sign outside Reeve Lodge. There would be no formal act of remembrance outside Reeve Lodge. Enquiries would be made about the arrangements for publicising the Church service.

**11. To consider whether to investigate the development of a community emergency plan and, if agreed, to establish a working party to look further into the matter and to make recommendations on the way forward.**

Members resolved not to proceed with a community emergency plan at this stage. The matter could be revisited at a later date when vacancies on the Council had been filled.

**12. To receive an update on Highways matters**

Councillors received a report from the Clerk on the current position on Highways matters.

- A request had been sent to County Council Highways seeking confirmation that the speed limit on Howlett Way would be reduced to 30mph if and when any development was agreed. It was noted that in 2003 the Parish Council had been advised by County Council Highways that a 30 mph limit would risk drivers being encouraged to drive through the village to the A14 rather than use Howlett Way. Members noted that in practice many drivers still chose to drive through the village rather than via Howlett Way.
- Highways had taken the view that the 30 mph sign which greeted drivers joining the High Road from Morston Hall Road was still legible and would not be replaced. Information on the cost of a mantelpiece sign at this point had been requested.
- The application for funding for a pedestrian refuge near the Memorial Hall was under consideration at District level.
- Highways had undertaken to contact the landowner in relation to the Russian Vine problem at the electricity substation in Old Kirton Road.
- Permission had been granted by Bidwells on behalf of Trinity College for a dog bin to be situated on Trinity land, close to the footpath sign on land to the south west of Alston Cottage.

**13. To consider an offer by Cllr D'arville to paint the road facing section of the fence in front of the Memorial Hall.**

Members thanked Cllr D'arville for her generous offer which they were happy to accept. A risk assessment was duly signed.

14. To note that the request for a later start time for ASB meetings has been turned down as the need to fit in with police shifts and the availability of the training room meant that a change could not be accommodated.

Members noted the decision.

15. To Receive a Financial Statement to 25<sup>th</sup> October 2019.

The Clerk presented the financial report. Bank statements were available for inspection at the meeting.

**Reconciliation**

1	Reconciliation				
2					
3	As at 31/03/19				
4	Deposit Account	£ 38,431.63			
5	Current Account	£ 17,232.26			
6		<b>£ 55,663.89</b>			
7					
8		<b>£ 55,663.89</b>			
9	Add Receipts to 25/09//2019	26445.95			
10	Total Available	£ 82,109.84			
11	Less Expenditure to 25/09/2019	£ 27,803.42			
12		£ 54,306.42			
13	Unpresented Cheques				
14		<u>£54,306.42</u>			
15					
16					
17					
18	Balance As at 25/09/2019				
19	Deposit Account	£ 38,469.96			
20	Current Account	£ 15,836.46			
21		<b>£ 54,306.42</b>			
22					
23					
24					
25					
26	Note that the value of CIL held within current balances is 11623.27				
27					
28					

**Outturn Against Budget**

ITEM	Proposed Budget 2019/20	Spend to Date Net of VAT	Recharge to corp Trustees	Spend less Recharge to Corp Trustees	Percentage Spent
Clerk's Salary and expenses	9,000.00	5,505.38			61.17
General Expenses	2,000.00	2,970.40			148.52
Audit Fees	800.00	225.00			28.13
Insurance	800.00	1,268.52			158.57
Clerk Training	500.00				0.00
Councillor Training	1,200.00	36.50			3.04
Chairman's Allowance	350.00	350.00			100.00
Subscriptions	800.00	786.25			98.28
Grants/Donations/Sec 137	1,500.00	500.00			33.33
Bus Shelter Cleaning	700.00	324.00			46.29
Flower Beds & Roundabout	3,000.00	880.00			29.33
Parish Pump	750.00	179.00			23.87
Memorial Hall Corporate Trustees	2,000.00				0.00
Appt of Data Protection Officer	300.00				0.00
Election 2019	1,500.00	87.04			5.80
Neighbourhood Plan	3,000.00	145.00			4.83
Computer Equipment	1,000.00				0.00
unbudgetted- Local Plan Prof Rep	0.00	12,913.05			#DIV/0!
<b>Total</b>	<b>29,200.00</b>	<b>26,170.14</b>	<b>0.00</b>	<b>0.00</b>	<b>89.62</b>

**16. To consider a claim from the Clerk for payment for 38 additional hours worked on behalf of the Cross Boundary Group. If approved cost to be shared with contributing councils of the Cross Boundary Group.**

Members approved the claim made by the Clerk. This would be presented for payment at the November meeting and invoices for one third of the cost would be sent to Kirton & Falkenham and Trimley St Mary PCs

**17. To note that the following payments have been since the last meeting**

It was noted that the following payments had been made since the last meeting

Date	No	Name	In respect of	Amount	Power
17/09/2019	395	Parker Planning	Preparation for local plan examination	£1575.00	LGA 1972 s111
17/09/2019	396	Came & Co	Insurance	£1268.52	LGA1972 s133

**18. To Approve the Following Payments**

The following payments were approved:

Date	No	Name	In respect of	Amount	Power
01/10/2019	397	C Ley	Clerk's salary	573.85	LGA1972 s112
01/10/2019	398	Revenue & customs	Tax	100.20	LGA1972 s112
01/10/2019	399	C Ley	Clerk's expenses inc email acct renewal	78.71	LGA1972 s112
01/010/2019	400	B Dunningham	Bus shelter cleaning	54.00	LGA Misc Provs Act 1953 s4
01/10/2019	401	PKF Littlejohn	External Audit	240.00	LGA 1972 s112
01/10/2019	402	R Parker	Travel Expenses	39.14	Local Auth Members Allowances (England) Regs 2003 Reg 26
01/10/2019	403	SALC	Cllr Training	34.80	LGA1972 s111
01/10/2019	404	Flyer Press	Parish Pump printing	110.00	LGA 1972 s142
01/10/2019	405	Trimley Memorial Hall	Hall Hire	78.00	LGA1972 s133

**19. Items for consideration of inclusion on the November agenda**

Christmas arrangements would be included on the November agenda

**20. Close**

The meeting closed at 9.00 p.m.