

**TRIMLEY ST MARY PARISH COUNCIL**  
**MINUTES OF THE MEETING**  
**HELD AT 7:30PM ON WEDNESDAY 6<sup>th</sup> JULY 2022**  
**AT THE WELCOME HALL, TRIMLEY HIGH ROAD.**

The meeting opened with a period of silent reflection to mark tragic passing of the new Parish Clerk, Cheryl Tye, who would have been clerking her first full Parish Council Meeting, our condolences go to all her friends and family.

**Public Open Forum**

**Reports from County & District Councillors, Public Participation Session & Members Questions on these Items**

*Six members of the public were present at the meeting.*

*County Councillor Stuart Bird advised that monies had been made available to clear side vegetation on overgrown foot paths, he has put forward a number of the worst examples within the Parish for consideration. He further advised that following detailed local knowledge submitted to Highways they had revised the estimate for pedestrian step offs in Thurmans Lane to a more acceptable level and he had asked them to proceed. It will be a lengthy process and no estimated date of completion is available.*

*Representing Trimley St Martin PC, Paul Rastrick, and the village recorder, Liz Rastrick thanked the PC for the loan of display boards for their photographic exhibition and congratulated the PC, and especially Lynn for the great success of the Jubilee event.*

*Lynn Beal introduced Jo Ford to the council, she has volunteered to take on the role of tree warden for the council.*

*Also present were Heidi Carr and Andrew Beal.*

**1. Opening**

**1.1** Welcome and opening remarks from the Chair

*The Chair welcomed Brian Barnard to the meeting who is to take over as Responsible Financial Officer and advised Debbie, the now Locum clerk had tested positive for Covid and was unable to attend so he would take the minutes.*

**1.2** In Attendance

*Andrew Tetley (Chair), David Southgate, Colin Jacobs, Bryan Frost, Lynn Beal*

**1.3** Apologies for absence

*Susan Ring, Gareth Prosser*

**1.4** Members' declarations of pecuniary and non-pecuniary interest

*All councillors as Trustees.*

**2. MINUTES**

**2.1** To agree the Minutes of the meeting held on Wednesday 1<sup>st</sup> June 2022

*The minutes of the meeting held on 1<sup>st</sup> June were proposed and approved.*

**3. PARISH COUNCILLORS REPORTS**

To receive any Parish Councillor Reports

**Andrew Tetley** advised the council of the activities that had taken place since the news of Cheryl's passing:

- SALC are unable to supply a Locum Clerk.
- The Clerk at Nacton was approached for help but is fully committed until autumn.
- In an effort to reduce the workload of the clerk, Brian Barnard was approached and agreed to step into the role of Responsible Financial Officer (Treasurer) for the council and trusts.
- Debbie Cooper agreed to continue to cover the remaining duties of the clerk until a replacement can be recruited on an ad hoc basis.
- Access to the bank account and changes of address are in hand.
- Access to the Clerk mailbox has been shared, and an email account has been requested for the Treasurer.

The chair made a formal proposal to split the Clerk position into 2 roles, Proper Officer of the Council – Clerk, and Responsible Financial Officer - Treasurer

The motion was agreed.

**Action:** The chair has prepared and circulated revised job descriptions, all councillors to feedback on these by 23<sup>rd</sup> July.

**Lynn Beal** updated the council on the activities of the Community Partnership.

**David Southgate** advised the council the recently installed jubilee benches in Stennets playing field are being regularly used and that the Trimley Red Devils football tournament had been a great success. Splitting the event into more sessions avoided the traffic and parking issues that we have seen in previous years. The competitors were delighted with the PC funded medals they received.

**Bryan Frost** advised he had attended the Disability Forum on behalf of the PC and they appeared to be interested in bringing pressure on those involved to make the pedestrian access/crossing in Thurmans Lane safer. He will follow this up.

**Bryan and David** reported they had attended the virtual Local Authority Liaison Committee (LALC). The minutes of which will be made available in due course.

#### **4. ITEMS FOR DISCUSSION**

- 4.1** To receive the update on Thurmans Lane pedestrian safety issues.  
As this item was discussed in the Public open forum there were no further comments
- 4.2** To update on Parish Plan (incl. parking) – G Prosser.  
This item was deferred in Gareth's absence.

- 4.3 To update on publication of news articles – L Beal.  
*Lynn advised the submission for August in due within days, and asked for steering on content. It was agreed the content should focus on Cheryl, and include a piece about the football tournament.*  
**Action:** David to supply Lynn with a piece on the football ASAP  
*The September edition (submitted August) will feature the TrimleyWalks.*
- 4.4 To report/feedback on the Queens Jubilee celebrations – L Beal  
*Lynn reported on the success of the event and that along with a grant from Councillor Richardson and the charitable donations she had secured was held at no cost to the PC.*
- 4.5 To receive and note the DCMS response not to list Trimley St Mary Train station building.  
*Noted*
- 4.6 To discuss publication of the ‘Walking Maps’ booklet and consider the locations for, and installation of Map Boards  
**Bryan Frost** *advised the authors of the walks had not made any progress with publication of a booklet and that he did not have the ability to do this for them. It was agreed to remove this from the agenda until and unless we are approached formally for help.*  
*The production, installation and location of Map boards was discussed. The PC agreed to move this forward with 3 maps located at the Welcome Hall, Searsons Farm car park, and at the School..*  
**Action:** Lynn Beal to contact Labelcraft for an estimate of cost.
- 4.7 To discuss and consider donating to Disability Advice Service (East Suffolk)  
*The relevant email had not been circulated to councillors so it was agreed this would be deferred to the next meeting.*  
**Action,** Clerk to circulate email and add to September Agenda.
- 4.8 To consider and agree whether to make a response to the Consultation on Draft Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning Document from East Suffolk Council – Consultation Period: Friday 17<sup>th</sup> June to 5pm Friday 5<sup>th</sup> August 2022  
*Since this is considered to have little impact on the Parish, and in light of our current staffing issues, the council decided not to respond.*
- 4.9 The Parish Council to consider advising the Trustees of the Welcome Hall of the New Grant Scheme for Improving Village Halls through Community Action Suffolk  
*This was noted but not taken forward since the Welcome Hall does not seem to fit the qualification criteria for the grant.*
- 4.10 To discuss and agree to the Parish Council’s requirement for a tree warden and to accept a residents kind offer to be considered for the role  
*The council formally welcomed Jo as Tree Warden for the Parish. She is currently undertaking online training and confirmed that she did not require any budget at present.*  
**Action** Chair to request an email address for Tree Warden and Clerk to

*check whether Jo would be covered by PC insurance while undertaking her duties.*

- 4.11** To discuss and agree any response to the East Suffolk Council Community Governance Review

*Although we have corresponded with the consultation administrator we have not made a formal response. It was agreed we should make a formal response lodging our objection to the proposed boundary change.*

**Action:** Clerk to submit formal response on behalf of the PC

- 4.12** To consider the request from a resident for an extra garden waste bin for the gardening and maintenance of verges within the parish

*Agreed – although the resident will have to order their own extra bin and claim back the cost from the council*

**Action** Lynn to advise resident concerned.

- 4.13** To consider suggestions and proposals for the ‘Lasting Memory’ tribute to Her Majesty Queen Elizabeth II

*There being no new suggestions the item was deferred to the next meeting*

- 4.14** To consider and agree any additional funding to Trimley Red Devils for a football tournament

*Having previously agreed to fund the medals for the tournament additional funds were requested in light of the final cost. The PC agreed to increase the donation to £804.*

**Action** David to advise Trimley Red Devils and arrange payment with Brian

- 4.15** To agree a contribution to Roseberry Cottage Café towards a credit card reader.

*A donation of £50 to Roseberry Café was proposed and agreed.*

**Action** Clerk to arrange payment with Brian.

## **5. FINANCE:**

### **5.1 Monthly Financial Statement**

*Not presented*

### **5.2 For Approval:**

A Halliday	Litter picking – July 22	80.00
Clerk (D Cooper)	Salary to 4.7.22	1277.99
HMRC	PAYE to 5.7.22	260.52
Clerk (D Cooper)	Accommodation allowance	
	Apr 22 – June 22	54.00
Clerk (C Tye)	Salary to 4.7.22	1169.12
HMRC	PAYE to 5.7.22	45.94
FDCSR	Subscription 2022	5.00
Joe Hunt	Grass cutting	80.00
Skyline	Bus shelter cleaning	205.00
Vodafone	Calls & charges	35.43

*Items approved*

### **5.3 Paid since last meeting:**

Samboomba Band	Jubilee event	50.00
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*Approved*

**6. PLANNING:**

**6.1 Applications Received:**

None

**6.2 East Suffolk Council Decisions:**

None

**There being no further business the Chair thanked those in attendance and declared the meeting closed at 9:07.**