

**TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD AT 7:30PM ON WEDNESDAY 2nd November 2022
AT THE WELCOME HALL, TRIMLEY HIGH ROAD.**

Public Open Forum

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

Stuart Bird, County Councillor gave his monthly report:

- The pedestrian safety scheme for Thurman's Lane has been approved. There is a 14 week build window and there will be a 5 day build process. This project is being funded wholly from S. Bird's Highways Budget.
- Stuart Bird is on the Budget working Groups for Suffolk Council. This will be a challenging time with savings, efficiencies and inflation to achieve a balanced budget.
- Stuart wanted to promote an exhibition about WS Cowell Ltd, a local printing firm. This exhibition is free to enter and is being held at The Hold, Ipswich and is open until 23rd January 2023.

One member of the public in attendance – they had no questions.

1. OPENING

1.1 Welcome and opening remarks from the Chair

Andrew Tetley thanked Stuart Bird for his persistence with the Thurman's Lane pedestrian safety scheme. The Parish Council confirmed that it would maintain the verge going forward.

1.2 In Attendance

Andrew Tetley
Lynn Beal
Colin Jacobs
Susan Ring

1.3 Apologies for absence

David Southgate
Bryan Frost

Gareth Prosser – no apologies received by the Clerk.
Andrew Tetley to make contact.

1.4 Members' declarations of pecuniary and non-pecuniary interest

All Parish Councillors are Trustees of the Charities.

- 1.5** Consideration of requests for dispensations
None made.

2. MINUTES

- 2.1** To agree the Minutes of the meeting held on Wednesday 5th October 2022
The Parish Council agreed the October Meeting minutes and these were signed.

3. PARISH COUNCILLORS REPORTS

- 3.1** To receive any Parish Councillor Reports
There were no Councillors reports.

4. ITEMS FOR DISCUSSION

- 4.1** To discuss the arrangements for Remembrance Day commemoration.
Lynn Beal reported that David Southgate would lay a wreath for the Parish Council on 11th November 2022 at Reeve Lodge in Trimley St Martin.
It was agreed that the Clerk will lay the 2nd wreath on Sunday 13th November at the Memorial window in Trimley St Mary Church after attending a short service of Remembrance at St Martin's Church.
Lynn Beal has decorated a number of areas throughout the village with poppies.

The Chair suspended the meeting for a couple of minutes for off agenda discussion.
The Meeting resumed.

- 4.2** To discuss Christmas decorations for outside the Welcome Hall.
Andrew Tetley reported that arrangements have been made for a qualified electrician to check electrical safety in the hall and update electrical certification.
The Council agreed to postpone the plan to erect electric Christmas lights outside Trimley Welcome Hall this year due to cost at a time of austerity and to bring the decoration of the hall within the Trust's control.
The Council agreed to purchase some solar lights for outside of the hall to reduce expenditure and have purchased a Christmas flag.
The Clerk confirmed that a Christmas Tree, its erection and installation of lights for the Green have all been kindly donated again this year.

- 4.3** To receive the update on Thurmans Lane pedestrian safety issues.
This was covered in the Public Open Forum.

- 4.4** To update on Parish Plan (incl. parking).
No update available due to absence.

- 4.5** To update on publication of news articles.

- 4.51** Lynn Beal reported that for the December issue of Spotlight there will be a Christmas Message from the Council. An update on light displays. A final thankyou to Debbie Cooper.

4.6 To update Trimley Level Crossing and Pedestrian Bridge works schedule.

4.61 Colin Jacobs reported that work is continuing at the Level Crossing. Work will begin on the floor bed once the Bridge work has been finalised. This is still a work in progress.

4.7 To discuss design and installation of Map Boards.

4.71 Colin Jacobs recommended that only two map boards are to be produced and then located at the Welcome Hall and Searson's Farm. The Council agreed to purchasing the biggest boards which will be mounted on re-cycled plastic poles.

4.72 A budget estimate of about £5,000.00 was agreed.

4.73 The Council agreed that the map boards will have a notation that the Boards are in celebration of King Charles III's accession.

Action: Erection arrangements and design of the boards will be looked into by Colin Jacobs and Lynn Beal.

4.8 To discuss the poor condition of a section of unmade road, The Avenue.

4.81 The Council discussed this matter and are sympathetic with the issue. It was noted that normally the residents of an unadopted road bring the road up to an adoptable state and then the residents take this up with Highways.

Action: Clerk to write a letter to the residents.

4.9 To discuss the 'Lasting Memory' tribute to Her Majesty Queen Elizabeth II.

4.91 The Council agreed with the concept of having a weathervane made by a local forge to be erected on the gable end of Trimley Welcome Hall. The design and scaling are in hand.

Action: To present design at a future meeting. Lynn Beal

Action: To investigate erection of weathervane and obtain a quotation. Andrew Tetley.

4.10 To discuss King Charles III Coronation.

4.101 Ideas were discussed for a low-key celebration as per the new King's wishes in a time of austerity. One idea for further investigation was to have a marquee outside Trimley Welcome Hall providing teas and coffees for those residents watching the Vintage Vehicle Run in May 2023.

4.11 To discuss Parish Council administration.

4.111 Andrew Tetley raised the difficulties faced with the banks and change in clerks and signatories.

4.112 Following NALC/SALC guidance and advice it was agreed that the RFO role sits better in one role with the Parish Clerk for smaller Councils like Trimley St Mary.

4.113 It was agreed by the Council unanimously that the Clerk should obtain Council specific account management software that is used by many councils across England and is recommended by SALC.

4.114 The Council agreed that the Clerk should get the PAYE system managed independently through SALC.

Action: Clerk to arrange banking and financial management changes.

5. FINANCE:

5.1 Monthly Financial Statement

Current balance as at 31st October 2022 is £146,954.32.

See separate sheet

5.2 Payments for Approval

A. Halliday	Litter picking – October 2022	£80.00
Clerk (N. Dunn)	Salary to 31 October 2022	£858.65
Locum Clerk (D. Cooper)	Fees to 31 October 2022 (x 18hrs)	£298.44
Clerk (N Dunn)	2 x Wreaths for Remembrance @ £20.00 each	£40.00
Vodafone D/D	Phone calls and emails on Clerks Phone	£35.43
Clerk (N. Dunn)	Parish Council petty cash top-up. Balance as at 31st October 2022 is £1.74	£140.00
Clerk (N. Dunn)	Travel claim – pick up mail Woodbridge (19.6 miles =£8.82) and visit HSBC, Nat West & Santander Banks, Ipswich (15.4 miles = £6.97) plus car park £3.60	£19.39
Joe Hunt	Garden maintenance at Welcome Hall, Greatfield Path and Hedge trimmed	£110.00

5.3 Paid since last meeting:

Playsafety Limited	For ROSPA inspection of play equipment at Stennett Playing Field.	£126.00
Lynn Beal	2 x Flags for Trimley St Mary Parish Council Christmas (£10.00) and Remembrance (£8.99)	£18.99

5.4 Donations and Funding Requests

None.

6. PLANNING:

6.1 Applications Received:

DC/22/4012/FUL Front extension to infill the corner of existing dwelling to create new entrance and WC at 66, New Road, Trimley St Mary, Felixstowe IP11 0TB.
The Parish Council Planning Committee submitted 'No Comment'.

DC/22/4196 Front and rear extensions at 3, Brotherton Avenue, Trimley St Mary, Felixstowe IP11 0YL.

This has been passed to the Parish Council Planning Committee for consideration.

6.2 East Suffolk Council Decisions:

None.

7. HIGHWAYS & FOOTPATHS

7.1 Andrew Tetley raised the issue and Colin Jacobs has reported that the bridleway Gaymer's Lane to Keepers Lane is overgrown.

8. ITEMS TO BE CARRIED FORWARD TO NEXT MEETING

- 8.1 To update on the Parish Plan
- 8.2 King Charles Coronation
- 8.3 To discuss strategy for the Precept and Budget

The Chair declared the meeting closed at 08.50PM.

The next meeting will be on Wednesday 7th December 2022 at 7:30pm at Trimley Welcome Hall.

Signed.....

Date.....