

**The March Meeting of Trimley St Martin Parish Council to be held at Trimley Memorial Hall  
on Tuesday 4<sup>th</sup> March 2025 at 7.30pm. The agenda is set out below.**

**Carly Small, Parish Clerk**

**27 02 2025**

- 1. To receive apologies for absence**
- 2. For councillors to declare any interests in matters on the agenda**
- 3. To receive and determine requests from councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest**  
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- 4. To approve the minutes of the meeting held on 4<sup>th</sup> February 2025**
- 5. Public Forum including County and District Councillor Reports and Public Question Time**  
Residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.
- 6. To review, discuss and decide upon co-option of new Parish Councillor applications**
- 7. To receive the Chairmans Report**
- 8. To receive Clerks Report**
- 9. To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville**
- 10. To receive an update on the issues on the land adjacent to the A14 opposite Capel Hall Road**
- 11. To receive an update on Planning issues and applications from Cllr Rastrick, and also make decisions on comments for any open planning applications**

- 12. To receive an update from Cllr Rastrick following on from the Memorial Hall Extension Committee Meeting**
- 13. To update on plans for the Summer Fete and agree which councillor/councillors will lead on the Parish Council stall**
- 14. To discuss whether the Parish Council would be willing to fund a hire of the Memorial Hall for an ESPA meeting**
- 15. To discuss and decide upon items for the Flyer/Spotlight column**
- 16. To conduct a review of the Council's Governance Risks**
- 17. To conduct a review of Internal Controls**
- 18. To update and agree Asset Register**
- 19. To review and approve the following policies:**
  - i) Anti-harassment and bullying policy**
  - ii) Disciplinary policy**
  - iii) Grievance policy**
  - iv) Volunteer policy**
- 20. To approve overtime worked by the Clerk**
- 21. To receive a financial statement to 28<sup>th</sup> February 2025**
- 22. To approve the following payments made**

07 02 25	NEST	Pension Payment	£78.29	LGA1972 s112
10 02 25	Citizens Advice	Donation Award	£350.00	LGA1972 s137
14 02 25	R A Wilson	Payment for digital plans	£85.00	Provision of PC Buildings LGA1972 s133
28 02 25	Jacks Jet Washing	Cleaning of Howlett Way shelter	£30.00	Local Government (Miscellaneous Provision) Act 1953, s4
28 02 25	Starboard Systems Limited (Scribe)	Scribe Renewal	£414.72	LGA1972 s111

28 02 25	HMRC	Tax & NI on Clerks Salary	£284.97	LGA1972 s112
28 02 25	C Small	Clerks Salary	£1417.25	LGA1972 s112
28 02 25	Unity Trust	Bank Fee	£6.00	

**23. To approve the following payments to be made**

05 03 25	C Small	Clerks Expenses	£77.10	LGA1972 s112
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**24. Items for consideration at next meeting**

**25. Close**