

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5th November 2024 at 7.30pm

Present: Cllrs Smart, D'arville, Rastrick, Parker, Owen, Aguilar-Gomez, Anderson

Also Present: County Cllr Stuart Bird, District Cllr Mike Nimney and one member of the public.

Item No.	Comments	Action
1.	To receive apologies for absence Apologies were received from Cllr Long.	
2.	For councillors to declare any interest in matters on the agenda None.	
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. There were no requests for dispensations from councillors enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.	
4.	To approve the minutes of the meeting held on 1st October 2024. The minutes of the meeting held on 1 st October 2024 were approved and signed as a true record.	
5.	Public Forum including County and District Councillor Reports and Public Question Time. The member of the public gave an update on ESPA and the community engagement meeting that was held in October. Terms of reference for this group have now been signed off and the next meeting is in January 2025. Cllr Bird had previously cascaded his report. This is available to view on the Trimley St Martin Parish Council website. There were no questions on this report. Cllr Nimney and Cllr Reeves had previously submitted their report which is available to view on the Parish Council website. There were no questions on this report. Cllr Parker requested that Cllr Nimney find out how much District CIL East Suffolk Council currently have. Cllr Nimney will look into this. Discussion had around East Suffolk wanting ideas for use of the funds. The Clerk will look into this and whether the Memorial Hall may fit this.	CLERK
6.	To review, discuss and decide upon co-option of new Parish Councillor applications (if received).	

	<p>those present voted to proceed. The Clerk will liaise with the Memorial Hall Management Committee re delivery.</p> <p>The lights switch on will be on Wednesday 4th December at 6.15pm.</p>	
13.	<p>To discuss and decide upon request by Rosemary Gitsham relative to honour her memory.</p> <p>The relative had expressed how much they were looking to spend on a bench and was looking for suitable locations. Discussion had and three possibilities are;</p> <ul style="list-style-type: none"> • Grimston Lane, on the corner where the road sign is opposite where Rosemary used to live. Lots of dog walkers go that way. • Little playpark that it is understood was owned by Taylor Wimpey. • Near the noticeboard the other side of the footbridge just before Roselea. No seating there, on the school route. <p>The Clerk will contact the relative with these options and help to arrange permission.</p>	CLERK
14.	<p>To update on responses received with regards to a possible fete and decide next steps.</p> <p>There were three volunteers put themselves forward and one business. An email was received from the Sports and Social Club that they were planning to run a similar event. All those present voted in favour of working in conjunction with them on the event. Possibly to even raise some funds for the memorial hall extension. Cllrs Anderson and Rastrick have said they will help with this.</p> <p>The Clerk will go back to the Sports and Social Club.</p>	CLERK
15.	<p>To update on the tree in Mill Close</p> <p>After some research the Clerk found the tree and land is owned by Suffolk Highways. The tree was logged but Suffolk Highways have said it does not meet the criteria for works to be carried out. Referred this to Cllr Bird who advised as it is not causing damage to properties and not blocking the highway nothing will be done.</p> <p>Cllr Anderson requested the clerk to contact the residents to inform them of this and that they can continue to log the issue on the Suffolk Highways reporting tool.</p>	CLERK
16.	<p>To finalise date that all councillors will be using the new gov.uk email addresses from.</p> <p>All those present agreed this will be the date of the next meeting, 3rd December. Cllrs Parker and Owen requested the guides to be re-sent to them. The Clerk will do this.</p>	CLERK
17.	<p>To discuss and decide upon any comments to be made on the Local Transport Plan</p> <p>All those present voted that no comments required.</p>	

18.	<p>To discuss, review and approve the following policies;</p> <ul style="list-style-type: none"> i) Internet Banking Policy ii) Model Publication Scheme iii) Press and Media Policy iv) Procedure for Public Session <p>These were cascaded to councillors prior to the meeting. All those present approved all the above policies.</p>	
19.	<p>To review and discuss first draft of the budget for 2025/2026</p> <p>Discussion was had. Precept needs to increase to cover increasing costs and projects. In previous years monies from reserves were used and either none, or very smaller increases were made. Discussions around the sustainability of this approach.</p> <p>It was agreed that the Clerk to discuss with neighbouring parishes, and parishes of similar sizes about their precept and for it to be re-looked at in the December meeting.</p>	CLERK
20.	<p>To note the Local Government Service pay agreement and the increase to be applied to the Clerk's hourly rate, to be backdated to April 1st 2024, as per Clerk's contract.</p> <p>This was noted.</p>	
21.	<p>To receive a financial statement to 31st October 2024</p> <p>Two credits into the accounts in this period.</p> <p>30/09/24 - £403.99 – Deposit Account – Bank Interest</p> <p>25/10/2024 – £17,773.37 - Current Account – CIL payment.</p> <p>All those present agreed to transfer the £17,773.37 into the deposit account and transfer the recent spend of £3048 from deposit to current account.</p>	

	Bank Reconciliation at 31/10/2024		
	Cash in Hand 01/04/2024		150,355.53
	ADD Receipts 01/04/2024 - 31/10/2024		47,543.82
			197,899.35
	SUBTRACT Payments 01/04/2024 - 31/10/2024		26,011.00
A	Cash in Hand 31/10/2024 (per Cash Book)		171,888.35
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2024	0.00	
	Trimley St Martin Parish Council Ct 31/10/2024	32,787.57	
	Trimley St Martin Parish Council Dr 31/10/2024	58,686.53	
	Trimley St Martin Parish Council Nt 31/10/2024	80,414.25	
			171,888.35
	Less unrepresented payments		
			171,888.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		171,888.35
	A = B Checks out OK		
The bank reconciliation was received and signed by the Chairman.			
22.	To approve the following payments		
	03 10 24	Trimley Memorial Hall	Hire of hall £54.00 LGA1972 s137
	03 10 24	Firepower	Fire extinguisher service £192.00 LGA1972 s133
	04 10 24	Royal British Legion	2x Wreaths £40.00 LGA1972 s137
	07 10 24	SALC	6months payroll service £57.60 LGA1972 s112
	09 10 24	NEST	Pension payment £90.29 LGA1972 s112
	10 10 24	Viking Direct	Stationary £80.50 LGA1972 s112
	15 10 24	Community Action Suffolk	Website Hosting £60.00 LGA1972 s142

		23 10 24	David Friend Heating	Boiler Service	£122.40	Provision of PC Buildings LGA1972 s133							
		23 10 24	Labelcraft	Plaque for Reeve lodge sign	£27.88	LGA1972 s137							
		24 10 24	R A Wilson	Memorial Hall Extension	£3408.00	Provision of PC Buildings LGA1972 s133							
		31 10 24	C Small	Clerks Salary	£1436.18	LGA1972 s112							
		31 10 24	HMRC	Tax & NI on Clerks Salary	£296.98	LGA1972 s112							
	All those present voted in favour of approving payments.												
23.	To approve the following payments to be made <table><tr><td>06 11 24</td><td>C Small</td><td>Clerks Expenses</td><td>£72.48</td><td>LGA1972 s112</td></tr></table> <p>The payment was approved unanimously.</p>							06 11 24	C Small	Clerks Expenses	£72.48	LGA1972 s112	
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24.	Items for consideration at next meeting <ul style="list-style-type: none">Budget												
25.	Close <p>The meeting was closed at 9pm.</p>												