

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 1<sup>st</sup> April 2025 at 7.30pm**

**Present:** Cllrs Smart, D'arville, Rastrick, Parker, Owen, Long, Anderson, Mellamphy (joined after co-option).

**Also Present:** County Cllr Stuart Bird, District Cllr Mike Nimney and 1 member of the public

Item No.	Comments	Action
1.	<b>To receive apologies for absence</b> Apologies were received from Cllr Aguilar-Gomez due to ill health.	
2.	<b>For councillors to declare any interest in matters on the agenda</b> None.	
3.	<b>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.</b> 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.	<b>To approve the minutes of the meeting held on 4<sup>th</sup> March 2025.</b> The minutes of the meeting held on 4 <sup>th</sup> March 2025 were approved and signed as a true record by the Chair.	
5.	<b>Public Forum including County and District Councillor Reports and Public Question Time.</b> Cllr Bird had provided a report prior to the meeting; this is available on the Trimley St Martin Parish Council website. There were no further questions. Cllr Nimney had provided a report during the Annual Parish Meeting which is available on the Parish Council website. Cllr Nimney updated that there are still talks in place regarding the new unitary authority structure. There were no further questions. No members of the public wished to speak.	
6.	<b>To review, discuss and decide upon co-option of new Parish Councillor applications</b> A new application had been received and cascaded to all members prior to the meeting. All those present voted in favour of co-option of William Mellamphy. William Mellamphy was present and signed the Declaration of Acceptance of Office. He then joined the other members. Cllr Mellamphy was welcomed.	
7.	<b>To receive the Chairmans Report</b> The Chairmans report was cascaded to councillors prior to the meeting. There were no questions.	

8.	<b>To receive the Clerk's Report</b> This was cascaded to councillors prior to the meeting. There were no questions.	
9.	<b>To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville</b> Cllr D'arville had previously cascaded information to all members regarding the ongoing issues with the bus stops being suspended etc. due to roadworks without any notice for passengers. Cllr Anderson raised the issue that the road closure on the High Road is due to start on 7 <sup>th</sup> April and the roadworks on Mill Lane are not due to be removed until 10 <sup>th</sup> . This could cause some issues. Cllr Parker raised the issue of the overgrown vegetation along Kirton Road, the Clerk advised this has already been logged this month and the response was that it did not meet the requirements to be cut back. The Clerk will continue to log.	CLERK
10.	<b>To discuss and decide any next steps regarding Public Rights of Way issues</b> Cllr Smart updated that walkers have raised the issue of cyclists along the Kings Coastal Walk. At the Levington end there is a sign which highlights no cyclists, request that a sign is put up at the other end. All those present voted in favour. The Clerk will look into who owns the land and how this can be arranged.	CLERK
11.	<b>To receive an update on Planning issues and applications from Cllr Rastrick, and also make decisions on comments for any open planning applications, to include but not limited to;</b> i) <b>DC/24/3513/FUL</b> All members present voted in favour of 'no comment'. There were no other planning issues.	
12.	<b>Memorial Hall Extension update from Cllr Rastrick</b> Cllr Rastrick advised that himself and The Clerk met with Jordan from Oliva Contracts for a site visit and Jordan took further information. Conversation was had regarding works starting in July 2025 to enable the Parish Council to have all the funds together. i) <b>To discuss the proposed contract for Oliva Contracts</b> Oliva Contracts had submitted a proposed contract for the works. This had been cascaded to members prior to the meeting. A copy was also available at the meeting. All members present voted in favour of the proposed contract. The Clerk will sign and return to Oliva Contracts. ii) <b>To discuss and decide upon exposed glulam trusses</b> Oliva Contracts had suggested that if there were not exposed glulam trusses and instead a flat ceiling in the extension this could save in the region of £7,000 - £10,000. All members present voted in favour of the flat ceiling. The Clerk will go back to Oliva Contracts and request a new cost for works.	CLERK

	<p><b>iii) Discuss results of Memorial Hall Extension Survey and outcome of Community Engagement Meeting</b></p> <p>Community Engagement Meeting was held before the Parish Council meeting. This had been advertised on noticeboards, on the website, and on social media. There was only 4 members of the public present. Please see minutes of the Annual Parish Meeting for full details on what was discussed. These can be found on the Trimley St Martin Parish Council website.</p> <p>There had been 5 responses online on the Survey and 24 paper responses which were available at local groups. Full results can be seen on the Parish Council website. The outcome of these was positive, with all responses saying an increase of up to £1.50 per year per household in Council Tax would be agreeable.</p> <p><b>iv) To discuss and decide upon next steps with regards to applying for a PWLB for the remaining funds for the extension.</b></p> <p>The Clerk had provided figures of borrowing £80,000, £90,000 and £100,000 over a 10-year period. This was based on the current interest rate with the understanding this could change between now and inception.</p> <p>All members present voted in favour of applying for a £90,000 loan over a period of 10 year but not over 10 and a half years. This would mean an approximate increase in Council Tax of £1.08 per year per household. This is less than the expected £1.50 per year which had raised no objections by residents.</p> <p>The Clerk will start the application process.</p>	
13.	<p><b>To update on plans for the Summer Fete</b></p> <p>The next meeting is due to be held on 8<sup>th</sup> April.</p> <p>The Clerk has had posters made and asked if anyone has any suggestions on where to place these to let her know.</p>	
14.	<p><b>Cllr Rastrick to update regarding Memorial Bench for Rosemary Gitsham and agree next steps.</b></p> <p>Cllr Rastrick was unable to meet with the relative of Rosemary Gitsham so this agenda item will be moved to May meeting.</p>	
15.	<p><b>To discuss and decide upon how the Parish Council would like to mark VE Day 80<sup>th</sup> anniversary.</b></p> <p>All members present voted in favour of the purchase of 12 lamp post signed from Royal British Legion at a cost of £56.99. It was also agreed to purchase weatherproof Union Jack bunting for outside the Memorial Hall that can be used for other events. The Clerk will arrange this.</p>	CLERK

16.	<b>To discuss and decide upon items for the Flyer/Spotlight column</b> <ul style="list-style-type: none"> <li>• Summer Fete</li> <li>• Memorial Hall Extension Update</li> <li>• Public footpaths/Bridleway reminder</li> <li>• Welcome Cllr Mellamphy</li> </ul> The Clerk will submit.	CLERK
17.	<b>To review and approve the following policies.</b> <ul style="list-style-type: none"> <li>i) <b>Health &amp; Safety policy</b></li> <li>ii) <b>Retention of Documents policy</b></li> <li>iii) <b>Complaints policy and procedure</b></li> <li>iv) <b>Accident Reporting policy and procedure</b></li> </ul> All members present approved all policies.	
18.	<b>To approve overtime worked by the Clerk</b> The Clerk submitted 80 hours overtime for March 2025. All those present approved.	
19.	<b>To receive a financial statement to 28<sup>th</sup> February 2025.</b> Four credits into the account in this period 19 <sup>th</sup> March 2025 – Current Account – Bellway Homes Fete Donation - £750 25 <sup>th</sup> March 2025 – Current Account – East Suffolk Council, Rural Community Grant - £30,000 31 <sup>st</sup> March 2025 – Deposit Account – Bank Interest from Unity Trust - £465.04 31 <sup>st</sup> March 2025 – Nationwide Savings – Bank Interest from Nationwide - £1731.55  The bank reconciliation was received and signed by the Chairman	

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20.	<b>To approve the following payments made</b>					
	07 03 25	NEST	Pension Payment	£89.35	LGA1972 s112	
	25 03 25	Flyer Press Ltd	Posters for Fete	£16.00	LGA1972 s145	
	31 03 25	C Small	Clerks Salary	£1584.06	LGA1972 s112	
	31 03 25	HMRC	Tax & NI on Clerks Salary	£389.30	LGA1972 s112	
	31 03 25	Unity Trust	Bank Fee	£6.00		
	All members present agreed the above payments.					

21.	<b>To approve the following payments to be made</b>					
	02 04 25	C Small	Clerks Expenses (incl. McAfee Renewal)	£200.26	LGA1972 s112	
	All members present approved the payment.					

22.	<b>Items for consideration at the next meeting</b> <ul style="list-style-type: none"> <li>Rosemary Gitsham Memorial Bench</li> </ul> Members to inform the Clerk of any requests.	
23.	<b>Close</b> Meeting closed at 8.30pm	