

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4th February 2025 at 7.30pm

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

Also Present: County Cllr Stuart Bird, District Cllr Mike Nimney

Item No.	Comments	Action
1.	To receive apologies for absence Apologies were received from Cllr Owen	
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 7th January 2025. The minutes of the meeting held on 7 th January 2025 were approved. There not a copy available to sign so this will be signed retrospectively at the March 2025 meeting.	
5.	Public Forum including County and District Councillor Reports and Public Question Time. Cllr Bird had submitted his report prior to the meeting, this is available to view on the Trimley St Martin Parish Council website. There were no further questions. Cllr Nimney has submitted the District Councillors report prior to the meeting, this is available to view on the Trimley St Martin Parish Council website. There were no questions.	
6.	To receive the Clerk's Report This was cascaded to councillors prior to the meeting. There were no questions.	
7.	To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville to include but not limited to; i) Discussion around the process for road closures. This was discussed that the process that happened for the High Road closure was not satisfactory. This has been fed back to Suffolk County Council and to Bellway. It was requested that Cllr Bird also takes this further. Cllr Smart thanked Cllr D'arville for her hard work around this issue, including helping to secure the shuttle bus for residents.	

	<p>Cllr Anderson queried regarding a new solar powered sign being erected near the Two Sisters Art Gallery. Cllr D'arville advised this is likely to be the new electronic bus timetable.</p> <p>Cllr Smart highlighted the below issues;</p> <ul style="list-style-type: none"> • Litter along Morston Hall Road, mainly due to the fact that tree guards are splitting and scattering. • Vegetation along Morston Hall Road overgrown – walkers needing to walk in the road which is dangerous. • Vegetation along Kirton road opposite Capel Picnic site is becoming overgrown and sticking out. Concerns once spring comes and starts growing quickly. Already a risk to cyclists and potentially scratching vehicles. • 30mph signs upon entering the village near Morston Hall Road very faded and hard to see. Thought these were on Cllr Birds list to replace. <p>The Clerk will report these issues on the Suffolk Highways Reporting Tool.</p> <p>Cllr Parker questioned the ownership of the land near A14 that is being used by BMX riders. The Clerk advised she has contacted East Suffolk, Suffolk Highways and National Highways to try to determine ownership but no response yet. Cllr Parker requested that it is looked on Land Registry. The Clerk will look into this and see if there is a fee.</p> <p>Cllrs D'arville and Smart also highlighted the issues regarding CityFibre and how they are leaving repairs on pavements and grass verges. All present agreed that the Parish Council to log a complaint regarding this. The Clerk will contact CityFibre and Suffolk Highways.</p> <p>Discussion around idling in vehicles, especially outside the school. This was flagged by a member of the public. Referred to item 15.</p> <p>Email received from East Suffolk regarding changing of public footpath near Poppyfields development. All those present agreed no objection as it is the way that people have walked for many years anyway. The Clerk will go back with this response.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
8.	<p>To receive an update on Planning issues and applications from Cllr Rastrick, and also make decisions on comments for any open planning applications, including but not limited to</p> <p>i) DC/24/4551/FUL</p> <p>All those present voted to submit 'no objection.' The Clerk will submit.</p> <p>No further planning issues.</p>	CLERK
9.	<p>To discuss and decide upon requests from Memorial Hall Management Committee with regards to;</p> <p>i) Purchase and installation of Security Cameras</p> <p>All those present agreed in principle in favour of this, but felt it is best to be done once new extension complete to ensure the whole 'new' building is covered. Also, research into GDPR etc will need to be carried out if CCTV in operation.</p>	

	<p>ii) Upgrading and changing Gas Meter Memorial Hall Committee having issues reading the gas meter. Engineer attended last week and to have a Smart Meter put in then the Meter is likely needed to be changed. Management Committee asked that the Parish Council look into and sort this. All those present agreed that this would need sorting by the Management Committee due to the fact companies will not speak to anyone from the Parish Council as not named on bills. All those present agreed that if there were costs involved in changing this would be something the Parish Council would potential fund (cost dependant).</p> <p>The Clerk to update the Management Committee on these decisions.</p>	CLERK
10.	<p>To update regarding the Memorial Hall Extension The Clerk updated that it is currently on the Governments Contract Finder. The Clerk has met with four potential contractors at the premises and Cllr Smart is due to meet with another on 5th Feb. Slight issues with getting originals of plans as the architect is unable to provide these digitally. Cllr Parker to chase Mr Wilson up to see if we can get the original acetates by the end of the week, to try to then find an organisation that can upload digitally. There may be an additional cost to this. The Clerk has applied for a grant for £30,000 from East Suffolk Rural Community Hub, panel is due to meet early March 2025. The Clerk is also looking into National Lottery funding and starting that application.</p>	<p>BP</p> <p>CLERK</p>
11.	<p>To discuss and agree on the Parish Infrastructure Investment Plan This was previously cascaded to all members. This is required to be able to apply to East Suffolk to receive CIL monies for the Kingsfleet Park Development early. The Clerk has produced a basic plan, Cllr Smart had produced a more thorough plan. All those present agreed to adopt the plan incorporating both drafts. The Clerk will put this together and submit.</p>	CLERK
12.	<p>To update on plans for the Summer Fete The Clerk, Cllr Rastrick, Cllr Anderson and Cllr Long attended another meeting at Sports and Social Club. These meetings are currently being held fortnightly. Plans are going ahead. Discussion around charities having a stall at a reduced/free price. The Clerk will bring this to the next fete meeting.</p>	CLERK

13.	To consider and agree date for Annual Parish Meeting All those present agreed for the Annual Parish Meeting to be held on Tuesday 1 st April 2025 at 7pm, at the Memorial Hall.	
14.	To update on Clerks laptop and agree disposal of old laptop. All members were provided with full details regarding the old laptop going wrong. All those present agreed for the Clerk to arrange wiping of the hard drive of the old laptop and disposal. The Clerk will arrange.	CLERK
15.	To discuss and decide upon items for Flyer/Spotlight column All members agreed on the following; <ul style="list-style-type: none"> • Update re Summer Fete • Idling in vehicles, especially outside the school • What the PC did to help the High Road closure situation. The Clerk will submit.	CLERK
16.	To review and approve the following policies <ul style="list-style-type: none"> i) Data Protection ii) Freedom of Information iii) Biodiversity iv) Equal Opportunities v) Social Media Policy One spelling mistake to be rectified on Data Protection policy, the Clerk will amend. All members present approved all policies.	CLERK
17.	To approve overtime worked by the Clerk The Clerk submitted 8 hours overtime for January 2025. All those present approved. The Clerk to ensure that she is claiming for all hours worked.	
18.	To receive a financial statement to 31st January 2025. No credits into the accounts in this period.	

	Bank Reconciliation at 31/01/2025			
	Cash in Hand 01/04/2024		150,355.53	
	ADD Receipts 01/04/2024 - 31/01/2025		48,626.17	
			198,981.70	
	SUBTRACT Payments 01/04/2024 - 31/01/2025		35,076.60	
A	Cash in Hand 31/01/2025 (per Cash Book)		163,905.10	
	Cash in hand per Bank Statements			
	Petty Cash 31/01/2025	0.00		
	Trimley St Martin Parish Council C 31/01/2025	9,627.17		
	Trimley St Martin Parish Council D 31/01/2025	73,863.68		
	Trimley St Martin Parish Council N 31/01/2025	80,414.25		
			163,905.10	
	Less unrepresented payments			
			163,905.10	
	Plus unrepresented receipts			
B	Adjusted Bank Balance		163,905.10	
	A = B Checks out OK			
The bank reconciliation was received and signed by the Chairman.				
19.	To approve the following payments made			
06 01 25	Memorial Hall	Hall Hire for Meetings	£54.00	LGA s137
09 01 25	NEST	Pension Payment	£78.29	LGA1972 s112
09 01 25	E D'arville	Expenses	£25.29	Local Authorities (Members' Allowances)(England) Regulations 2003 - England
09 01 25	Oak Tree Farm	Purchase of Christmas Tree	£120.00	LGA1972 s137
13 01 25	Viking Direct	Stationary Supplies	£54.41	LGA1972 s112

	20 01 25	Bayfield Electrical	Electrical Testing at Memorial Hall	£1110.00	LGA1972 s133	
	27 01 25	Jack's Jet Washing	Bus Shelter Clean	£350.00	Local Government (Miscellaneous Provision) Act 1953, s4	
	29 01 25	E Jacobs & sons	Lock post at Memorial Hall	£144.00	LGA1972 s133	
	31 01 25	C Small	Clerks Salary	£1324.30	LGA1972 s112	
	31 01 25	HMRC	Tax & NI on Clerks Salary	£227.42	LGA1972 s112	
	31 01 25	Unity Trust	Bank Fee	£6.00		
	All those present agreed the above payments.					
20.	To approve the following payments to be made					
	05 02 25	C Small	Clerks Expenses (including new laptop and padlock for post)	£576.78	LGA1972 s112	
	All those present approved the payment to be made					
21.	Items for consideration at the next meeting					
	None at present. Members to inform the Clerk of any requests.					
22.	Close					
	Meeting closed at 8.53pm					