

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7th January 2025 at 7.30pm

Present: Cllrs Smart, D’arville, Rastrick, Parker, Owen, Long, Anderson

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

| Item No. | Comments | Action |
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| 1. | To receive apologies for absence Apologies were received from Cllr Aguilar-Gomez | |
| 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 5th November 2024. The minutes of the meeting held on 5 th November 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 wanted to show support for the summer fete that is in the process of being planned and also offer assistance. 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 Bird also offered a donation towards the summer fete of £2000 providing this money can be spent asap, the Clerk will look into what can be purchased now to utilise this kind donation. Cllr Bird also offered to help on the day. 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. | CLERK |
| 6. | To receive the Chairmans Report. This was cascaded prior to the meeting and is available on the Parish Council website. There were no questions. | |
| 7. | To receive the Clerk’s Report The Clerk’s report had been cascaded to councillors. There were no questions. | |

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| 8. | <p>To receive an update on Transport and Highways Issues from Cllrs Anderson and D’arville.</p> <p>Cllr D’arville cascaded a report prior to the meeting, this is available to view on the Trimley St Martin Parish Council website. The Parish Council are still awaiting confirmation of the shuttle bus for the upcoming road closure.</p> <p>Cllr Smart questioned the closure of the slip road of Junction 59 13th Jan for 3 nights. A sign has been put up but there is nothing showing online about this closure. The Clerk was requested to see if any further information can be found out.</p> | CLERK |
| 9. | <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/24/4324/VOC</p> <p>All those present voted to submit ‘no objection.’ The Clerk will submit.</p> <p>No further planning issues.</p> | CLERK |
| 10. | <p>To update and discuss the Memorial Hall Extension and agree next steps moving forward.</p> <p>All members present voted in favour of including a project manager within the Contracts Finder.</p> <p>All members present voted in favour of using the bracket of between £137,250 and £299,250.</p> <p>The Clerk will get this listed on Contract Finder</p> | CLERK |
| 11. | <p>To discuss and decide upon ant grant applications received as per the Grants and Donations Policy</p> <p>This item was carried over from the December meeting as this was cancelled.</p> <p>Two applications had been received. All details had been cascaded to members prior to the meeting.</p> <p>All members present agreed to award £350 to Citizens Advice East. The Clerk will process this.</p> | CLERK |
| 12. | <p>To discuss the recent Remembrance Service and the plans for Remembrance Day 2025</p> <p>Cllr Rastrick advised both himself and the Clerk attended the Remembrance Service organised by Trimley St Mary Parish Council. Cllr Rastrick suggested that next year Trimley St Martin Parish Council are more involved, and he volunteered for this. All those present voted in favour of this.</p> <p>The Clerk will inform Cllr Lynn Beal of Trimley St Mary Parish Council of this and request she contact Cllr Rastrick nearer the time.</p> | CLERK |
| 13. | <p>To update on and agree next steps with regards to a Summer Fete</p> | |

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| | <p>The Clerk, Cllr Rastrick and Cllr Anderson had attended a meeting with Trimley Sports and Social Club regarding the fete and working together. A provisional date was put forward for 5th July 2025.</p> <p>All members present voted in favour of the Parish Council working with the Sports and Social Club to put on a summer fete.</p> <p>The Clerk, Cllr Rastrick and Cllr Anderson are attending a meeting next week. Cllrs Long, Smart, D’arville and Parker all offered to volunteer to help on the day.</p> | |
| 14. | <p>To review, discuss and agree on final budget for 2025/2026 and confirm amount of precept to be requested.</p> <p>All documents were cascaded to members prior to the meeting. These documents were also available at the meeting.</p> <p>After discussions, all those present voted in favour of an increase of £3.46 per annum per household meaning a precept of £33,029.12 and using £8940.89 from reserves.</p> <p>The Clerk will request a precept of £33,029.12 from East Suffolk District Council.</p> | CLERK |
| 15. | <p>To receive an update on CIL monies currently held and what can be expected in the future.</p> <p>Information was cascaded to members prior to the meeting and was also available at the meeting.</p> | |
| 16. | <p>To confirm appointment of SALC as Internal Auditor for 2024/2025</p> <p>All members present voted in favour of SALC carrying out the Internal Audit for 2024/2025.</p> | |
| 17. | <p>To receive a financial statement to 31st December 2024.</p> <p>Two credits into the accounts in this period.</p> <p>18th November 24 – Current Account – VAT refund for 01/04/24 – 31/10/24 - £630.57</p> <p>31st December 24 – Deposit Account – Bank interest - £451.78</p> | |

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| | Bank Reconciliation at 31/12/2024 | | | |
| | Cash in Hand 01/04/2024 | | | 150,355.53 |
| A | ADD Receipts 01/04/2024 - 31/12/2024 | | | 48,626.17 |
| | | | | 198,981.70 |
| | SUBTRACT Payments 01/04/2024 - 31/12/2024 | | | 31,551.40 |
| | Cash in Hand 31/12/2024 (per Cash Book) | | | 167,430.30 |
| B | Cash in hand per Bank Statements | | | |
| | Petty Cash 31/12/2024 | 0.00 | | |
| | Trimley St Martin Parish Council Ct 31/12/2024 | 13,152.37 | | |
| | Trimley St Martin Parish Council Dr 31/12/2024 | 73,863.68 | | |
| | Trimley St Martin Parish Council Nt 31/12/2024 | 80,414.25 | | |
| | | | | 167,430.30 |
| | Less unrepresented payments | | | |
| | | | | 167,430.30 |
| | Plus unrepresented receipts | | | |
| B | Adjusted Bank Balance | | | 167,430.30 |
| | A = B Checks out OK | | | |
| The bank reconciliations were received and signed by the Chairman. | | | | |
| 18. | To approve the following payments made | | | |
| 06 11 24 | Simon Jones Landscapes | Roundabout & Beds Contract | £620.40 | Highways Act 1990 s196 |
| 06 11 24 | Simon Jones Landscapes | Memorial Hall Grounds Contract | £438.00 | LGA1972 s133 |
| 11 11 24 | NEST | Pension payment | £91.63 | LGA1972 s112 |
| 11 11 24 | East Suffolk Building Control | Memorial Hall Building Plan Payment | £408.00 | Provision of PC Buildings LGA1972 s133 |
| 29 11 24 | C Small | Clerks Salary incl back pay | £1698.25 | LGA1972 s112 |
| 29 11 24 | HMRC | Tax & NI on Clerks Salary | £460.44 | LGA1972 s112 |
| 04 12 24 | C Small | Clerks Expenses | £64.56 | LGA1972 s112 |
| 09 12 24 | NEST | Pension payment | £122.92 | LGA1972 s112 |

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| | 31 12 24 | C Small | Clerks Salary | £1324.50 | LGA1972 s112 | |
| | 31 12 24 | HMRC | Tax & NI on Clerks Salary | £227.22 | LGA1972 s112 | |
| | 31 12 24 | Unity Trust | Bank Fee | £6.00 | | |
| | All those present agreed the above payments. | | | | | |
| 19. | To approve the following payments to be made | | | | | |
| | 08 01 25 | C Small | Clerks Expenses | £31.49 | LGA1972 s112 | |
| | All those present approved the payment to be made | | | | | |
| 20. | Items for consideration at the next meeting | | | | | |
| | None at present. Members to inform the Clerk of any requests. | | | | | |
| 21. | Close | | | | | |
| | Meeting closed at 8.36pm | | | | | |