

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 3rd June 2025 at 7.30pm

Present: Cllrs Smart, Rastrick, Parker, Owen, Long, Aguilar-Gomez.

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

Item No.	Comments	Action
1.	To receive apologies for absence Apologies were received and approved from Cllr Anderson due to work commitments, Cllr Long due to personal circumstances, and Cllr D'arville due to health reasons.	
2.	For councillors to declare any interest in matters on the agenda Cllr Rastrick declared an interest in Item 13.	
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. Cllr Rastrick will not speak or vote during Item 13.	
4.	To approve the minutes of the meeting held on 6th May 2025. The minutes of the meeting held on 6 th May 2025 were approved and signed as a true record by the Chair.	
5.	Public Forum including County and District Councillor Reports and Public Question Time. 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 Reeves had provided a report on behalf of himself and Cllr Nimney. There were no further questions. No members of the public wished to speak.	
6.	Members to sign Declaration of Acceptance of Officer as required for those who were not present during May 2025 meeting Cllr Parker signed the Declaration of Acceptance of Officer with the Clerk witnessing.	
7.	To receive the Chairmans Report The Chairmans report was cascaded to councillors prior to the meeting. There were no questions.	
8.	To receive the Clerk's Report This was cascaded to councillors prior to the meeting. There were no questions.	
9.	To review the following policies i) Internet Banking	

	ii) Equality and Diversity All members present approved both policies.	
10.	To confirm appointment of Carly Small as Responsible Financial Officer for 2025/2026 This was confirmed and approved by all members present.	
11.	To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville There was no report by Cllrs D'arville or Anderson. Cllr Parker raised the overgrown vegetation along Kirton Road, the Clerk advised this is reported every month and Suffolk Highways say it does not meet their threshold to cut it back yet. Cllr Smart reported that the footpath opposite Seamark Nunn is overgrown, as is the vegetation along Morston Lane, causing the following dangers; Drivers - overgrowth of vegetation on passing places side impeding drivers visibility of oncoming traffic Pedestrians - vegetation overgrowth on both sides of single track road impeding safe passage for walkers who in places need to walk in road particularly near junction of High Road. The Clerk will report both of these to Suffolk Highways.	CLERK
12.	To receive an update on Planning issues and applications from Cllr Rastrick and to decide upon any comments to submit on open planning applications. No open planning application and no planning issues to be discussed.	
13.	To discuss and decide upon the Parish Council 'sponsoring' or providing funding for the Village Recorder. Cllr Rastrick did not comment on this agenda item. All those present voted in favour of a one-off annual payment of £150 to help towards printing, stationary supplies, online memberships. It was also agreed that if any events are put on such as photographic exhibitions etc. further expenses could be claimed on provision of receipts and claim form. The Clerk will arrange payment.	CLERK
14.	Internal Audit <ul style="list-style-type: none"> i) To note the completion of the internal audit and consider the recommendations ii) To agree the accounts for 2024-2025 iii) To agree the governance statements on the Annual Return iv) To receive, agree and sign the Annual Return for 2024-2025 v) To approve the dates for the Notice of the Period for Exercise of Public Rights All documents were cascaded to members prior to the meeting. They were also available at the meeting. <ul style="list-style-type: none"> i) The completion of the Internal Audit was noted, and the recommendation for ensuring apologies are approved was noted and will be actioned moving forward. ii) All those present agreed the accounts for 2024-2025. 	

	<p>iii) All those present agreed the Governance statements on the Annual Return.</p> <p>iv) The Annual Return for 2024-2025 was received, agreed by all present and signed by the Chairman.</p> <p>v) The dates for the Notice of the Period for Exercise of Public Rights were agreed as 05/06/2025 – 16/07/2025. This is posted in the noticeboards and on the Parish Council website.</p> <p>The Clerk will now submit all documentation to PKF Littlejohn for External Audit</p>	CLERK
15.	<p>To approve the requirements for the contract on maintenance of Memorial Hall Grounds and Roundabout and Flower Beds</p> <p>Last years contracts were cascaded to councillors prior to the meeting. All those present agreed current contract is still sufficient. The Clerk will promote and send out invitations to tender.</p> <p>Query around the hedge at the Memorial Hall not having a big cut this year. The trims were completed but the request for the hedge to be cut back was not. The Clerk will flag this with Simon Jones.</p>	CLERK
16.	<p>To consider requests for assistance from applicants in accordance with the Parish Councils Grants and Donations Policy</p> <p>There have been no applications received.</p>	
17.	<p>To update on Memorial Hall Extension</p> <p>The Clerk updated the following:</p> <ul style="list-style-type: none"> • Application for PWLB has been approved by SALC and passed to Government department for approval. This can take up to six weeks. • Application for match funding from the Local CIL Fund for £50,000. Decision to be made at the end of June. If successful, this would mean PWLB could be reduced by £50,000. • New quote and payment schedule received from Oliva Contracts following on from amendments and this has been cascaded to all members. • Information sent to insurance company for a quote for any additional insurances needed on the Memorial Hall during works. <p>As always, all plans and documentation are available to view on the Parish Council website.</p>	
18.	<p>To update on the Summer Fete to include;</p> <p>i) Decision to be made on what First Aid provisions to have in place</p> <p>ii) Volunteer to put up posters</p> <p>i) Cllr Anderson had arranged for Tony Lazell to attend the meeting to offer his services for First Aid provision. After consideration of services, costs, and legal requirements all</p>	CLERK

	<p>those present voted in favour of using St Johns Ambulance. The Clerk will ask Cllr Anderson to book asap.</p> <p>ii) Cllr Aguilar-Gomez offered to put up 3. Cllr Stuart Bird offered to put up a poster at Felixstowe Town Hall along with some flyers. Cllr Parker suggested for some to go up in Kirton noticeboards. The Clerk will send out posters.</p> <p>Next Fete meeting is being held on 4th June 2025.</p>	CLERK
19.	<p>To discuss and decide upon items for the Flyer/Spotlight column</p> <ul style="list-style-type: none"> • Memorial Hall Extension Update • Public footpaths/Bridleway reminder • The PC supporting the Village Recorder <p>The Clerk will submit.</p>	CLERK
20.	<p>To discuss and decide upon feedback for the meeting regarding Trimley Station</p> <p>Cllr Rastrick will attend this meeting on behalf of the Parish Council. Questions have been raised regarding this by Cllrs. Cllr Rastrick will put together a five-minute presentation and send round to all members prior to the meeting for feedback.</p>	PR
21.	<p>To approve overtime worked by the Clerk</p> <p>The Clerk submitted 17 hours overtime for May 2025. All those present approved.</p>	
22.	<p>To receive a Budget Monitoring Report.</p> <p>This was cascaded to all members prior to the meeting. All members present approved this.</p> <p>The report is available to view on the Parish Council Website.</p>	
23.	<p>To receive a financial statement to 31st May 2025.</p> <p>One credit into the accounts in this period.</p> <p>7th May 2025 – Current Account– East Suffolk District Council – CIL Forward Funding payment.</p> <p>All those present agreed for this to be moved into the Deposit Account. The Clerk will arrange this.</p> <p>The bank reconciliation was received and signed by the Chairman.</p>	

	Bank Reconciliation at 31/05/2025 Cash in Hand 01/04/2025 ADD Receipts 01/04/2025 - 31/05/2025 SUBTRACT Payments 01/04/2025 - 31/05/2025 A Cash in Hand 31/05/2025 (per Cash Book)				191,879.87	
					69,766.69	
					261,646.56	
					7,965.40	
					253,681.16	
	Cash in hand per Bank Statements Petty Cash 31/05/2025 0.00 Trimley St Martin Parish Council C 31/05/2025 96,103.70 Trimley St Martin Parish Council D 31/05/2025 75,431.66 Trimley St Martin Parish Council N 31/05/2025 82,145.80 Less unrepresented payments Plus unrepresented receipts					
					253,681.16	
					253,681.16	
					253,681.16	
	A = B Checks out OK					

24.	To approve the following payments made				
	08 05 25	E D'arville	Cllr Expenses	£40.00	LGA1972 s137
	08 05 25	SALC	Membership	£763.66	LGA1972 s143
	08 05 25	SLCC	Subscription	£240.00	LGA1972 s143
	08 05 25	CPRE	Membership	£36.00	LGA1972 s111
	08 05 25	Royal Mail	Renewal of PO Box	£445.80	LGA1972 s112
	08 05 25	Simon Jones Landscapes	Roundabout and Beds	£620.00	Highways Act 1990 s196
	08 05 25	Simon Jones Landscapes	Memorial Hall Outside Maintenance	£438.00	LGA1972 s133
	09 05 25	NEST	Pension payment	£118.18	LGA1972 s112
	30 05 25	HMRC	Tax & NI on Clerks Salary	£426.09	LGA1972 s112
	30 05 25	C Small	Clerks Salary	£1540.68	LGA972 s112

	All members present agreed the above payments.										
25.	To approve the following payments to be made <table border="1"><tr><td>04 06 25</td><td>C Small</td><td>Clerks Expenses</td><td>£175.17</td><td>LGA1972 s112</td></tr></table> All members present approved the payment.					04 06 25	C Small	Clerks Expenses	£175.17	LGA1972 s112	
04 06 25	C Small	Clerks Expenses	£175.17	LGA1972 s112							
26.	Items for consideration at the next meeting Members to inform the Clerk of any requests.										
27.	Close Meeting closed at 8.38pm										