

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4<sup>th</sup> March 2025 at 7.30pm**

**Present:** Cllrs Smart, D'arville, Rastrick, Parker, Owen, Long

**Also Present:** County Cllr Stuart Bird, District Cllr Mike Nimney and 3 members of the public

Item No.	Comments	Action
1.	<b>To receive apologies for absence</b> Apologies were received from Cllrs Anderson and Aguilar-Gomez	
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> February 2025.</b> The minutes of the meeting held on 4 <sup>th</sup> February 2025 were approved and signed as a true record by the Chair. The Chair also signed the minutes for the 7 <sup>th</sup> January 2025 meeting.	
5.	<b>Public Forum including County and District Councillor Reports and Public Question Time.</b> Member of the public asked regarding maps that had been created back in 2020, they advised that David at Bidwells had agreed for them to fund these maps to be turned into a flyer in approximately 2022. The members of the public requested that this be followed up. The Clerk will contact Bidwells to see if this is something they would still be willing to do. 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. The Clerk requested that Cllr Bird send through a 'statement' regarding the meeting with Trimley St Martin Primary School about the parking issues, so that this can be cascaded to residents. Cllr Nimney and Cllr Reeves had 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.	<b>CLERK</b>
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 Angela	

	Butler. Angela was unable to make the meeting so the Clerk will inform her of the result. There are now 9 Parish Councillors and 2 spare seats.	<b>CLERK</b>
<b>7.</b>	<b>To receive the Chairmans Report</b> The Chairmans report was cascaded to councillors prior to the meeting. There were no questions.	
<b>8.</b>	<b>To receive the Clerk's Report</b> This was cascaded to councillors prior to the meeting. There were no questions.	
<b>9.</b>	<b>To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville</b> Cllr D'arville advised no issues to report on this month. The Clerk has flagged up the issues with the CityFibre works direct to CityFibre and to Suffolk Highways. Cllr Smart commented on the amount of people speeding through the village recently.	
<b>10.</b>	<b>To receive an update on the issues on the land adjacent to the A14 opposite Capel Hall Road</b> The Clerk updated that after much researching, Land Registry have confirmed the land is owned by Suffolk County Council. The Clerk has reported the issues direct to them. Since then, National Highways have also claimed that they own the land, the Clerk subsequently relayed the issues direct to National Highways.	
<b>11.</b>	<b>To receive an update on Planning issues and applications from Cllr Rastrick, and also make decisions on comments for any open planning applications.</b> There are no open planning applications. No planning issues to report on.	
<b>12.</b>	<b>To receive an update from Cllr Rastrick following on from the Memorial Hall Extension Committee Meeting</b> Cllr Rastrick advised that the Memorial Hall Extension Committee have received all quotes from contractors wishing to apply for the tender. These quotes were available at the meeting for members to look at if required. Cllr Rastrick advised that the Memorial Hall Extension Committee wished to appoint Oliva Contractors. All members present voted in favour of appointing Oliva Contractors. Cllr Rastrick also updated the members on the grant funding as per the minutes of the meeting which can be found on the Trimley St Martin Parish Council website. Discussion held about possible loan to bridge the shortfall of funding currently held. All those present agreed this is likely to be needed. The Clerk will start researching this.	<b>CLERK</b>

13.	<p><b>To update on plans for the Summer Fete and agree which councillor/councillors will lead on the Parish Council stall.</b></p> <p>The Clerk updated members with the current plans, and that currently looking for traders and organisations/groups to perform in the arena. The Clerk highlighted that a Parish Council stall would be needed, to highlight the work a Parish Council does and to engage with the community. Cllr Rastrick kindly volunteered to put this together. The Parish Council are awaiting a decision from Trimley St Mary Parish Council as to whether they wish to be involved. Cllr Rastrick will work with them on this if so.</p>	PR
14.	<p><b>To discuss whether the Parish Council would be willing to fund a hire of the Memorial Hall for an ESPA meeting.</b></p> <p>This agenda item was requested by Cllr Anderson. All those present voted in favour of the Parish Council funding one hall hire for an ESPA meeting. The Clerk will contact Heather Rodwell, and ESPA so they can liaise to organise this.</p>	CLERK
15.	<p><b>To discuss and decide upon items for the Flyer/Spotlight column.</b></p> <p>The following articles were agreed:</p> <ul style="list-style-type: none"> <li>• Vehicles idling and the laws surrounding this.</li> <li>• Summer Fete</li> <li>• Update on Memorial Hall Extension</li> <li>• Road safety reminder</li> </ul> <p>The Clerk will submit</p>	CLERK
16.	<p><b>To conduct a review of the Council's Governance Risks</b></p> <p>The Council reviewed and approved the Council's Governance Risks. (Available on the Trimley St Martin Parish Council Website).</p>	
17.	<p><b>To conduct a review of Internal Controls</b></p> <p>The Council reviewed and approved the Council's Internal Controls. (Available on the Trimley St Martin Parish Council Website).</p>	
18.	<p><b>To update and agree Asset Register</b></p> <p>Updates were agreed and approved. (Available on the Trimley St Martin Parish Council Website).</p>	
19.	<p><b>To review and approve the following policies.</b></p> <ul style="list-style-type: none"> <li>i) <b>Anti-harassment and bullying</b></li> <li>ii) <b>Disciplinary</b></li> <li>iii) <b>Grievance</b></li> <li>iv) <b>Volunteer</b></li> </ul> <p>All members present approved all policies.</p>	

20.	<b>To approve overtime worked by the Clerk</b> The Clerk submitted 20 hours overtime for February 2025. All those present approved.																																																														
21.	<b>To receive a financial statement to 28<sup>th</sup> February 2025.</b> One credit into the account in this period 20/02/2025 - £733.00 – Suffolk County Council – Donation from Cllr Bird for the Summer Fete. <table><tr><td></td><td><b>Bank Reconciliation at 28/02/2025</b></td><td></td><td></td></tr><tr><td rowspan="5">A</td><td>Cash in Hand 01/04/2024</td><td></td><td>150,355.53</td></tr><tr><td><b>ADD</b> Receipts 01/04/2024 - 28/02/2025</td><td></td><td>49,359.17</td></tr><tr><td></td><td></td><td>199,714.70</td></tr><tr><td><b>SUBTRACT</b> Payments 01/04/2024 - 28/02/2025</td><td></td><td>38,319.61</td></tr><tr><td><b>Cash in Hand 28/02/2025</b> (per Cash Book)</td><td></td><td><b>161,395.09</b></td></tr><tr><td rowspan="7">B</td><td>Cash in hand per Bank Statements</td><td></td><td></td></tr><tr><td>Petty Cash 28/02/2025</td><td>0.00</td><td></td></tr><tr><td>Trimley St Martin Parish Council Cr 28/02/2025</td><td>7,117.16</td><td></td></tr><tr><td>Trimley St Martin Parish Council Dr 28/02/2025</td><td>73,863.68</td><td></td></tr><tr><td>Trimley St Martin Parish Council Ni 31/01/2025</td><td>80,414.25</td><td></td></tr><tr><td></td><td></td><td><b>161,395.09</b></td></tr><tr><td>Less unrepresented payments</td><td></td><td></td></tr><tr><td></td><td></td><td>161,395.09</td></tr><tr><td></td><td>Plus unrepresented receipts</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>B</td><td><b>Adjusted Bank Balance</b></td><td></td><td><b>161,395.09</b></td></tr><tr><td></td><td><b>A = B Checks out OK</b></td><td></td><td></td></tr></table>		<b>Bank Reconciliation at 28/02/2025</b>			A	Cash in Hand 01/04/2024		150,355.53	<b>ADD</b> Receipts 01/04/2024 - 28/02/2025		49,359.17			199,714.70	<b>SUBTRACT</b> Payments 01/04/2024 - 28/02/2025		38,319.61	<b>Cash in Hand 28/02/2025</b> (per Cash Book)		<b>161,395.09</b>	B	Cash in hand per Bank Statements			Petty Cash 28/02/2025	0.00		Trimley St Martin Parish Council Cr 28/02/2025	7,117.16		Trimley St Martin Parish Council Dr 28/02/2025	73,863.68		Trimley St Martin Parish Council Ni 31/01/2025	80,414.25				<b>161,395.09</b>	Less unrepresented payments					161,395.09		Plus unrepresented receipts							B	<b>Adjusted Bank Balance</b>		<b>161,395.09</b>		<b>A = B Checks out OK</b>			
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		28 02 25	Jacks Jet Washing	Cleaning of Howlett Way shelter	£30.00	Local Government (Miscellaneous Provision) Act 1953, s4							
		28 02 25	Starboard Systems Limited (Scribe)	Scribe Renewal	£414.72	LGA1972 s111							
		28 02 25	HMRC	Tax & NI on Clerks Salary	£284.97	LGA1972 s112							
		28 02 25	C Small	Clerks Salary	£1417.25	LGA1972 s112							
		28 02 25	Unity Trust	Bank Fee	£6.00								
	All those present agreed the above payments.												
23.	<b>To approve the following payments to be made</b> <table><tr><td>05 03 25</td><td>C Small</td><td>Clerks Expenses</td><td>£77.10</td><td>LGA1972 s112</td></tr></table>							05 03 25	C Small	Clerks Expenses	£77.10	LGA1972 s112	
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	All those present approved the payment to be made												
24.	<b>Items for consideration at the next meeting</b> <ul style="list-style-type: none"><li>Consideration of removing January meeting from annual calendar for 'winter break'.</li></ul> Members to inform the Clerk of any requests.												
22.	<b>Close</b> Meeting closed at 8.28pm												