

**Minutes of the Annual Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 6<sup>th</sup> May 2025 at 7.30pm**

**Present:** Cllrs Smart, Rastrick, Owen, Long

**Also Present:** County Councillor Stuart Bird District Councillor Lee Reeves and one member of the public.

<b>Item No.</b>	<b>Comments</b>	<b>Action</b>
<b>1.</b>	<p><b>To elect a Chairman and a Vice-Chairman</b></p> <p><b>a) To elect a Chairman for the Council year 2025/2026</b> Cllr Owen proposed Cllr Smart. Seconded by Cllr Rastrick. Cllr Smart accepted role of Chairman.</p> <p><b>b) To elect a Vice-Chairman for the Council year 2025/2026</b> Cllr Smart proposed Cllr Parker. Seconded by Cllr Long. Cllr Parker had advised the Clerk and the Chairman prior to the meeting that he would accept should he be proposed.</p>	
<b>2.</b>	<p><b>To receive apologies for absence</b> Apologies received from; Cllr Parker – medical reasons Cllr D’arville – medical reasons Cllr Aguilar-Gomez – personal commitments Cllr Mellamphy – personal commitments Cllr Anderson – work commitments</p> <p>All apologies were accepted and approved.</p>	
<b>3.</b>	<p><b>All members to sign Declaration of Acceptance of Office as required. To discuss and agree on extension for councillors absent from this meeting to sign at the next meeting.</b> Cllr Smart signed Declaration of Acceptance of Office. All members present approved extension for Cllr Parker to sign at next meeting. No other members required to do so as it is not an election year.</p>	
<b>4.</b>	<p><b>To receive declarations of interest</b> There were no declarations of interest.</p>	
<b>5.</b>	<p><b>To receive and determine requests from councillors for dispensations.</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.</p>	
<b>6.</b>	<p><b>To approve the minutes of the meeting held on 1<sup>st</sup> April 2025</b> The minutes of the meeting held on 1<sup>st</sup> April 2025 were approved and signed as a true record.</p>	
<b>7.</b>	<b>Public Forum</b>	

	<p>Member of the public wished to speak in her role as Village Recorder for Trimley St Martin. This role is not funded at all; the Village Recorder would like to request that the Parish Council sponsor the role moving forward. Chairman advised this would go on the agenda for the next months meeting to be discussed and thanked the Village Recorder for all her work.</p> <p>Cllr Bird had previously submitted a report which is available to view in full on the Trimley St Martin Parish Council website and was cascaded to all members prior to the meeting. There were no further questions. Cllr Bird also confirmed he is happy to help with the Summer Fete on the day.</p> <p>Cllr Reeves had not provided a report prior to the meeting. He informed that it had been a reasonably quiet period with Easter and Bank Holidays and that they are still waiting on further decisions and information regarding the Devolution.</p> <p>Member of the public raised concerns regarding the upcoming closure of Grimston Lane and the fact that not only had they not been properly informed as residents, but that it states that there will be no access for emergency vehicles during the closure and residents are worried about this. The Clerk will raise this with Suffolk Highways.</p>	CLERK
8.	<p><b>To review, discuss and decide upon co-option of new Parish Councillor applications.</b></p> <p>There had been no applications. The candidate who previously applied in March 2025 is yet to signed declaration of acceptance of office or attend a meeting and therefore would need to be co-opted again at a time they are able to attend a meeting.</p>	
9.	<p><b>To review the Delegation Arrangements to, and Terms of Reference for the following committees and Delegation Arrangements to the Clerk.</b></p> <ul style="list-style-type: none"> <li>i) <b>Planning Committee</b></li> <li>ii) <b>Personnel and HR Committee</b></li> <li>iii) <b>Appeals Committee</b></li> <li>iv) <b>Memorial Hall Extension Committee</b></li> </ul> <p>These were cascaded to all members prior to the meeting. All members present approved all the above delegation arrangements and terms of reference.</p>	
10.	<p><b>To appoint members to the following committees</b></p> <ul style="list-style-type: none"> <li>a) <b>Planning Committee</b> Cllr Rastrick (Chair), Cllr Anderson, Cllr Parker, Cllr Smart, Cllr Long</li> <li>b) <b>Personnel and HR Committee</b> Vice Chairman – Cllr Parker (Chair), Cllr Anderson, Cllr D’arville, Cllr Rastrick, Cllr Long</li> <li>c) <b>Appeals Committee</b> Chairman – Cllr Smart (Chair), Cllr Long, Cllr Owen</li> <li>d) <b>Memorial Hall Extension Committee</b></li> </ul>	

	<p>Cllr Rastrick (Chair), Cllr Parker, Cllr Smart, Cllr D’arville, Cllr Long, Heather Rodwell, Tony Rodwell</p> <p>Although not present at the meeting Cllr Parker had advised the Clerk and the Chairman, he was happy to continue on the above-mentioned committees.</p> <p>Although not present at the meeting Cllr D’arville had advised the Clerk and the Chairman she was happy to be on the above-mentioned committees.</p> <p>Although not present at the meeting Cllr Anderson has advised the Clerk, she was happy to be on the above-mentioned committees.</p> <p>Although not present at the meeting Heather Rodwell and Tony Rodwell had advised the Clerk they were happy to be on the above-mentioned committee.</p> <p>All members present voted in favour of these.</p>	
11.	<p><b>To appoint councillors to act as link representatives with special interest in:</b></p> <p><b>a) School Liaison.</b> This had previously been Cllr Aguilar-Gomez. Cllr Aguilar-Gomez was unable to attend the meeting so this will be moved to the agenda for next month to confirm.</p> <p><b>b) Transport and Highways Issues</b> Although not present at the meeting, both Cllr D’arville and Cllr Anderson had advised the Clerk that they are happy to remain as link representatives for Transport and Highways Issues.</p> <p>All members present voted in favour of these.</p>	CLERK
12.	<p><b>To appoint members to the following working parties</b></p> <p><b>a) Footpath/cycleway, river, tree and hedgerow working group.</b> Cllr Smart, Cllr Parker, Cllr Rastrick, Cllr Long</p> <p><b>b) Events</b> Cllr Rastrick, Cllr Long</p> <p>Although not present at the meeting Cllr Parker had advised the Clerk and the Chairman, he was happy to be in the above-mentioned working group</p> <p>All members present voted in favour of this.</p>	
13.	<p><b>To review the Council’s representatives on external bodies and arrangements for reporting back:</b></p> <p><b>a) Memorial Hall Management Committee</b> – Cllr Smart, Cllr Owen</p> <p><b>b) Poor’s Charity Trustees</b> – Cllr Parker, Cllr Anderson</p> <p><b>c) Port of Felixstowe Local Authority Liaison Committee</b> – Cllr Parker, Cllr Smart</p>	

	<p> <b>d) District Council/Police ASB Group – Cllr Rastrick</b>  <b>e) Freight Quality Partnership Group – Cllr Parker</b>  <b>f) Felixstowe Peninsula Community Partnership – Cllr Smart</b>  <b>g) Felixstowe and District Council for Sports and Recreation Executive Committee – Cllr Long</b> </p> <p>Cllr Smart requested to add the following which she is a representative for:</p> <ul style="list-style-type: none"> <li>• <b>Tree Wardens – Cllr Smart, Cllr Rastrick</b></li> <li>• <b>Memory Lane Steering Group Felixstowe/Trimley St Martin – Cllr Smart</b></li> <li>• <b>Suffolk Disability Forum – Cllr Smart</b></li> </ul> <p>Although not present, Cllr Parker and Cllr Anderson had advised the Clerk they wished to continue in the above-mentioned groups.</p> <p>Cllr Smart advised that if any councillors not present wished to join any of the groups to let her know.</p> <p>Reporting back – the representative will forward information as necessary and is required will ask for an agenda item.</p>	
14.	<p><b>To review the Standing Orders and Financial Regulations</b></p> <p>These were cascaded to all members prior to the meeting. All those present approved the Standing Orders and Financial Regulations.</p>	
15.	<p><b>To review the Council's subscriptions to other bodies</b></p> <p>All those present voted to remain subscribed to current subscriptions for 2025/2026. These are as follows;</p> <ul style="list-style-type: none"> <li>• Suffolk Association of Local Councils (£763.66 per annum)</li> <li>• Council for the Preservation of Rural England (£36 per annum)</li> <li>• Suffolk Preservation Society – no fee as membership is automatic on membership of CPRE</li> <li>• Felixstowe and District Council for Sports and Recreation Executive (£5 per annum)</li> <li>• Society of Local Council Clerks (£240 per annum)</li> <li>• Renewal of Royal Mail PO BOX for 12 months (£445.80 per annum).</li> </ul> <p>The Clerk will process these renewals</p>	CLERK
16.	<p><b>To determine the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the Full Council.</b></p> <p>All those present voted in favour in keeping the meetings on the 1<sup>st</sup> Tuesday of the month, except August for summer break.</p> <p>All those present voted in favour of having a winter break in January due to availability of councillors in recent years.</p> <p>Therefore, meetings will be held on the 1st Tuesday of every month except August and January.</p> <p>The Clerk will contact the bookings secretary for the Memorial Hall.</p>	CLERK

17.	<b>To receive the Chairmans Report</b> This was cascaded to all members prior to the meeting and is available on the Parish Council website. There were no questions.	
18.	<b>To receive the Clerks Report</b> This was cascaded to all members prior to the meeting. There were no questions.	
19.	<b>To receive an update on Transport and Highways issues from Cllrs Anderson and D'arville</b> Cllr D'arville cascaded a report to all member prior to the meeting. This is available on the Parish Council website.	
20.	<b>To receive an update on Planning matter from Cllr Rastrick</b> No new applications made. One enforcement notice from East Suffolk Council (APP/X3540/C/25/3362657) which the Parish Council have previously commented on. All those present voted in favour of making no further comment.	
21.	<b>To receive an update on the Summer Fete</b> The Clerk and Cllr Rastrick attended a meeting last week. The Felixstowe Lions Club have offered to help by doing a BBQ and games. They have also passed on contact details for stall holders/displays. Bidwells have confirmed a field can be used for parking for the event. Planning continues and any volunteers for on the day, or prior to the event still very welcome.	
22.	<b>To approve and adopt the Expenses Policy and agree any expenses incurred.</b> All those present approved to increase the limit to £50 on the policy. The Expenses Policy was the approved unanimously. All those present agreed to re-imburse Cllr D'arville £40 for printing expenses recently occurred. Now there is a policy in place any stationary required for Parish Council work should be requested via the Clerk.	
23.	<b>To review and decide upon changes made to plans/costings for Memorial Hall Extension</b> The Clerk had cascaded new drawings and costings to all members prior to the meeting. These were also available at the meeting. All those present voted in favour of the following changes; <ul style="list-style-type: none"> <li>• Removal of sky light from ladies toilet</li> <li>• New ceiling and truss design in the new hall.</li> </ul> This provides a saving of over £13,000. The Clerk will inform the contractor.	CLERK
24.	<b>To receive and approve the Report to Council/Business Case regarding the Memorial Hall Extension.</b> This was cascaded to all members prior to the meeting. All those present approved this unanimously.	
25.	<b>To resolve to seek approval for applying for a loan from the Public Works Loan Board (PWLb)</b> It was resolved to seek approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £80,000 over the	

	<p>borrowing term of 10 years for the extension of a smaller hall, kitchen, store room and disabled toilet facilities on the Trimley Memorial Hall, High Road, Trimley St Martin. The annual loan repayments will come to around £9882.</p> <p>It is also intended to increase the council tax precept for the purpose of the loan repayments by 29.9% which is the equivalent of an additional £11.38 per year. This will be subject to a precept increase consultation.</p>	
26.	<p><b>To review and approve the application form the for PWLB</b></p> <p>This was cascaded to all members prior to the meeting and was also available at the meeting.</p> <p>All those present voted in favour of approval unanimously.</p> <p>The Chairman and the Clerk signed the application form. The Clerk will submit.</p>	CLERK
27.	<p><b>To agree and approve the CIL Report for 2024/2025</b></p> <p>All members present voted unanimously to approve.</p> <p>This is available to view on the Parish Council website.</p>	
28.	<p><b>To approve overtime worked by the Clerk</b></p> <p>The Clerk has worked 10 hours overtime due to additional work created by the organisation of the Summer Fete and the Memorial Hall Extension.</p>	
29.	<p><b>To approve the SALC Internal Audit Service Letter of Engagement</b></p> <p>This was cascaded to all members prior to the meeting. All members present voted to approve.</p>	
30.	<p><b>To receive a financial statement to 31 April 2025</b></p> <p>Three credits into the accounts in the period 01/04/25 – 30/04/25.</p> <p>£533.59 – HMRC – VAT Reclaim.</p> <p>£1102.94 – East Suffolk District Council – CIL Receipt</p> <p>£16514.56 – East Suffolk District Council – 1<sup>st</sup> Precept instalment.</p> <p>All those present approved to move £1102.94 CIL monies into Deposit Account.</p> <p>The bank reconciliation was received and signed by the Chairman.</p>	



<b>33.</b>	<b>Items for consideration at next meeting</b> <ul style="list-style-type: none"> <li>• Sponsorship of village recorder</li> </ul>	
<b>34.</b>	<b>Close</b> The meeting closed at 8.40pm	