

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 2nd September 2025 at 7.30pm

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

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

Item No.	Comments	Action
1.	To receive apologies for absence Apologies were received and approved from Cllr Aguilar-Gomez due to personal commitments, and Cllr Parker due to personal commitments.	
2.	For councillors to declare any interest in matters on the agenda Cllr Anderson on item 9 (i)	
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 Anderson on item 9 (i) will not speak or vote.	
4.	To approve the minutes of the meeting held on 1st July 2025. The minutes of the meeting held on 1 st July 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 on this report. Cllr Bird also updated regarding the graffiti of St Georges flags on roundabouts and other areas. He explained that graffiti is still graffiti and that this has been reported to Highways and he is campaigning to get this removed as initially Suffolk County Council had said only graffiti that is a safety risk or would not cause a safety risk whilst removing, would be removed. Cllr Bird will update as and when more information is available. Cllrs Reeves and Nimney had provided a report prior to the meeting; this is available on the Trimley St Martin Parish Council website. There were no further questions.	
6.	To receive the Chairmans Report The Chairmans report was cascaded to councillors prior to the meeting. There were no questions.	
7.	To receive the Clerk’s Report This was cascaded to councillors prior to the meeting. There were no questions.	
8.	To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D’arville and Smart	

10.	<p>To receive an update on the Memorial Hall Extension from Cllr Rastrick Works started just over a week ago and all is looking good. Foundations are in and they are ready to start building. The contractors had a couple of questions which were discussed and the following decisions made by all members present:</p> <ul style="list-style-type: none"> • External door on extension to be white composite wood effect doors to match existing. • The additional exit doors will be exit only. • Timber internal walls instead of block. <p>Cllr Rastrick will advise the contractors of these decisions.</p>	PR
11.	<p>To discuss and decide upon a time capsule to be put into the extension. The Clerk and Village Recorder had met and discussed the possibility of a time capsule. All those present agreed. The Clerk will contact the school re something to go inside and also put something out on social media.</p>	CLERK
12.	<p>To discuss the Summer Fete held on 5th July 2025 and make the following decisions;</p> <p>i) To go ahead with planning a Summer Fete for 2026 All those present voted in favour to go ahead with this as a lot of things are now in place. All agreed for the Clerk to ‘oversee’ but to ensure more is delegated to others. The Clerk will arrange a meeting with Trimley Sports and Social Club.</p> <p>ii) For individuals to come forward to be on the Events Committee Cllrs Rastrick, Anderson and Long volunteered. The Clerk will draw up a Terms of Reference ready for October meeting.</p>	CLERK CLERK
13.	<p>To discuss and decide upon a Table Top sale and whom will lead this. Cllr D’arville is happy to lead on this. Date will be 22nd November afternoon in the Memorial Hall.</p> <ul style="list-style-type: none"> • Cllr Long to produce poster • The Clerk to put article in Spotlight/Flyer • Cllr D’arville to ensure Memorial Hall booking confirmed • The Clerk to order A Frame – members present voted in favour to purchase at approximately £50 • Cllr D’arville to order promotion banner - all members present voted to purchase at approx. £120. 	
14.	<p>To confirm that William Mellamphy has now resigned as a Parish Councillor. This was noted and all documentation sent to East Suffolk Council.</p>	
15.	<p>To receive an update from Cllr Rastrick regarding Rosemary Gitsham Memorial Bench. Cllr Rastrick is meeting with the relative of Rosemary Gitsham later this month and will update when more information.</p>	PR

16.	<p>To receive an update on the meeting with Bidwells attended by Cllr Parker, Cllr Rastrick and the Clerk.</p> <ul style="list-style-type: none"> • No definitive update on Goslings other than most likely to be used for agriculture, possibly machinery or accommodation. No plans for another farm shop or housing development. They will request the sign on A14 slip road is removed. • Discussed flyers with walking maps. In principle this is something they will help with. • Rabbit fencing along railway line track that head towards Morston Hall Lane needs repairs/replacing was reported and they said they will look in to this however dogs should be kept on leads. • Medium/long term plan for land owned by Trinity Estate was discussed. <p>All members present agreed it would be advisable to have regular meetings with Bidwells to maintain communication.</p>	
17.	<p>To discuss and decide upon request from Trimley St Martin Primary School for the Parish Council to provide a commemorative item for the school children to celebrate the schools 150th anniversary in October.</p> <p>Request for a donation towards the purchase of a commemorative bear for each child. All members present agreed the Parish Council would fund 50% of this plus one additional bear to go in the Time Capsule. This is a total of £570.70. The Clerk will contact the Head Teacher and arrange payment and also request an invoice/receipt once the order has been made.</p>	CLERK
18.	<p>To agree to renew gov.uk mailboxes and to update on old email address</p> <p>Old email address (parishclerk@trimley-st-martin.org.uk) will cease to exist on 1st October. This has had a re-direction on for the last year with an automated response providing new email address. All websites/accounts have been updated with the new email address. All members present agreed to renew mailboxes at a cost of £288. The Clerk will process.</p>	CLERK
19.	<p>To discuss and decide upon articles for the Spotlight/Flyer</p> <ul style="list-style-type: none"> • Table Top Sale • Summer Fete 2026 • Donation to school for bears 	
20.	<p>To discuss and decide upon insurance arrangements for 2025/2026</p> <p>Insurance renews on 1st October 2025. Quote from existing insurer had not been received at time of meeting. The Clerk suggested that as long as the renewal has not dramatically increased then it would be advisable to renew given the ongoing building works. The existing insurer know what is happening and have advised no additional insurance is required.</p> <p>All members present agreed to renew.</p>	

21.	To note the conclusion of the 2024/2025 External Audit and any comments made This has not yet been received so agenda item to be carried over to October 2025 meeting.	
22.	To receive a Budget Monitoring Report This was cascaded to all members prior to the meeting and it is available to view on the Parish Council website. There were no questions.	
23.	To discuss funding priorities for 2026/2027 All members will bring any suggestions to the October 2025 meeting.	ALL
24.	To note the Local Government Service pay agreement and the increase which has been applied to the Clerk's hourly rate, which has been backdated to April 1st 2025, as per Clerk's contract. This was noted.	
25.	To receive a financial statement to 31st August 2025. There were four credits into the account from 30 th June 2025 – 31 st August 2025. <ul style="list-style-type: none"> • 09/07/25 – Monies raised from Village Recorder Stall at Summer Fete - £100.00 • 10/07/25 – Monies raised from Donkey Rides at Summer Fete - £32.00 • 21/07/25 – Cash raised from Summer Fete - £333.90 • 22/07/25 – District CIL from East Suffolk Council for Extension - £45000.00 A total of £35000.00 has been transferred from Deposit Account to Current Account to pay two invoices to Oliva Contracts for the Memorial Hall Extension. The bank reconciliation was signed by the Chairman.	

	<table><tr><td></td><td>Bank Reconciliation at 31/08/2025</td><td></td><td></td></tr><tr><td></td><td>Cash in Hand 01/04/2025</td><td></td><td>191,879.87</td></tr><tr><td></td><td>ADD Receipts 01/04/2025 - 31/08/2025</td><td></td><td>115,946.94</td></tr><tr><td></td><td></td><td></td><td>307,826.81</td></tr><tr><td></td><td>SUBTRACT Payments 01/04/2025 - 31/08/2025</td><td></td><td>52,070.48</td></tr><tr><td>A</td><td>Cash in Hand 31/08/2025 (per Cash Book)</td><td></td><td>255,756.33</td></tr><tr><td></td><td>Cash in hand per Bank Statements</td><td></td><td></td></tr><tr><td></td><td>Petty Cash 31/08/2025</td><td>0.00</td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Ci 31/08/2025</td><td>81,038.92</td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Di 31/08/2025</td><td>92,571.61</td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Ni 31/08/2025</td><td>82,145.80</td><td></td></tr><tr><td></td><td></td><td></td><td>255,756.33</td></tr><tr><td></td><td>Less unrepresented payments</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td>255,756.33</td></tr><tr><td></td><td>Plus unrepresented receipts</td><td></td><td></td></tr><tr><td>B</td><td>Adjusted Bank Balance</td><td></td><td>255,756.33</td></tr><tr><td></td><td>A = B Checks out OK</td><td></td><td></td></tr></table>		Bank Reconciliation at 31/08/2025				Cash in Hand 01/04/2025		191,879.87		ADD Receipts 01/04/2025 - 31/08/2025		115,946.94				307,826.81		SUBTRACT Payments 01/04/2025 - 31/08/2025		52,070.48	A	Cash in Hand 31/08/2025 (per Cash Book)		255,756.33		Cash in hand per Bank Statements				Petty Cash 31/08/2025	0.00			Trimley St Martin Parish Council Ci 31/08/2025	81,038.92			Trimley St Martin Parish Council Di 31/08/2025	92,571.61			Trimley St Martin Parish Council Ni 31/08/2025	82,145.80					255,756.33		Less unrepresented payments						255,756.33		Plus unrepresented receipts			B	Adjusted Bank Balance		255,756.33		A = B Checks out OK			
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26.	To approve the following payments made, which were made with the Chair’s agreement as per Summer Break arrangements																																																			
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		21 07 25	St Johns Ambulance	Attendance at Fete	£205.92	LGA1972 s145	
		31 07 25	C Small	Clerks Salary incl overtime	£1580.75	LGA1972 s112	
		31 07 25	Unity Trust	Bank Fee	£6.00		
		08 08 25	NEST	Clerk Pension payment	£108.88	LGA1972 s112	
		11 08 25	HMRC	Tax & NI on Clerks Salary	£451.60	LGA1972 s112	
		29 08 25	C Small	Clerks Salary incl back pay & overtime	£1911.47	LGA1972 s112	
	All payments were approved.						
27.	To approve the following payments to be made						
		03 09 25	C Small	Clerks Expenses	£65.57	LGA1972 s112	
		08 09 25	HMRC	Tax & NI on Clerks Salary	£645.43	LGA1972 s112	
	All payments were approved						
28.	Items for consideration at next meeting <ul style="list-style-type: none"> • Funding priorities • Mill Close/The Lilacs issue • Footpath post incl. dog waste bin 						
29.	Close Meeting closed at 8.42pm						