

**The October Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 7<sup>th</sup> October 2025 at 7.30pm. The agenda is set out below.**

**Carly Small, Parish Clerk**

**02 10 2025**

- 1. To receive and approve apologies for absence**
- 2. For councillors to declare any interests in matters on the agenda**
- 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**  
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
- 4. To approve the minutes of the meeting held on 2<sup>nd</sup> September 2025**
- 5. Public Forum including County and District Councillor Reports and Public Question Time**  
Residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.
- 6. To receive the Chairmans Report**
- 7. To receive the Clerks Report**
- 8. To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D'arville and Smart**
- 9. To update on the Mill Close/Lilacs cut through issue**
- 10. To receive an update on Planning issues and applications from Cllr Rastrick and to decide upon any comments to submit on open planning applications to include but not limited to;**
  - i) DC/25/3496/FUL**
  - ii) DC/25/3539/FUL**

- 11. To receive an update on the Memorial Hall Extension from Cllr Rastrick**
- 12. To update on time capsule and arrange 'handover'**
- 13. To review and approve the Events Committee Terms of Reference and Delegation and elect a chair of the Events Committee**
- 14. To update on the Summer Fete**
- 15. Cllr D'arville to update on the Table Top Sale**
- 16. To receive an update from Cllr Rastrick regarding Rosemary Gitsham Memorial Bench**
- 17. To decide upon arrangements for Remembrance Day**
- 18. To discuss, review and approve the following policies;**
  - i) General Reserves Policy**
  - ii) Grants and Donations Policy and Application Form**
  - iii) Subject Access Request Policy and Subject Access Request Procedure**
  - iv) Vexatious Complaints Policy**
- 19. To review, discuss and approve the level of General Reserves**
- 20. To discuss and decide upon articles for the Spotlight/Flyer column**
- 21. To note the conclusion of the 2024/2025 External Audit and any comments made**
- 22. To discuss and requests for spending priorities for 2026/2027**
- 23. To receive a financial statement to 30<sup>th</sup> September 2025**
- 24. To approve the following payments made**

08 09 25	C Small	Expenses	£90.16	LGA1972 s112
08 09 25	East Suffolk Council	Building Regs	£510.00	LGA1972 s133
08 09 25	SALC	Clerks Training	£43.20	LGA1972 s112
08 09 25	Simon Jones Landscapes	Roundabout & Beds	£620.40	Highways Act 1990 s196
08 09 25	Simon Jones Landscapes	Memorial Hall Grounds	£438.00	LGA1972 s133

08 09 25	CAS IT	Renewal of mailboxes	£288.00	LGA1972 s142
09 09 25	NEST	Pension Payment	£148.38	LGA1972 s112
10 09 25	AJGIBL Client Account	Insurance Renewal	£2627.10	LGA1972 s133
10 09 25	Oliva Contracts	Memorial Hall Extension	£30000.00	LGA1972 s133
16 09 25	Firepower	Fire Extinguisher check	£216.00	LGA1972 s133
16 09 25	PKF Littlejohn	External Audit	£378.00	LGA1972 s112
22 09 25	Oliva Contracts	Memorial Hall Extension	£30000.00	LGA1972 s133
30 09 25	C Small	Clerks Salary	£1463.59	LGA1972 s112
30 09 25	Unity Trust	Bank Fees	£6.00	

**25. To approve the following payments to be made**

08 10 25	C Small	Clerks Expenses	£66.36	LGA1972 s112
08 10 25	HMRC	Tax & NI on Clerks Salary	£376.88	LGA1972 s112

**26. Items for consideration at next meeting**

**27. To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act in 1960 in view of the confidential nature of the business to be transacted.**

**28. To review the salary and hours of the Clerk as per the Clerk's contract.**

**29. Close**