

The September Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 2nd September 2025 at 7.30pm. The agenda is set out below.

Carly Small, Parish Clerk

28 08 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**
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- 4. To approve the minutes of the meeting held on 1st July 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 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/25/3177/FUL**
- 10. To receive an update on the Memorial Hall Extension from Cllr Rastrick**
- 11. To discuss and decide upon a time capsule to be put into the extension**

12. To discuss the Summer Fete held on 5th July 2025 and make the following decisions;
 - i) To go ahead with planning a Summer Fete for 2026
 - ii) For individuals to come forward to be on the Events Committee
13. To discuss and decide upon a table top sale and whom will lead this
14. To confirm that William Mellamphy has now resigned as a Parish Councillor
15. To receive an update from Cllr Rastrick regarding Rosemary Gitsham Memorial Bench
16. To receive an update on the meeting with Bidwells attended by Cllr Parker, Cllr Rastrick and the Clerk
17. 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
18. To agree to renew gov.uk mailboxes and to update on old email address
19. To discuss and decide upon articles for the Spotlight/Flyer column
20. To discuss and decide upon the insurance arrangements for 2025/2026
21. To note the conclusion of the 2024/2025 External Audit and any comments made
22. To receive a Budget Monitoring Report
23. To discuss funding priorities for 2026/2027
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.
25. To receive a financial statement to 31st August 2025
26. To approve the following payments made, which were made with the Chair's agreement as per Summer Break arrangements.

04 07 25	Mr Bean Entertainment	Entertainment for Fete	£225.00	LGA1972 s145
04 07 25	Trimley Memorial Hall	Hire of Hall	£81.00	LGA1972 s137

07 07 25	Murtons	Coconuts for Fete	£75.00	LGA1972 s145
07 07 25	Gladwell Entertainments	Entertainment for Fete	£95.00	LGA1972 s145
07 07 25	Mr Bean Entertainment	Entertainment for Fete	£225.00	LGA1972 s145
09 07 25	NEST	Clerks Pension Payment	£125.97	LGA1972 s112
16 07 25	FlyerPress	Walks Flyers	£135.00	LGA1972 s142
16 07 25	C Small	Clerks Expenses	£94.04	LGA1972 s112
21 07 25	Information Commissioners Office	ICO Renewal	£47.00	Data Protection Act 2018
17 07 25	Oliva Contracts	Deposit payment for extension	£10000.00	LGA1972 s133
21 07 25	Felixstowe Lifeboats	Donation from fete funds raised	£232.95	LGA1972 s137
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
28 08 25	Oliva Contracts	Foundation stage payment for Extension	£25000.00	LGA1972 s133
29 08 25	C Small	Clerks Salary incl back pay & overtime	£1911.47	LGA1972 s112

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

28. Items for consideration at next meeting

29. Close