

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 1st July 2025 at 7.30pm

Present: Cllrs Smart, Rastrick, Parker, Anderson, Long, D’arville.

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

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 Owen due to personal commitments.	
2.	For councillors to declare any interest in matters on the agenda None.	
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. None.	
4.	To approve the minutes of the meeting held on 3rd June 2025. The minutes of the meeting held on 3 rd June 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. 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 Cllr Anderson expressed concern regarding the motorbikes/mopeds that are coming along the High Road at high speed and making a lot of noise. Cllr Bird advised that Suffolk Police are aware of this issue. Residents are encouraged to report any anti-social behaviour to the appropriate authorities (details can be found on the Trimley St Martin Parish Council website.)	CLERK

	<p>The issues with the Orwell Bridge were noted, although out of the area of the Parish Council.</p> <p>Cllr Smart reported the bus stop outside of The Sausage Shop was closed during roadworks and it is unknown if First Buses were aware.</p> <p>PROW – Cllr Smart reported cyclists are still cycling irresponsibly near Loompit Lake.</p>	
9.	<p>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:</p> <p>i) DC/25/2402/FUL</p> <p>All members present voted to respond ‘no comment’ to the above-mentioned planning application.</p> <p>No other planning issues to be discussed.</p>	
10.	<p>To receive an update on the Trimley Station meeting attended by Cllr Rastrick.</p> <p>Cllr Rastrick provided a break down of the meeting held where organisations such as Greater Anglia and Network Rail were present. Cllr Rastrick advised it was very interesting and lots of hopeful ideas. A working group will be put together and anyone that is interested should join. Anyone interested can contact the Parish Clerk for more information.</p>	
11.	<p>To discuss and decide upon response re the defibrillator on the Kingsfleet Estate</p> <p>Bellway had contacted the Parish Council to ask if they would be taking responsibility of this stand-alone, solar powered unit once it was installed. All those present voted that the PC would not be taking responsibility as felt it was too high risk of vandalism and could be very costly. It was suggested that it could be passed to the management committee the same as the play area. The Clerk will inform Bellway of this decision.</p>	CLERK
12.	<p>To discuss and decide upon any questions to be asked to Bidwells at upcoming meeting.</p> <ul style="list-style-type: none"> • Update on Goslings premises, to include request for banner on A14 slip road to be removed. • Flyers with walking maps • Rabbit fencing along railway line track that head towards Morston Hall Lane needs repairs/replacing. • Medium/long term plan for land owned by Trinity Estate 	
13.	<p>To discuss and decide upon next steps regarding email from Bowls Club in relation to a gate being fitted in the fence.</p> <p>Request received from Bowls Club to replace one bit of fence with a lockable gate to make it more efficient when cutting hedge. Bowls Club would cover the cost.</p> <p>All members present voted in favour of this. The Clerk will respond to the Bowls Club.</p>	

14.	<p>To update on Memorial Hall Extension</p> <p>The Clerk updated the following:</p> <ul style="list-style-type: none"> • Application for Local CIL Fund has been approved and £50,000 awarded. This means PWLB to be reduced to £30,000, resulting in increase of precept from 26/27 by £11.38 per annum per band d property. • Application for new amount of PWLB is being reviewed, hopefully decision soon. • The Clerk will now liaise with Oliva Contracts for start date. • Insurance company have confirmed no additional insurance is required whilst works are ongoing. <p>As always, all plans and documentation are available to view on the Parish Council website.</p>	
15.	<p>To update on the Summer Fete</p> <p>Cllr Rastrick put a flyer through the doors of all properties in Trimley St Martin – thanks to Cllr Rastrick for his effort with this.</p> <p>Promotion ongoing on social media.</p> <p>Plans coming along with final meeting to be held on 2nd July.</p> <p>The Clerk asked people to come forward who would be willing to man a stall for the fete. Cllr Bird has offered to do the coconut shy – thanks to Cllr Bird for this.</p>	
16.	<p>To discuss and decide upon items for the Flyer/Spotlight column.</p> <ul style="list-style-type: none"> • Volunteering Support • Information on how to report ASB. <p>The Clerk will submit.</p>	CLERK
17.	<p>To agree date and time for Corporate Trustees Meeting for Memorial Hall</p> <p>All agreed for 7pm on Tuesday 2nd September 2025.</p>	
18.	<p>To approve overtime worked by the Clerk</p> <p>The Clerk submitted 12 hours overtime for June 2025. These all relate to the Summer Fete. All those present approved.</p>	
19.	<p>To receive a financial statement to 30th June 2025.</p> <p>One credit into the Deposit account in this period.</p> <p>30th June 2025 – Unity Trust – Interest - £524.35.</p> <p>Total of 7 payments into current account all relating to payments for a stall at the summer fete. Total of £190. These monies will be added to monies raised on the day to be split between the Memorial Hall Extension Fund and the chosen charity.</p> <p>The bank reconciliation was received and signed by the Chairman.</p>	

	<p>Bank Reconciliation at 30/06/2025</p> <p>Cash in Hand 01/04/2025</p> <p>ADD Receipts 01/04/2025 - 30/06/2025</p> <p>SUBTRACT Payments 01/04/2025 - 30/06/2025</p> <p>A Cash in Hand 30/06/2025 (per Cash Book)</p>		<p>191,879.87</p> <p>70,481.04</p> <p>262,360.91</p> <p>10,778.79</p> <p>251,582.12</p>
	<p>Cash in hand per Bank Statements</p> <p>Petty Cash 30/06/2025 0.00</p> <p>Trimley St Martin Parish Council C 30/06/2025 41,864.71</p> <p>Trimley St Martin Parish Council D 30/06/2025 127,571.61</p> <p>Trimley St Martin Parish Council N 30/06/2025 82,145.80</p> <p>Less unrepresented payments</p> <p>Plus unrepresented receipts</p> <p>B Adjusted Bank Balance</p>		<p>251,582.12</p> <p>251,582.12</p> <p>251,582.12</p>
	A = B Checks out OK		

20. To approve the following payments made

06 06 25	C Small	Clerks Expenses (items for fete)	£194.39	LGA1972 s112
09 06 25	NEST	Pension Payment	£104.11	LGA1972 s112
18 06 25	Y Smart	Chairmans Allowance	£350.00	Local Authorities (Members Allowances) (England) Regs 2003
18 06 25	Flyer Press Ltd	Flyers for Fete	£110.00	LGA1972 s142
18 06 25	E Rastrick	Village Recorder Sponsorship	£150.00	LGA1972 s137
30 06 25	C Small	Clerks Salary	£1723.72	LGA1972 s112

All members present agreed the above payments.

21.	To approve the following payments to be made <table><tr><td>02 07 25</td><td>C Small</td><td>Clerks Expenses</td><td>£141.34</td><td>LGA1972 s112</td></tr><tr><td>07 07 25</td><td>HMRC</td><td>Tax & NI on Clerks Salary</td><td>£543.77</td><td>LGA1972 s112</td></tr></table> <p>All members present approved the payments.</p>	02 07 25	C Small	Clerks Expenses	£141.34	LGA1972 s112	07 07 25	HMRC	Tax & NI on Clerks Salary	£543.77	LGA1972 s112	
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07 07 25	HMRC	Tax & NI on Clerks Salary	£543.77	LGA1972 s112								
22.	To agree that payments made in August are to be made with the approval of the Chair due to Summer Break <p>All members present agreed.</p>											
23.	Items for consideration at next meeting <p>Next meeting 2nd September 2025.</p> <ul style="list-style-type: none">• Feedback from Bidwells meeting• De-brief of the Summer Fete <p>Any requests to be sent to the Clerk</p>											
24.	To exclude the public and press in accordance with the Public Bodies (Exclusion from Meetings) Act 1960 in view of the confidential nature of the business to be transacted. <p>No press/public present</p>											
25.	To review and consider quotes provided for the grass cutting and garden type maintenance for the roundabout and flower beds for 2025-2026. <p>The invitation to quote for tender was posted on the website, on social media and shared to community groups in Trimley and Felixstowe. The Clerk also contacted the existing contractor and two other companies. Only one quotation was received by the current contractor.</p> <p>All those present voted in favour of awarding the contract to Simon Jones Landscaping.</p>											
26.	To review and consider quotes provided for the hedge and grass cutting maintenance for the Memorial Hall for 2025-2026 <p>The invitation to quote for tender was posted on the website, on social media and shared to community groups in Trimley and Felixstowe. The Clerk also contacted the existing contractor and two other companies. Only one quotation was received by the current contractor.</p> <p>All those present voted in favour of awarding the contract to Simon Jones Landscaping.</p>											
27.	Close <p>Meeting closed at 8.41pm</p>											