

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

Present: Cllrs Smart, Rastrick, Anderson, D'arville, Parker

Also Present: County Cllr Stuart Bird and two members of the public.

Item No.	Comments	Action
1.	To receive apologies for absence Apologies were received and approved from Cllrs Long, Owen and Aguilar-Gomez 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 4th November 2025. The minutes of the meeting held on 4 th November 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. Member of the public wished to speak on behalf of the Memorial Hall Management Committee. They would like to request a few items to be looked at with regards to the Memorial Hall. These are a designated place for banners to be displayed outside that are more visible to passers-by and the internal doors between the main hall and the corridor which are very difficult to open especially for wheelchair users. The Chair advised these will be discussed at Item 11 and thanked the individual for their input. The Village Recorder asked for support from the Parish Council with regards to putting on a photographic exhibition in September 2026 on the subject of 'Good women of Trimley'. All members present agreed the Parish Council would support with publicity and promotion. Cllr Bird had provided a report prior to the meeting. This is available to view 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 advised no update at this time. Cllr D'arville updated that all bus stops now have timetables in situ. Cllr Parker also wished to update that he is now in possession of some additional hedgerows from East Suffolk Council that will fill some gaps at the allotments, and that he also has arranged for broken/missing footpath signs to be replaced.	
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 No planning issues and no open planning applications to discuss. Email cascaded to all councillors from Director of M Scott Property Group regarding a public consultation for the development of the land north of Heathfields. They would like to arrange a time to meet with the Parish Council prior to a public consultation. All members present agreed to invite them along to the February meeting to discuss. Discussion was also had about possible issues with the development of this site. The Clerk will contact them to invite them and also request more information so that the Parish Council can look at this prior to the meeting.	CLERK
10.	To receive an update on the Memorial Hall Extension from Cllr Rastrick Extension is proceeding well and looks good. Windows and doors have started to go in. Cllr Rastrick also commented that the quality of workmanship has been very good.	
11.	To discuss suggestions for improvements at the Memorial Hall Cllr D'arville suggested the following improvements; <ul style="list-style-type: none"> • A dedicated 'structure' for banners to be attached to outside the hall. • The internal doors between the main hall and the corridor are difficult for people to get through, especially those in wheelchairs. All members present agreed for the Clerk to look into costings of metal posts by the concrete posts in the front car park for banners. All members present agreed for the Clerk to liaise with Oliva Contracts for suggestions for the internal door and what options are available. The Clerk also informed the Parish Council that they had been informed of users of the Memorial Hall commenting on how dark the car park is now that the external light has been taken down due to the extension. Tony Rodwell from the Management Committee advised that Jordan from Oliva Contracts had given him an approximate figure of £300 for a	CLERK CLERK

	temporary light to be attached. All members present agreed for the Clerk to speak with Jordan to find out options, with a maximum budget of £300.	CLERK
12.	To discuss and decide upon any grant applications received as per the Grants and Donations Policy Two grant applications had been received. £500 from Felixstowe Creative Arts Trust for a new projector, and £200 from Headway Suffolk for general running of services. All members present voted in favour of awarding Felixstowe Creative Arts Trust £500 for the projector. The Clerk will make arrangements.	CLERK
13.	Cllr D'arville to update and provide feedback from the Tabletop Sale All tables were sold for the event. The event overall went very well. Footfall wasn't as high as was hoped however it was a really good community event which was enjoyed by those who attended.	
14.	To update on Summer Fete Unfortunately meeting in November was cancelled due to ill health. Plans are still coming along; £500 funding has been sourced so far. Any suggestions for stalls/entertainment/funding/arena acts to be given to the Clerk	
15.	To discuss and decide upon articles for the Spotlight/Flyer <ul style="list-style-type: none"> • Parish Councillor vacancies • Update on Memorial Hall Extension • Dates for diary – summer fete, photo exhibition, panto • Stall holders/volunteers for fete. The Clerk will write up column and send.	CLERK
16.	To discuss and decide upon any projects to use the outdoor/play budget from East Suffolk Council Spaces identified as a possibility is the green where the Jubilee Oak and benches are situated. Land is owned by Suffolk County Council so would need permission. The Clerk will look into options such as table tennis table.	CLERK
17.	To review, discuss and agree on final budget for 2026/2027 and confirm amount of precept to be requested. The budget was cascaded to councillors prior to the meeting and was also available to view at the meeting. Full review and discussion were held. All members present agreed in favour of a precept of £48,000 for the 2026/2027 year. The Clerk will process this.	CLERK
18.	To agree emergency arrangements for over the Christmas period The Clerk will monitor emails/social media over the Christmas period but will be on Annual Leave. Anything that comes to light will be dealt with on return. The Clerk will process payments etc as per Summer Break, with agreement of the Chair.	

19.

To receive a financial statement to 30th November 2025

Credits into the Current account in the period 01/11/25 – 30/11/25.
18/11/2025 - £282.50 – East Suffolk Council – Grant for bike racks.
Total of £20.00 for Tabletop Sale table bookings.

	Bank Reconciliation at 30/11/2025		
	Cash in Hand 01/04/2025		191,879.87
	ADD		
	Receipts 01/04/2025 - 30/11/2025		150,706.17
			342,586.04
	SUBTRACT		
	Payments 01/04/2025 - 30/11/2025		200,002.59
A	Cash in Hand 30/11/2025 (per Cash Book)		142,583.45
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2025	0.00	
	Trimley St Martin Parish Council C 30/11/2025	50,003.87	
	Trimley St Martin Parish Council D 30/11/2025	92,579.58	
	Trimley St Martin Parish Council N 30/11/2025	0.00	
			142,583.45
	Less unrepresented payments		
			142,583.45
	Plus unrepresented receipts		
B	Adjusted Bank Balance		142,583.45
	A = B Checks out OK		

The bank reconciliation was signed by the Chairman.

20.

To approve the following payments made

05 11 25	*****	Refund of damaged tyre	£179.95	LGA1972 s137
05 11 25	Labelcraft	Banner for TT Sale	£150.00	LGA1972 s145
07 11 25	NEST	Pension Payment	£113.58	LGA1972 s112
11 11 25	Glasdon	Purchase of Bike Rack	£215.40	LGA1972 s133
12 11 25	O2	Clerks Mobile Phone	£36.00	LGA1972 s112
14 11 25	White Stores	Tree Lights	£23.98	LGA1972 s137
17 11 25	Oliva Contracts	Memorial Hall Extension	£35,000.00	LGA1972 s133

		18 11 25	O2	Clerks Phone	£45.83	LGA1972 s112	
		28 11 25	C Small	Clerks Salary	£1620.11	LGA1972 s112	
	All payments were approved.						
21.	To approve the following payments to be made						
		03 12 25	C Small	Clerks Expenses	£57.99	LGA1972 s112	
		08 12 25	HMRC	Tax & NI on Clerks Salary	£476.92	LGA1972 s112	
	All payments were approved						
22.	Items for consideration at next meeting, and to confirm date of next meeting None at this stage, any requests from Cllr's to be given to the Clerk one week before meeting. Reminder there is no meeting in January. Next meeting is Tuesday 3 rd February 2026.						
23.	Close The meeting was closed at 8.40pm.						