

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 4<sup>th</sup> November 2025 at 7.30pm**

**Present:** Cllrs Smart, Rastrick, Anderson, Aguilar-Gomez, D'arville, Long, Owen

**Also Present:** County Cllr Stuart Bird, District Cllr Lee Reeves and two members of the public.

Item No.	Comments	Action
1.	<b>To receive apologies for absence</b> Apologies were received and approved from Cllr Parker due to personal commitments.	
2.	<b>For councillors to declare any interest in matters on the agenda</b> None	
3.	<b>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.</b> None.	
4.	<b>To approve the minutes of the meeting held on 7<sup>th</sup> October 2025.</b> The minutes of the meeting held on 7 <sup>th</sup> October 2025 were approved and signed as a true record by the Chair.	
5.	<b>Public Forum including County and District Councillor Reports and Public Question Time.</b> Member of the public wished to speak on behalf of the Memorial Hall Management Committee. They wished to inform everyone that the Christmas Lights switch on will be on Tuesday 2 <sup>nd</sup> December, before the next Parish Council meeting. Management Committee would also like to request some new lights for the Christmas Tree and sort arrangements out for when the tree is delivered. The Chair advised this will be discussed and decided upon at item 14 in the agenda. Cllr Bird had provided a report prior to the meeting. This is available to view on the Trimley St Martin Parish Council website. Cllr Bird updated the Parish Council on figures for highways works he is funding. There were no further questions. Cllr Reeves – updated still awaiting decision re Local Government, this is expected in January. East Suffolk District Council have been advised that they are one of 41 District Councils in the country who will be receiving a cut in funding for the next financial year. East Suffolk Council have responded to the government regarding the Licencing system reform. More information to be cascaded as and when received.	

	Updated regarding Gerald Wren Factory in Lowestoft and the redevelopment of the site. There were no further questions.	
6.	<b>To receive the Chairmans Report</b> The Chairmans report was cascaded to councillors prior to the meeting. There were no questions. Cllr Smart updated that the Memorial Hall gas meter did not to be replaced and instead a pulse meter attached.	
7.	<b>To receive the Clerk's Report</b> This was cascaded to councillors prior to the meeting. There were no questions.	
8.	<b>To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D'arville and Smart</b> Cllr D'arville provided a transport report which is available on the Trimley St Martin Parish Council website. There were no further questions. Cllr Anderson updated regarding faded 30mph road signs. One near the old Goslings site and also on Kirton Road towards Kirton. The Clerk will report with Suffolk Highways.	CLERK
9.	<b>To receive an update on Planning issues and applications from Cllr Rastrick and to decide upon any comments to submit on open planning applications</b> No planning issues and no open planning applications to discuss.	
10.	<b>To receive an update on the Memorial Hall Extension from Cllr Rastrick</b> Extension is going well and looks good. Meeting held with the contractor regarding heating; it was decided to go with electric heaters in the corridor/kitchen/toilet (same as in situ in existing building) and a heating/air con unit in the new hall/meeting room. Quotes received from company who fitted ones in main hall and will go with those as then maintenance will be the same for both units. Jordan from Oliva Contracts is arranging. Query regarding the windows in the extension. In the plans the windows that were part of the design are incorrect. Firstly, the middle window is in fact a door, and secondly the two windows would not meet fire standards. All those present voted in favour of going with the option provided by Oliva Contracts that did not cost any more. Cllr Rastrick will inform contractors of this decision. The Clerk updated re finances for the extension – paperwork for the loan has now been signed and will be drawn down, which should be within the next 2-3 weeks.	PR  CLERK
11.	<b>To discuss bike racks at the Memorial Hall</b> The Clerk has completed the application form for Cllr Reeves Enabling Communities Budget, for the purchase, delivery and fitting of the bike rack at the Memorial Hall. This has been agreed in principle. It is hoped this will be in situ before the December meeting.	
12.	<b>Cllr D'arville to update on the Tabletop Sale</b> Being held on 22 <sup>nd</sup> November. 19 tables booked currently. A-frame and banner ready to go up when necessary. Cllr D'arville requested the Clerk	

	<p>contact the Sports and Social Club to see whom should attach the banner to the hedge and if the Parish Council, whether they have any suggestions on how to do so.</p> <p>Trimley Saints Players serving refreshments provided by Trimley St Martin Parish Council.</p>	CLERK
13.	<p><b>To confirm arrangements for Remembrance Day</b></p> <p>Two wreaths have been purchased. Heather and Tony Rodwell have agreed to lay the one at the Church service on 9<sup>th</sup> November on behalf of the PC. Cllr Rastrick attending the service on 11<sup>th</sup> November outside Reeve Lodge with Trimley St Mary Parish Council. All members invited to attend. The Clerk will ask Trimley St Martin Primary School if they would also like to attend and give a reading.</p>	PR CLERK
14.	<p><b>To discuss and decide upon purchase of Christmas Tree for outside Memorial Hall</b></p> <p>All those present voted in favour to use the same provider, Oak Tree Farm, as last year. 12ft tree. Request to be delivered Thursday 27<sup>th</sup> or Friday 28<sup>th</sup> November. The Clerk will organise.</p> <p>All those present voted in favour to purchase new lights for the Christmas Tree. Heather Rodwell to find some suitable and the Clerk will order.</p>	CLERK  CLERK
15.	<p><b>To discuss and decide upon any action required with regards to signs on roundabout.</b></p> <p>Cllr Anderson advised the signs are looking very faded and tired. All those present agreed, and all voted in favour in these being removed. This may be something to look at again in the future.</p> <p>The Clerk will ask Simon Jones to remove next time he is working on the roundabout.</p>	CLERK
16.	<p><b>To discuss, review and approve the following policies;</b></p> <ul style="list-style-type: none"> <li>i) <b>Internet Banking Policy</b></li> <li>ii) <b>Model Publication Scheme</b></li> <li>iii) <b>Press and Media Policy</b></li> <li>iv) <b>Procedure for Public Session</b></li> </ul> <p>All members present approved all policies (typo to be corrected).</p>	
17.	<p><b>To discuss and decide upon article for the Spotlight/Flyer column</b></p> <ul style="list-style-type: none"> <li>• Christmas message</li> <li>• Thank you for attendance at events</li> </ul>	
18.	<p><b>To review and discuss first draft of the budget for 2026/2027</b></p> <p>This information was cascaded to all members prior to the meeting. It was also available to view for any members of the public at the meeting. Six members out of Seven (one member abstained) present voted in favour to agree in principle that the precept is not subsidised by the PC reserves. This has been done for the past 9 years, and has left the PC with limited reserves, and it is unknown whether there will be any unforeseen expenses with regards to the extension.</p>	

	Once full details have been provided to the Clerk from East Suffolk Council, final figures will be drawn up to be ratified at the December meeting.					CLERK																																																																																															
19.	<p><b>To receive a financial statement to 31<sup>st</sup> October 2025</b></p> <p>Credits into the Current account in the period 01/10/25 – 31/10/25. 02/10/2025 - £82,870.93 – Transfer from closed Nationwide account including interest accrued. 31/10/2025 - £16,570.44 – VAT reclaim 01/04/2025 – 30/09/2025</p> <table><tr><td></td><td colspan="2"><b>Bank Reconciliation at 31/10/2025</b></td><td></td><td></td></tr><tr><td></td><td>Cash in Hand 01/04/2025</td><td></td><td></td><td>191,879.87</td></tr><tr><td></td><td><b>ADD</b></td><td></td><td></td><td></td></tr><tr><td></td><td>Receipts 01/04/2025 - 31/10/2025</td><td></td><td></td><td>150,403.67</td></tr><tr><td></td><td></td><td></td><td></td><td>342,283.54</td></tr><tr><td></td><td><b>SUBTRACT</b></td><td></td><td></td><td></td></tr><tr><td></td><td>Payments 01/04/2025 - 31/10/2025</td><td></td><td></td><td>162,078.87</td></tr><tr><td><b>A</b></td><td><b>Cash in Hand 31/10/2025</b> (per Cash Book)</td><td></td><td></td><td><b>180,204.67</b></td></tr></table> <table><tr><td></td><td>Cash in hand per Bank Statements</td><td></td><td></td><td></td></tr><tr><td></td><td>Petty Cash 31/10/2025</td><td>0.00</td><td></td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Ct 31/10/2025</td><td>104,195.53</td><td></td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Dr 31/10/2025</td><td>76,009.14</td><td></td><td></td></tr><tr><td></td><td>Trimley St Martin Parish Council Nt 31/10/2025</td><td>0.00</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td><b>180,204.67</b></td></tr><tr><td></td><td>Less unrepresented payments</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td>180,204.67</td></tr><tr><td></td><td>Plus unrepresented receipts</td><td></td><td></td><td></td></tr><tr><td><b>B</b></td><td><b>Adjusted Bank Balance</b></td><td></td><td></td><td><b>180,204.67</b></td></tr></table> <table><tr><td></td><td colspan="2"><b>A = B Checks out OK</b></td><td></td><td></td></tr></table>						<b>Bank Reconciliation at 31/10/2025</b>					Cash in Hand 01/04/2025			191,879.87		<b>ADD</b>					Receipts 01/04/2025 - 31/10/2025			150,403.67					342,283.54		<b>SUBTRACT</b>					Payments 01/04/2025 - 31/10/2025			162,078.87	<b>A</b>	<b>Cash in Hand 31/10/2025</b> (per Cash Book)			<b>180,204.67</b>		Cash in hand per Bank Statements					Petty Cash 31/10/2025	0.00				Trimley St Martin Parish Council Ct 31/10/2025	104,195.53				Trimley St Martin Parish Council Dr 31/10/2025	76,009.14				Trimley St Martin Parish Council Nt 31/10/2025	0.00							<b>180,204.67</b>		Less unrepresented payments								180,204.67		Plus unrepresented receipts				<b>B</b>	<b>Adjusted Bank Balance</b>			<b>180,204.67</b>		<b>A = B Checks out OK</b>				
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		20 10 25	Community Action Suffolk	Website Hosting	£66.00	LGA1972 s142	
		20 10 25	Viking Direct	Stationary Supplies	£36.70	LGA1972 s112	
		27 10 25	Oliva Contracts	Memorial Hall Extension	£40,000.00	LGA1972 s133	
		27 10 25	Royal British Legion	Poppy Wreaths	£40.00	LGA1972 s137	
	All payments were approved.						
<b>21.</b>	<b>To approve the following payments to be made</b>						
		05 11 25	C Small	Clerks Expenses	£55.95	LGA1972 s112	
		10 11 25	HMRC	Tax & NI on Clerks Salary	£476.92	LGA1972 s112	
	All payments were approved						
<b>22.</b>	<b>Items for consideration at next meeting</b>						
	None at this stage, any requests from Cllr's to be given to the Clerk one week before meeting						
<b>23.</b>	<b>Close</b>						
	The meeting was closed at 8.39pm.						