

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7th October 2025 at 7.30pm

Present: Cllrs Smart, Parker, Anderson, Aguilar-Gomez, D'arville

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

Item No.	Comments	Action
1.	To receive apologies for absence Apologies were received and approved from Cllr Rastrick due to health reasons, Cllr Long due to personal commitments, Cllr Owen due to personal commitments. Apologies were approved.	
2.	For councillors to declare any interest in matters on the agenda Cllr Anderson on item 10 (i)	
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. Cllr Anderson on item 10 (i) will not speak or vote.	
4.	To approve the minutes of the meeting held on 2nd September 2025. The minutes of the meeting held on 2 nd September 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 who represents the ESPA group. Provided an update on the meeting held and requested any issues/questions for the next meeting on 22 nd October to be sent. The Clerk asked if minutes were published anywhere, this is something they are working on and will let us know as and when available. 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 on this report. Cllr Reeves 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.	<p>To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D’arville and Smart</p> <p>Cllr D’arville updated regarding an upcoming closure of Kirton Road. The PC have objected this and requested the works are done under traffic lights but have been told this is not possible. Cllr D’arville has forwarded all information to relevant contacts at First Buses and Suffolk County Council to ensure that notice is given to bus passengers this will affect. Cllr Anderson updated that traffic monitoring wires have appeared on High Road and Mill Close, unsure why. The Clerk will try to find out why they have been placed.</p> <p>Cllr Smart updated the following with regards to PROW:</p> <ul style="list-style-type: none"> • Cyclists on pavements, this is still an ongoing issue of cyclists using excessive speed which is a risk to other users of footpaths. Also, abusive behaviour from cyclists when asked to slow down. • Waterworks Lane footpath, in terrible condition with deep gullies. The Clerk will log this with relevant authorities. <p>The Clerk also updated regarding ongoing problem with level crossing at Thorpe Lane. Concerns regarding emergency vehicles using the diversion route if necessary. The Clerk had spoken with Network Rail and was informed works should be completed by the end of 8th October. The Clerk will chase if this is not the case.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
9.	<p>To update on the Mill Close/Lilacs cut through issue.</p> <p>The Clerk contacted numerous authorities on this and the management company have now informed they will install a knee rail fencing.</p>	
10.	<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/25/3496/FUL All members present (excluding Cllrs with Dispensations) voted to respond with ‘no objection’. The Clerk will submit this.</p> <p>ii) DC/25/3539/FUL All members present voted to respond with ‘no objection’. The Clerk will submit this.</p>	<p>CLERK</p> <p>CLERK</p>
11.	<p>To receive an update on the Memorial Hall Extension from Cllr Rastrick</p> <p>The Clerk updated on behalf of Cllr Rastrick. All going well, no issues reported.</p>	
12.	<p>To update on time capsule and arrange ‘handover’</p> <p>Thanks to Liz Rastrick, Village Recorder, for the hard work in gathering photographs to go in the capsule.</p> <p>Trimley St Martin Primary School have also submitted some wonderful work from the children to go in. Not all pieces will fit so it was decided to input a selection and also a note to confirm all other works will be held securely at Suffolk Hold alongside all other Parish Council historic documentation.</p>	<p>CLERK</p>

	<p>All other items are ready to go into the capsule. Decided Monday 13th October for the handover. The Clerk will contact the school to see if any children/representative would like to attend for the photograph.</p>	CLERK
13.	<p>To review and approve the Events Committee Terms of Reference and Delegation and elect a chair of the Events Committee All those present voted to approve the Events Committee Terms of Reference and Delegation. As only one member of the Event Committee was present a chair was not elected at this time.</p>	
14.	<p>To update on the Summer Fete The Events Committee and the Clerk attended a meeting earlier in the week with the Sports and Social Club and a date of Saturday 4th July 2026 has been decided for the Summer Fete next year. Work now begins on organising. Next meeting mid-November.</p>	
15.	<p>Cllr D'arville to update on the Tabletop Sale Posters for booking a table have gone up around the village, with more due to go up in near future. Currently 8 tables booked. Trimley Saints Players will be serving hot drinks. Cllr D'arville requested that all members let her know how many posters advertising the event they will require to put up by 17th October, and she will then order and distribute accordingly. Cllr D'arville to order the banner, Clerk to confirm if Social Club would be happy for the banner to go on their hedge so it is more prominent. All advertising for event to start from 1st November.</p>	
16.	<p>To receive an update from Cllr Rastrick regarding Rosemary Gitsham Memorial Bench. The Clerk updated in Cllr Rastricks absence. Cllr Rastrick visited a lot of sites with the relative of Rosemary, and they would like to purchase a bench to go by the play area at the back of the Sports and Social Club. This has been put forward to the Sports and Social Club, and we await a response.</p>	
17.	<p>To decide upon arrangements for Remembrance Day. All members present voted to purchase two wreaths from Royal British Legion. The Clerk will arrange this. The Clerk to ask Heather and Tony Rodwell if they would lay the wreath at the Church on behalf of the Parish Council. Trimley St Mary Parish Council have organised a Remembrance Event on 11th November at the Peace Sign outside Reeve Lodge. All Cllr's invited. The Clerk will also ask if any children from Trimley St Martin Primary School would like to attend.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>

18.	<p>To discuss, review and approve the following policies;</p> <ul style="list-style-type: none"> i) General Reserves Policy ii) Grants and Donations Policy and Application Form iii) Subject Access Request Policy and Subject Access Request Procedure <p>All members present approved all policies.</p>	
19.	<p>To review, discuss and approve the level of General Reserves</p> <p>The General Reserves balance was cascaded to all members prior to the meeting.</p> <p>The Clerk outlined that the General Reserves needed reviewing as they are quite outdated, however, suggested that this is done once all works are completed on the Memorial Hall Extension, so it is known what funds are left.</p> <p>All members present voted in favour of a review happening in 2026 once all works completed.</p>	
20.	<p>To discuss and decide upon articles for the Spotlight/Flyer</p> <ul style="list-style-type: none"> • Summer Fete 2026 • Tabletop Sale • Time Capsule 	
21.	<p>To note the conclusion of the 2024/2025 External Audit and any comments made</p> <p>External audit is now complete, and all documents are published.</p> <p>One matter which is regarding a tick box. The Clerk is aware how the External Audit wants this to be moving forward.</p>	
22.	<p>To discuss any requests for spending priorities for 2026/2027</p> <ul style="list-style-type: none"> • Donation to Memorial Hall Management Committee for tables/chairs to go in new extension. • Printing of Welcome Packs for Kingsfleet Development <p>The Clerk will work on a Draft Budget for the November meeting.</p>	CLERK
23.	<p>To receive a financial statement to 30th September 2025</p> <p>Two credits into the accounts in the period 01/09/25 – 30/09/25.</p> <p>Current Account – 30/09/25 - £16,514.56 – 2nd precept instalment.</p> <p>Deposit Account – 30/09/25 - £566.60 – Interest.</p> <p>As previously discussed, the Clerk is closing the Nationwide account and funds including accrued interest will be paid into Unity Trust account ready for the next set of invoices for the Memorial Hall Extension.</p> <p>The Clerk will also start paperwork for the draw down of the PWLB loan.</p>	

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The bank reconciliation was signed by the Chairman.

26. 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		
	All payments were approved.						
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	
	All payments were approved						
26.	Items for consideration at next meeting None at this stage, any requests from Cllr's to be given to the Clerk one week before 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. All members of public and press were excluded.						
28.	To review the salary and hours of the Clerk as per the Clerk's contract. Clerk contracted 22 hours per week. The Clerk and all members present felt this was satisfactory. All members present voted in favour of increasing the Clerk to pay point 28 due to experience and qualifications. The Clerk will process this.						CLERK
29	Close The meeting was closed at 8.49pm.						