

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 7th April 2026 at 7.30pm

Present: Cllrs Smart, Rastrick, Owen, D’arville, Parker, Anderson

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

Item No.	Comments	Action
1.	<p>To receive apologies for absence Apologies were received and approved from Cllr Aguilar-Gomez due to personal commitments.</p>	
2.	<p>For councillors to declare any interest in matters on the agenda None</p>	
3.	<p>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.</p>	
4.	<p>To approve the minutes of the meeting held on 3rd March 2026. The minutes of the meeting held on 3rd March 2026 were approved and signed as a true record by the Chair.</p>	
5.	<p>Public Forum including County and District Councillor Reports and Public Question Time. Cllr Bird had provided a report prior to the meeting which is available to view on the Trimley St Martin Parish Council website. There were no questions. Cllr Bird requested that the Parish Council remind members of the public to ensure that hedges/trees/vegetation do not overhang highways or public rights of way. The PC will put this in the next column. Cllrs Nimney and Reeves had provided a report prior to the meeting which is also available to view on the website. There were no questions. Two members of the public raised the concerns regarding pulling out of High Hall Close onto the High Road. They advised that due to so many cars being parked on the junction it is difficult to see and is therefore dangerous. They would like to request double yellow lines placed at this junction. After a lengthy discussion, the Parish Council advised they are aware of the issue, and agree that it is dangerous. However, there are other junctions which are also dangerous (Mill Lane, Church Lane were given as examples) and that it is not possible to determine which junctions are worse than others. Also, the enforcement of double yellow lines falls to East Suffolk Council, and</p>	<p>CLERK</p>

	<p>this is not done regularly within the Parish as people often park on the double yellow lines outside the shop. Therefore, having double yellow lines in situ would not necessarily stop the issue. The cost for yellow lines is in excess of £10,000 – which currently the PC do not have available. It is also an incredibly lengthy and time-consuming process and with only 7 out of 11 seats filled, the PC do not have the time to give to this. It was advised that the PC are supportive of any research/petitions that members of the public may wish to undertake in respect of this.</p>	
6.	<p>To receive the Chairmans Report The Chairmans report was cascaded to councillors prior to the meeting. This is available to view on the Parish Council website. There were no further questions.</p>	
7.	<p>To receive the Clerk’s Report This was cascaded to councillors prior to the meeting. There were no questions.</p>	
8.	<p>To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D’arville and Smart. To include:</p> <p style="padding-left: 40px;">i. Dog waste bin near Bellway development The Clerk has chased this with East Suffolk Council to find out when it will be re-instated. We are awaiting a response. The Clerk will continue to chase. Cllr Anderson suggested an additional dog waste bin on the public footpath by Grimston Hall. Cllr Smart advised there was one there which East Suffolk Council removed citing it was ‘too far away’ to empty. The Clerk will look into whether it is possible for it to be reinstated.</p> <p>Cllr D’arville provided a report prior to the meeting which is available to view on the website. There were no further questions.</p>	<p>CLERK</p> <p>CLERK</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 No planning applications to comment on.</p>	
10.	<p>To receive an update on the Memorial Hall Extension from Cllr Rastrick Cllr Rastrick advised that the extension is now complete. Tarmac was laid in the car park on the day of the meeting, and it is just the installation of the handrail at the entrance left. Oliva Contracts will shortly be removing all of their bits. All members commented on how well built the new extension looks. The Clerk is arranging an ‘opening ceremony’ and is looking to invite local MP Jenny Riddel-Carpenter along with representatives from East</p>	<p>CLERK</p>

	Suffolk CIL team whom provided a grant to complete the hall. More information will be issued when available.	
11.	<p>To update on Summer Fete 2026 4th July 12pm – 5pm. A good number of stalls have booked, potentially space for a few more. Local businesses are encouraged to contact the Clerk to arrange advertising space in the programme. MP Jenny Riddel-Carpenter will be opening the fete. A good selection of arena acts booked but still space for more.</p>	CLERK
12.	<p>To discuss and decide upon next steps in relation to requests from Kirton and Falkenham Parish Council The Parish Council will encourage residents to ensure that any hedges/trees/vegetation does not overhang a highway/public right of way. The Parish Council have a few questions with regards to support of a SID along Kirton Road – the Clerk to raise this with Kirton and Falkenham Parish Council.</p>	CLERK
13.	<p>Cllr Parker to give feedback from Cross Parish meeting Cllr Parker provided a report to all members prior to the meeting. There were no questions.</p>	
14.	<p>To discuss and decide upon a possible ‘Nature Walk’ Suggested by the Clerk to highlight the local area. Walks are already on the website but to look at possibly highlighting one and providing information on local wildlife to encourage residents to get outside. All members agreed for the Clerk to look into this further including funding/collaborative working.</p>	CLERK
15.	<p>To discuss and decide upon articles for the Spotlight/Flyer</p> <ul style="list-style-type: none"> • Advertising local walks • Update on Memorial Hall Extension • Summer Fete • Cutting back of vegetation <p>The Clerk will write up column and send.</p>	CLERK
16.	<p>To approve the SALC letter of Engagement for Internal Audit This was forwarded to all members prior to the meeting. All members present approved.</p>	CLERK
17.	<p>To review and approve the following policies;</p> <ol style="list-style-type: none"> i. Health & Safety policy ii. Retention of Documents policy iii. Complaints Policy & Procedures iv. Accident Reporting Policy & Procedure v. IT Policy <p>These were all cascaded to all members prior to the meeting. All members approved all policies.</p>	

18.

To receive a financial statement to 31st March 2026.

Credits into the Current account in the period 01/03/26 – 31/03/26 were provided to all members.

Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025		191,879.87
	ADD Receipts 01/04/2025 - 31/03/2026		201,044.30
			392,924.17
	SUBTRACT Payments 01/04/2025 - 31/03/2026		333,626.48
A	Cash in Hand 31/03/2026 (per Cash Book)		59,297.69
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Trimley St Martin Parish Council N: 31/03/2026	0.00	
	Trimley St Martin Parish Council Dr: 31/03/2026	33,338.82	
	Trimley St Martin Parish Council Cr: 31/03/2026	25,958.87	
			59,297.69
	Less unrepresented payments		
			59,297.69
	Plus unrepresented receipts		
B	Adjusted Bank Balance		59,297.69
	A = B Checks out OK		

The bank reconciliation was signed by the Chairman.

19.

To approve the following payments made

03 03 26	Oliva Contracts	Memorial Hall Extension	£25000.00	LGA1972 s133
11 03 26	SALC	Payroll provision	£57.60	LGA1972 s112
11 03 26	FDCSR	Subscription	£5.00	LGA1972 s145
12 03 26	O2	Clerks Mobile Phone	£51.60	LGA1972 s112
18 03 26	Memorial Hall	Purchase of signs	£61.77	LGA1972 s133
31 03 26	C Small	Clerks Salary	£1619.91	LGA1972 s112

All payments were approved.

20.	<p>To approve the following payments to be made</p> <table border="1" data-bbox="400 271 1233 468"> <tr> <td data-bbox="400 271 555 349">08 04 26</td> <td data-bbox="555 271 687 349">C Small</td> <td data-bbox="687 271 874 349">Clerks Expenses</td> <td data-bbox="874 271 1050 349">£64.89</td> <td data-bbox="1050 271 1233 349">LGA1972 s112</td> </tr> <tr> <td data-bbox="400 349 555 468">10 04 26</td> <td data-bbox="555 349 687 468">HMRC</td> <td data-bbox="687 349 874 468">Tax & NI on Clerks Salary</td> <td data-bbox="874 349 1050 468">£477.12</td> <td data-bbox="1050 349 1233 468">LGA1972 s112</td> </tr> </table> <p>All payments were approved</p>	08 04 26	C Small	Clerks Expenses	£64.89	LGA1972 s112	10 04 26	HMRC	Tax & NI on Clerks Salary	£477.12	LGA1972 s112	
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21.	<p>Items for consideration at next meeting. Annual meeting of Parish Council is to be held in May.</p>											
22.	<p>Close The meeting was closed at 8.39pm</p>											