

Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 3rd February 2026 at 7.30pm

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

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

Item No.	Comments	Action
1.	<p>To receive apologies for absence Apologies were received and approved from Cllrs Owen and 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 2nd December 2025. The minutes of the meeting held on 2nd December 2025 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. Richard Martin (RM) from Scott Properties spoke with regards to the Heathfields Development. He advised that there is a meeting on 4th February 2026 at the Welcome Hall, Trimley St Mary 2pm – 7pm where more information will be available. The website will also be going live on that date where more information about the proposal will be available. Aim of the consultation is to help with preparation of putting in for outline planning application for up to 64 dwellings. Member of Public (MOP) asked why website was going live after meeting – RM replied that is standard procedure as they want to encourage people to attend the consultation in person if possible. MOP asked PC what information they know – PC confirmed that they have no further information than the public at this time, RM confirmed this. PC confirmed at least two members will be attending the meeting. District Cllrs confirmed they will also be in attendance. Cllr Anderson asked where the flyers were distributed, RM confirmed that they hired a company who flyered the whole of Trimley St Martin. No further questions at this stage until more information is gained at the consultation meeting.</p>	

	<p>Representative for planning application DC/25/4810/FUL – Erection of cold store on Kirton Road for Blue Barn Farm. A brief overview of the application and history was given. Discussion had in response to the PC’s objections.</p> <ul style="list-style-type: none"> - Traffic. The PC feel that an entrance being made on Kirton Road would not be suitable as it is a busy road and would be dangerous for road users. Discussion had around the possibility of using Capel Hall Lane instead. Applicant advised they do not own those verges, and it would be down to Suffolk Highways to widen the road which they are unlikely to do. The road is currently too narrow to be used in this way as per Highways guidelines. - Look of the building. Applicant advised that they appreciate it is higher than other buildings, however it is the lowest it can be for it to be able to carry out the function it is intended for. <p>No further comments or questions at this time. Await the decision from East Suffolk District Council Planning Department.</p> <p>Cllr Lee Reeves – report cascaded prior to the meeting which is available to view on the PC website. Updated re ‘Better Recycling’ scheme which comes into force June 2026. Bins will start to be delivered week commencing 9th Feb.</p> <p>Cllr Mike Nimney – Updated and raised concerns about the slow progress of the new leisure centre in Felixstowe.</p> <p>Cllr Stuart Bird – report cascaded prior to the meeting which is available to view on the PC website. No further questions.</p>	
6.	<p>To receive the Chairmans Report</p> <p>The Chairmans report was cascaded to councillors prior to the meeting. Discussion was held regarding the closure of the Sixth Form College in Felixstowe. All members present voted in favour of a letter being sent to the Secretary of State highlighting the PC’s concerns and objection to this decision. The Clerk will send.</p>	CLERK
7.	<p>To receive the Clerk’s Report</p> <p>This was cascaded to councillors prior to the meeting. There were no questions.</p>	
8.	<p>To confirm that Raymond Long has now resigned as Parish Councillor, and to discuss ways of engagement for new Parish Councillors</p> <p>Discussion held around ways of engagement. The Clerk will work on this. Discussed what would happen if the PC was not quorate (less than 4 Parish Councillors), this would mean East Suffolk District Council would take over the operation of the Parish Council, including the Parish Council funds.</p> <p>The Clerk will produce some information and share online and also posters in noticeboards and other prominent places.</p>	
9.	<p>To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D’arville and Smart</p>	

	<p>Discussion held around the issues whilst the A14 was closed, and the damage which has been caused. All members believe there should be a better traffic management system in place for when this next happens. The damage caused to verges throughout the Parish have been reported to Suffolk Highways but are yet to receive a response. All members present were in favour of these concerns to be continued to be raised.</p>	CLERK
10.	<p>i) To receive an update on Planning issues and applications from Cllr Rastrick and to decide upon any comments to submit on open planning applications</p> <p>All members present voted in favour of the following decisions on open planning applications:</p> <ul style="list-style-type: none"> - DC/25/4536/FUL – No objection - DC/26/0067/FUL – No objection <p>ii) To discuss and agree on a statement to be issued with regards to the Heathfields development</p> <p>All members present agreed that this would need to be done after the consultation as very little information is known at this time. All members present voted in favour of discussion again at the next Parish Council meeting.</p>	
11.	<p>To receive an update on the Memorial Hall Extension from Cllr Rastrick</p> <p>Extension is proceeding well and is looking good; electricians are being done this week. Quality of workmanship is excellent, and contractors have been very accommodating.</p>	
12.	<p>To discuss and decide on next steps relating to miscellaneous Memorial Hall additions.</p> <p>The Parish Council have made some adjustments to the plans at an additional expense including for the new kitchen, and for an additional security light outside the entrance to the new extension.</p> <p>The Memorial Hall Management Committee have requested some additional works that they feel would be beneficial. The Clerk has requested quotes from the contractor for these, but they are yet to be received.</p> <ul style="list-style-type: none"> - Additional storage under new stairs in the new hall. All members present agreed this additional cost should be funded by the Management Committee as they would be using the additional storage space. A new storeroom is included within the new build which the Management Committee can use (with the exception of a lockable cabinet for Parish Council use). The Clerk will advise. - Hot water urn in the new kitchen. Before a decision is made on this a quote will need to be received. - Bike Rack has been purchased and there is also funding available for fitting. Discussions have been held around its location. All members present voted in favour of it being fitted to the left of the building, just past the main entrance to the existing hall. This would prevent people parking directly outside the main door as 	CLERK

	<p>once the new extension is up and running, a car parked there would cause an issue with access to the new entrance door and would raise Health & Safety concerns with evacuation routes. The Clerk will advise Management Committee and arrange for contractors to install the bike rack.</p> <ul style="list-style-type: none"> - Bin area. Concerns raised about having a bin area. Usual practice when hiring a venue is that waste is taken away, however people are ignoring this and putting waste in the bins. All members voted in favour that the wording on the conditions of hire should be amended and the bins removed. In the new financial year, finances will be re-evaluated and the PC will look at funding streams for the storage area to be removed and free up another car parking space out the front of the Memorial Hall. Discussion also had about allocating a space as a Disabled Space. The Clerk will update Management Committee of this decision. - Display posts for banners. A quote has been requested for new poles to be installed where banners can be displayed more clearly. No decision made until quotes are received. - Display board in new extension. Village Recorder requested that a display board be placed in the new extension to be used to highlight the history of Trimley St Martin. All members present voted in favour of this, but no purchase would be made until closer to completion of the extension in case there are any additional costs. 	<p>CLERK</p> <p>CLERK</p>
13.	<p>To update on Summer Fete 2026 Fete is to be held on 4th July 12pm – 5pm. Bookings are now being taken for trade stands via the Clerk. Looking to produce a programme and sell advertising for local businesses inside. Bellway and Oliva Contracts are sponsoring the event – thank you. Volunteers are required to help on the day. Any enquiries to go via the Clerk.</p>	
14.	<p>To consider and agree date for the Annual Parish Meeting All members present voted in favour of 7pm on Tuesday 7th April 2026.</p>	
15.	<p>To discuss and decide upon articles for the Spotlight/Flyer</p> <ul style="list-style-type: none"> • Parish Councillor vacancies • Update on Memorial Hall Extension • Summer Fete <p>The Clerk will write up column and send.</p>	<p>CLERK</p>
16.	<p>To discuss and decide upon any projects to use the outdoor/play budget from East Suffolk Council After conducting research, all members present voted against pursuing this as there are no suitable spaces that the Parish Council could use. The Clerk will send this information to the Sports and Social Club to see if they could use the funding to improve the play area that is open to the public.</p>	<p>CLERK</p>

17.	<p>To review and approve the following policies;</p> <ul style="list-style-type: none"> i) Data Protection ii) Freedom of Information iii) Biodiversity iv) Equal Opportunities v) Social Media Policy <p>All members present voted in favour of approving all policies.</p>																																																																					
18.	<p>To receive a financial statement to 31st January 2026. Credits into the Current account in the period 01/12/25 – 31/01/26. 02/12/25 – Current Account – PWLB Loan - £29,975.00 16/12/25 – C Small – Cash from Tabletop Sale - £65.40</p> <table border="1" data-bbox="312 712 1174 1644"> <tr> <td colspan="4">Bank Reconciliation at 31/01/2026</td> </tr> <tr> <td></td> <td>Cash in Hand 01/04/2025</td> <td></td> <td>191,879.87</td> </tr> <tr> <td></td> <td>ADD Receipts 01/04/2025 - 31/01/2026</td> <td></td> <td>181,284.95</td> </tr> <tr> <td></td> <td></td> <td></td> <td>373,164.82</td> </tr> <tr> <td></td> <td>SUBTRACT Payments 01/04/2025 - 31/01/2026</td> <td></td> <td>303,236.50</td> </tr> <tr> <td>A</td> <td>Cash in Hand 31/01/2026 (per Cash Book)</td> <td></td> <td>69,928.32</td> </tr> <tr> <td></td> <td>Cash in hand per Bank Statements</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Petty Cash 31/01/2026</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td>Trimley St Martin Parish Council C 31/01/2026</td> <td>36,810.36</td> <td></td> </tr> <tr> <td></td> <td>Trimley St Martin Parish Council D 31/01/2026</td> <td>33,117.96</td> <td></td> </tr> <tr> <td></td> <td>Trimley St Martin Parish Council N 31/01/2026</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>69,928.32</td> </tr> <tr> <td></td> <td>Less unrepresented payments</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>69,928.32</td> </tr> <tr> <td></td> <td>Plus unrepresented receipts</td> <td></td> <td></td> </tr> <tr> <td>B</td> <td>Adjusted Bank Balance</td> <td></td> <td>69,928.32</td> </tr> <tr> <td></td> <td>A = B Checks out OK</td> <td></td> <td></td> </tr> </table> <p>The bank reconciliation was signed by the Chairman.</p>	Bank Reconciliation at 31/01/2026					Cash in Hand 01/04/2025		191,879.87		ADD Receipts 01/04/2025 - 31/01/2026		181,284.95				373,164.82		SUBTRACT Payments 01/04/2025 - 31/01/2026		303,236.50	A	Cash in Hand 31/01/2026 (per Cash Book)		69,928.32		Cash in hand per Bank Statements				Petty Cash 31/01/2026	0.00			Trimley St Martin Parish Council C 31/01/2026	36,810.36			Trimley St Martin Parish Council D 31/01/2026	33,117.96			Trimley St Martin Parish Council N 31/01/2026	0.00					69,928.32		Less unrepresented payments						69,928.32		Plus unrepresented receipts			B	Adjusted Bank Balance		69,928.32		A = B Checks out OK			
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		10 12 25	O2	Clerks Mobile Phone	£51.60	LGA1972 s112	
		12 12 25	Oliva Contracts	Memorial Hall Extension	£35000.00	LGA1972 s133	
		18 12 25	Simon Jones Landscapes	Memorial Hall Grounds	£468.00	LGA1972 s133	
		18 12 25	Simon Jones Landscapes	Roundabout & Beds	£660.00	Highways Act 1990 s196	
		18 12 25	Viking Direct	Stationary	£42.06	LGA1972 s112	
		31 12 25	C Small	Clerks Salary	£1619.91	LGA1972 s112	
		31 12 25	Unity Trust	Bank Fee	£6.00		
		06 01 26	D Friend Heating	Memorial Hall Boiler Service	£132.00	LGA1972 s133	
		06 01 26	Memorial Hall	Hire of Hall	£81.00	LGA1972 s137	
		09 01 26	NEST	Pension payment	£113.58	LGA1972 s112	
		09 01 26	O2	Clerks Mobile Phone	£52.08	LGA1972 s112	
		09 01 26	Oliva Contracts	Memorial Hall Extension	£30000.00	LGA1972 s133	
		09 01 26	C Small	Clerks Expenses	£35.49	LGA1972 s112	
		12 01 26	HMRC	Tax & NI on Clerks Salary	£477.12	LGA1972 s112	
		16 01 26	L D'arville	Councillor Expenses	£40.00	LGA1972 s145	
		22 01 26	Oliva Contracts	Memorial Hall Extension	£30989.77	LGA1972 s133	
		28 01 26	Trimley St Martin Primary School	Anniversary Bears	£570.70	LGA1972 s137	
		30 01 26	C Small	Clerks Salary	£1620.11	LGA1972 s112	

	All payments were approved.				
20.	To approve the following payments to be made				
	04 02 26	C Small	Clerks Expenses	£41.04	LGA1972 s112
	12 02 26	HMRC	Tax & NI on Clerks Salary	£476.92	LGA1972 s112
	All payments were approved				
21.	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.				
22.	Close				
	The meeting was closed at 8.50pm				