

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

Present: Cllrs Smart, Rastrick, Owen, D’arville, Aguilar-Gomez

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

Item No.	Comments	Action
1.	<p>To receive apologies for absence Apologies were received and approved from Cllrs Parker and Anderson 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 February 2026. The minutes of the meeting held on 3rd February 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. Two members of the public spoke on behalf of the Memorial Hall Management Committee in regard to item 11 on the agenda. They requested confirmation of the name of the new hall. Also raised the issues with the Wi-Fi in the new hall, and signs that they are going to purchase to direct people. Agreed would discuss all of this under item 11. They also updated on the open afternoon for the new hall on Saturday 28th March at 2.30pm. Other information given re blinds which are also outlined on the Chairmans Report which is available to view on the Parish Council website. Also raised the issue with Morston Hall Lane and they state it is currently in after the A14 closure. Agreed this is on Cllr Stuart Birds report and also under item 8. Member of the public asked whether the Parish Council had any information regarding the previous ownership/covenants of the land that will potentially have the planning application submitted for the Heathfields development. PC confirmed they did not and have no additional information than what is in the public domain. Cllr Bird</p>	

	<p>explained that previous ownership/covenants have no effect on planning applications and decisions.</p> <p>Cllr Bird had previously cascaded his report before the meeting. This is available to view on the Parish Council website. He explained even if not re-elected this year he will still volunteer at the Summer Fete. The PC thanked him for this. There were no further questions.</p> <p>Cllr Nimney and Reeves had previously cascaded their report before the meeting. This is available to view on the Parish Council website. There were no further questions.</p>	
6.	<p>To receive the Chairmans Report</p> <p>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</p> <p>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</p> <p>Cllr D’arville updated that the real time service signs will be installed on 11th March and the two bus stops outside Poppyfields, and the stop at the top of Grimston Lane. These will be solar powered. A mains operated one will be required at the stop outside The Lilacs – still awaiting a date for this one.</p> <p>Cllr D’arville also noted that Bryan Frost from Trimley St Mary Parish Council has submitted a funding request for a new bus stop to be implemented between Sprite’s Hall and the public house near the academy – awaiting to hear back from Suffolk County Council.</p> <p>Cllr Smart updated that the hedge between the Memorial Hall and the footpath has been thinned and the height is being brought down, making it easier to pass.</p> <p>Discussion held re Morston Hall Lane – Cllr Bird, Cllr Smart and the Clerk have all been in contact with Paul West at Suffolk County Council and are awaiting further information.</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</p> <p>No planning applications to comment on.</p> <p>Cllr Rastrick noted that the Parish Council has received correspondence from two members of the public regarding the proposed Heathfields Development. All members agreed that as and when a planning application is submitted, the Parish Council is ready to submit comments, in particular in relation to the access.</p>	
10.	<p>To receive an update on the Memorial Hall Extension from Cllr Rastrick</p> <p>Cllr Rastrick advised the works are on track for target completion and all is going well.</p>	

11.	<p>To discuss and decide on next steps relating to miscellaneous Memorial Hall additions.</p> <p>Banner/advertisement display area at the front of the Memorial Hall. Two quotes have been provided by Oliva Contracts; however members of the Parish Council felt the suggestions made would not be suitable. Cllr Aguilar-Gomez suggested something similar to what is used in the Church grounds. The Clerk will look into this and will put this back on the agenda for April 2026.</p> <p>Hot water heater for new kitchen. Two quotes have been provided by Oliva Contracts. All members present voted in favour of the unit costing a total of £790.00.</p> <p>Wi-fi in the new hall. Oliva Contracts have suggested that a Wi-fi extender is needed so that there is good signal in the new hall. This would be a cost of £95.00. All member present voted in favour of this.</p> <p>Name of the new hall – Three suggestions were made. All members present voted in favour of ‘The Rosemary Room’ after Rosemary Gitsham who kindly bequeathed funds for the Memorial Hall in her will.</p> <p>Signage for the new hall. All member present agreed that the Parish Council would fund 50% of the cost of these signs, and the Memorial Hall Management Committee to fund the other 50%. Memorial Hall Management Committee to arrange these signs.</p> <p>Discussion was held around final finances with regard to the extension and the potential works for the banner/advertisement display area, along with other issues discussed at prior meetings. East Suffolk Council are releasing grants in April 2026 which the Parish Council may be able to apply for. It was therefore agreed that these projects are to be put on hold and see if we can receive funding.</p>	
12.	<p>To update on Summer Fete 2026</p> <p>Fete is to be held on 4th July 12pm – 5pm. Bookings are now being taken for trade stands via the Clerk.</p> <p>Now selling advertising space in the programme for local businesses from £20. Contact the Clerk for more information.</p> <p>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>	
13.	<p>Cllr Owen to raise issues with Waterworks Lane and the footpath to the river.</p> <p>Cllr Owen expressed dissatisfaction of the state of the highlighted footpaths. The Clerk explained these had been raised with Bidwells, but we have not had any response with regards to any works taking</p>	

	place. Discussion over a fallen tree in Waterworks Lane and how this is blocking the footpath. Agreed the Clerk would chase again, and that Cllr Owen would lead on this project.	CLERK/AO
14.	<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 • Footpaths • Cars being moved when roadworks are undertaken. <p>The Clerk will write up column and send.</p>	CLERK
15.	<p>To confirm SALC as the Internal Auditor for 2025/2026</p> <p>All members present voted in favour. The Clerk will organise.</p>	CLERK
16.	<p>To conduct a review of the Council's Governance Risks</p> <p>This was cascaded to all members prior to the meeting. All members approved.</p>	
17.	<p>To conduct a review of the Internal Controls</p> <p>This was cascaded to all members prior to the meeting. All members approved.</p>	
18.	<p>To update, if necessary, and agree Asset Register</p> <p>This was cascaded to all members prior to the meeting. Nothing to update. All members approved.</p>	
19.	<p>To review and approve the following policies;</p> <ul style="list-style-type: none"> i) Anti-harassment and bullying policy ii) Disciplinary policy iii) Grievance policy iv) Volunteer policy <p>All members present voted in favour of approving all policies.</p>	
20.	<p>To receive a financial statement to 28th February 2026.</p> <p>Credits into the Current account in the period 01/02/26 – 28/02/26. 10/02/26 – Current Account – VAT Refund - £18,613.49</p>	

23.	Items for consideration at next meeting, and to confirm date of next meeting. <ul style="list-style-type: none">• Banner/advertisement area• Dog waste bin that was removed by Bellway	
24.	Close The meeting was closed at 8.45pm	