Minutes of the Meeting of Trimley St Martin Parish Council held in The Rosemary Room at Trimley St Martin Memorial Hall on Tuesday 3rd November 2026 at 7.30pm

Present: Cllrs Smart, Rastrick, D'arville, Jacobs, Parker, Owen, Anderson

Also Present: District Cllr Lee Reeves, County Cllr Tristan Gale

Item No.	Comments	Action
1.	**To receive apologies for absence** There were no apologies received.	
2.	**For councillors to declare any interest in matters on the agenda** None	
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.** None	
4.	**To approve the minutes of the meeting held on 6th October 2026.** The minutes of the meeting held on 6th October 2026 were approved.	
5.	**Public Forum including County and District Councillor Reports and Public Question Time.** Cllr Gale had previously cascaded a report. This is available to view on the Parish Council website. There were no further questions. Cllr Reeves had previously cascaded a report. This is available to view on the 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. This is available to view on the Parish Council website. There were no questions.	
7.	**To receive the Clerk's Report** This was cascaded to councillors prior to the meeting. Cllr D'arville asked about the request from a member of the public for a stop sign at the Morston Hall Lane/High Road junction. Cllr Gale advised that it is unlikely this will go ahead due to a low number of accidents. The Parish Council agreed to keep as much information as possible on accidents.	
8.	**To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D'arville and Smart.** Cllr D'arville had provided a report prior to the meeting. This is available to view on the Parish Council website. There were no questions. Cllr D'arville also flagged a scheme in Oxfordshire that she hopes Suffolk County Council will adopt in the future. Cllr Anderson had nothing to report other than road closure overnight on 3rd November on Kirton Road.	

9.	**To receive an update on Planning issues and applications from Cllr Rastrick and to decide upon any comments to submit on open planning applications.** Planning application DC/26/3606/FUL – All members voted 'no comment'. Cllr Anderson updated that the Heathfields closure date has now passed (31/10/26) and that Suffolk Highways commented that the road layout would need to be changed. The Parish Council will continue to keep an eye on next stages on this application.	
10.	**To discuss and decide upon purchase of Christmas Tree for outside Memorial Hall.** All members voted in favour to purchase a Christmas Tree. The Clerk will order. Christmas lights switch on is 1st December.	**CLERK**
11.	**To update on Tool/Bike Marking event** To be held on Saturday 16th January, 2pm-5pm, in The Rosemary Room at the Memorial Hall. Suffolk Police and other agencies to be in attendance to offer free services to residents. All members voted in favour of the Parish Council paying for the hire of the room and for refreshments. The Clerk will continue work on this.	**CLERK**
12.	**Cllr Smart to provide an update following on from Memorial Hall Management Committee meeting** • New fire extinguishers required for the new extension. All members voted in favour of the Parish Council funding this. • Management Committee in favour of bin area size being reduced. • Curtains for in The Rosemary Room have been ordered which should reduce the echo in the room. • Photographs to be ordered to go up in The Rosemary Room.	
13.	**To discuss and decide upon next steps for the bin area at the Memorial Hall.** Cllr D'arville obtained a quote from Totally Outside for £400 to reduce the size of the bin area at the front of the hall. This would not only free up more space in the care park but also prevent people putting rubbish in there that was not from the Memorial Hall. All members voted in favour of these works being carried out. Cllr D'arville will arrange.	**LD**
14.	**To discuss and decide upon next steps for the Parish Council having an individual to carry out works in the Parish.** All options discussed. All members voted in favour of hiring contractors for each job as and when required.	**CLERK**

	The Clerk will obtain quotes for the Parish Council to clear the drains in Grimston Lane.	
15.	**To update, discuss and decide upon next steps with regards to the Corporate Trustee of the Memorial Hall.** The Clerk attended training on Charitable Trusts for a better understanding. All requested documentation has been scanned and sent to Community Action Suffolk. We are awaiting their response.	
16.	**To update on CCTV at the Memorial Hall** Being fitted on 5th November. Cllr Rastrick will let the contractors in, and the Clerk will attend in the morning so as to ensure all set up on the Clerks phone. The Clerk will order signs to go on the outside of the building. Cllr Jacobs has offered to install these on arrival.	**CLERK/RJ**
17.	**To discuss items for the Flyer/Spotlight column** • Bike Marking Event • Summer Fete 2027 • Thank you to GP Clean Away • Cyclist safety in the dark • Chairmans Christmas message The Clerk will submit.	**CLERK**
18.	**To discuss, review and approve the following policies;** **i) Internet Banking Policy** **ii) Model Publication Scheme** **iii) Press and Media Policy** **iv) Procedure for Public Session** **v) Data Protection Impact Assessment** **vi) CCTV Policy** All members voted in favour of approval of all policies.	
19.	**To review and discuss first draft of the budget for 2027/2028** This was cascaded to all members prior to the meeting and was also available at the meeting. Discussion was held and decide in principle made, but awaiting final details from East Suffolk Council so this will be on the December agenda.	
20.	**To receive a financial statement to 31st October 2026.** 1st-31st October 2026. Two credits into the accounts; £6255.51 – VAT Refund £17237.60 – CIL monies received. The bank reconciliation was approved and signed.	

	Bank Reconciliation at 31/10/2026			
	Cash in Hand 01/04/2026			59,297.69
	ADD			
	Receipts 01/04/2026 - 31/10/2026			94,065.24
				153,362.93
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			65,957.57
A	**Cash in Hand 31/10/2026** (per Cash Book)			**87,405.36**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2026	0.00	
	Trimley St Martin Parish Council C	31/10/2026	42,201.36	
	Trimley St Martin Parish Council D	31/10/2026	45,204.00	
	Trimley St Martin Parish Council N	31/10/2026	0.00	
				87,405.36
	Less unpresented payments			
				87,405.36
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**87,405.36**
	A = B Checks out OK			

The Clerk suggested to move the CIL monies received into the Deposit account to earn interest. All members voted in favour.

21. **To approve the following payments made**

09 10 26	NEST	Pension	£145.04	LGA1972 s112
09 10 26	GP Clean Away	Bus Shelter Clean	£640.00	Local Government (Misc Provision) Act 1953, s4
12 10 26	O2	Phone Contract	£53.40	LGA1972 s112
12 10 26	Royal British Legion	Wreaths	£46.00	LGA1972 s137
19 10 26	Community Action Suffolk	Website Renewal	£70.00	LGA1972 s142
19 10 26	Totally Outside	Banner Area	£500.00	LGA1972 s133
28 10 26	Labelcraft	Sign for banner area	£34.86	LGA1972 s133
30 10 26	C Small	Salary	£1718.59	LGA1972 s112

All members present approved payments

22. **To approve the following payments to be made**

04 11 26	C Small	Expenses	£53.43	LGA1972 s112
12 11 26	HMRC	Tax & NI	£540.39	LGA1972 s112

All members present approved payments.

23.	**Items for consideration at next meeting.** The Chair requested any requests for agenda items to be with the Clerk 10 days before the meeting. Next meeting is Tuesday 1st December 2026.	
24.	**Close** The meeting was closed at 8.56pm	