

Minutes of the Meeting of Trimley St Martin Parish Council held in The Rosemary Room at Trimley St Martin Memorial Hall on Monday 7th September 2026 at 7.30pm

Present: Cllrs Smart, Rastrick, D’arville, Jacobs, Parker (arrived during item 10)

Also Present: County Cllr Tristan Gale (arrived during item 8), and two members of the public.

Item No.	Comments	Action
1.	To receive apologies for absence Cllr Owen – personal circumstances Cllr Anderson – prior commitments Apologies for absence were approved by all members present.	
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 7th July 2026. The minutes of the meeting held on 7 th July 2026 were approved and signed as a true record by the Chair.	
5.	Public Forum including County and District Councillor Reports and Public Question Time. Cllrs Nimney and Reeves had provided a report prior to the meeting which is available to view on the website. Cllr Gale had provided a report prior to the meeting which is available to view on the website. Two members of the public were representatives from the Memorial Hall Management Committee. They asked whether the Parish Council were any further forward with a written agreement with regards to the car park with both the Sports and Social Club and the Bowls Club. The Clerk will action this. They also asked re issues regarding the Memorial Hall. The Chair advised these will be covered during item 10.	CLERK
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. There were no questions.	

8.	To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D’arville and Smart to include but not limited to i) Thorpe Lane storm drains. Cllr D’arville advised that storm drains in Thorpe Lane are full of mud and weeds and will not drain as and when the heavy rainfall starts. The Clerk will log this again with Suffolk Highways. Once Cllr Gale arrived at the meeting he advised he would be happy to help with this issue – the Clerk will send through the case reference number and request for all Cllrs to take photographs of blocked drains as and when they are seen. Also, a reminder that members of the public can, and are advised, to report these direct with Suffolk Highways via their online reporting tool. Other issues discussed: • Obscured streetlights in Howlett Way – Cllr Gale will chase. • Damage caused to signs caused by diverted traffic – Clerk to email Cllr Gale and he will chase. • Solar Realtime bus timetable near The Lilacs – Clerk to email Cllr Gale and he will chase. Cllr Smart re-iterated issues as per Chairmans Report with dog waste bags being thrown into bushes. Residents are reminded to use bins and if they are full, to use another bin or take home.	CLERK CLERK
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 to include but not limited to. i) DC/26/2836/FUL ii) DC/26/2938/FUL All members present voted no objection to both above mentioned applications. The Clerk will submit. No further planning issues or applications.	CLERK
10.	To discuss and decide next steps on items relating to the Memorial Hall. i) CCTV at the Memorial Hall The Clerk had contacted 3 companies for quotes. One was received from Abacus Fire & Security. This quote was cascaded to all members prior to the meeting. £2288.24 excl. VAT and an annual maintenance of £120 exl. VAT. All members present voted in favour in proceeding with this quote. The Clerk will proceed. ii) Request from Bowls Club for yellow line painting and a bubble mirror Bowls Club had contacted the clerk to request the PC purchase yellow paint for them to refresh the yellow lines. The paint is a cost of £76.99. All members present did not feel that the yellow lines needed refreshing at this point and agreed to re-visit this next year. All members also voted that the PC have no objection to the Bowls Club purchasing paint and refreshing if they do see the need to do so. The Bowls Club also	CLERK

	requested a bubble mirror. Representatives from the Memorial Hall Management Committee have received no feedback that there have been any issues of people entering/exiting the car park, PC have also not received any feedback. It was felt that this is not needed at this time but will be kept under review. The Clerk will inform the Bowls Club of these decisions. iii) PAT testing, Landlords fire risk assessment, EICR requests These all stem from a request from a hirer to the Management Committee. It was agreed that PAT testing would be the responsibility of the Memorial Hall Management Committee as they are responsible for the contents of the hall. EICR was carried out in 2025 and is next due in 2030. Landlords fire risk assessment – the Clerk to email Cllr Gale and request the Fire Service to come out to carry out a risk assessment. Heather Rodwell from the Management Committee has also asked the company who service the extinguishers for a quote. All members present voted in favour that if it is not too expensive to proceed. The Clerk will update once more information gained. iv) Car park works. The Clerk contacted 4 companies for quotes to remove the old fence from the car park, completely resurface the whole car park, and re paint lines. One quote received which was cascaded to all members prior to the meeting for £54,330 excl. VAT. There is the ‘Thriving Place Fund’ which the PC can apply to, but we would need £16,500 to put towards it. All members voted that the PC does not currently have these funds but that the Clerk is to try finding other grants. The Clerk will update as and when more information is available. v) Banner display area at front of Memorial Hall The Clerk explained that she was not entirely sure what was required as there is not anything on the market to do this. The Clerk suggested that someone who had more of a ‘vision’ to take over this project. Cllr D’arville advised it needed to be a fence post bolted to the floor with a lattice fence panel across to the bin storage area. The Clerk was asked to contact Gary Bennett to see if this is something he would be able to do and if so, what cost. The Clerk will contact Mr Bennett.	CLERK CLERK CLERK CLERK
11.	To discuss and decide upon the VanESSA bus project from Citizens Advice using the Memorial Hall Car Park Email received which was cascaded to all members prior to the meeting. All those present voted in favour. The Clerk will contact to advise.	CLERK
12.	To update on Martyn’s Law and how this may affect the 2027 Summer Fete The Clerk advised that at this time it does not seem that it will affect the fete too much. However, the Clerk will endeavour to go on training on this in preparation.	CLERK
13.	To update on the following parish issues. i) Post Box outside Post Office.	

	The Clerk has spoken with Royal Mail three times to chase this up and still awaiting an update. Cllr D'arville advised the plastic wrapping is now coming off causing a trip hazard. Cllr D'arville requested Cllr Gale's support in this. The Clerk will email details to Cllr Gale as well as continuing to chase. ii) Mill Close Sign The Clerk chased this issue over the summer break and reported that this has now been fixed.	CLERK
14.	To discuss and decide upon articles for Spotlight/Flyer column. Cllr Smart requested a reminder about using dog waste bins. The Clerk will endeavour to get this submitted.	CLERK
15.	To discuss and decide upon insurance arrangements for 2026/2027. Renewal quote had not been received at the time of the meeting. Clerk had contacted Community Action Suffolk for additional quotes. However, on research to ensure that all our councillors are covered when they are age 80 or over, we would need to stay with our current insurers. All members voted in favour of this. The Clerk will send renewal quote to the Chair once received and then pay once approved.	CLERK
16.	To note the Local Government Service, pay agreement and the increase which has been applied to the Clerk's hourly rate, which has been backdated to 1st April 2026, as per the Clerks contract. This was noted and will be processed in the Clerks September pay.	CLERK
17.	To note the conclusion of the 2025/2026 External Audit and any comments made. The External Audit report was cascaded to all members prior to the meeting and certificate is displayed on the Parish Council website. 'Except for' matters have been addressed ready for the next year.	
18.	To receive a Budget Monitoring Report This was cascaded to all members prior to the meeting. There were no questions. This is available to view on the website.	
19.	To receive a financial statement to 31st August 2026 5 credits into the current account from 01/07/26 – 31/08/26. 4 credits (totalling £119) were in regards for stall payments for Summer Fete. One credit of £417.80 was cash raised at the Summer Fete. The bank reconciliations for July 2026 and August 2026 were received and signed by the Chair.	

	Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026			59,297.69
	ADD Receipts 01/04/2026 - 31/08/2026			46,352.52
	SUBTRACT Payments 01/04/2026 - 31/08/2026			105,650.21
A	Cash in Hand 31/08/2026 (per Cash Book)			54,488.47
				51,161.74
	Cash in hand per Bank Statements			
	Petty Cash 31/08/2026	0.00		
	Trimley St Martin Parish Council C 31/08/2026	6,177.35		
	Trimley St Martin Parish Council D 31/08/2026	44,984.39		
	Trimley St Martin Parish Council N 31/08/2026	0.00		
				51,161.74
	Less unrepresented payments			
				51,161.74
	Plus unrepresented receipts			
B	Adjusted Bank Balance			51,161.74
A = B Checks out OK				
20.	To approve the following payments made			
	03 07 26	Mr Bean Entertainments	Fete	£450.00 LGA1972 s145
	08 07 26	Frog & Moon	Stall Refund	£25.00 LGA1972 s145
	08 07 26	Viking Direct	Stationary Supplies	£44.02 LGA1972 s112
	08 07 26	Memorial Hall Management Committee	Hire of Hall	£79.00 LGA1972 s137
	09 07 26	NEST	Pension	£113.58 LGA1972 s112
	10 07 26	O2	Phone Contract	£53.40 LGA1972 s112
	13 07 26	HMRC	Tax & NI	£477.12 LGA1972 s112
	16 07 26	St Johns Ambulance	First Aid at Fete	£174.00 LGA1972 s145
	16 07 26	FlyerPress	Fete programmes	£125.00 LGA1972 s145
	21 07 26	Information Commissioners Office	Renewal	£47.00 Data Protection Act 2018
	22 07 26	PitStop	50% funds raised from fete	£322.00 LGA1972 s137
	22 07 26	Viking Direct	Storage cupboard	£264.86 LGA1972 s112
	24 07 26	PKF Littlejohn	External Audit	£1008.00 LGA1972 s112
	28 07 26	A Rodwell	Works at Memorial Hall	£25.00 LGA1972 s133
	31 07 26	C Small	Clerks Salary	£1802.91 LGA1972 s112
	30 06 26	Unity Trust	Bank Fee	£7.00 LGA1972 s137
	07 08 26	NEST	Pension	£135.41 LGA1972 s112
	10 08 26	HMRC	Tax & NI on Clerks Salary	£594.28 LGA1972 s112
	11 08 26	O2	Clerks Phone Contract	£53.40 LGA1972 s112
	28 08 26	C Small	Clerks Salary	£1620.11 LGA1972 s112
All members present approved payments				
21.	To approve the following payments to be made			

	02 09 26	C Small	Expenses	£78.98	LGA1972 s112	
	10 09 26	HMRC	Tax & NI	£476.92	LGA1972 s112	
	All members present approved payments					
22.	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 6 th October 2026.					
23.	To exclude the public and press in accordance with the Public Bodies (Exclusion from Meetings) Act 1960 in view of the confidential nature of the business to be transacted. There were no public or press in attendance at this point.					
24.	To review and consider quotes provided for the bus shelter and noticeboard cleaning for 2026-2027. The Clerk advertised on the website and social media and also contacted three companies for quotes. Two quotes were received. All members present voted in favour of awarding the contract to GP Cleanaway. The Clerk will notify them.					CLERK
25.	Close The meeting was closed at 8.46pm					