

Minutes of the Meeting of Trimley St Martin Parish Council held in The Rosemary Room at Trimley St Martin Memorial Hall on Tuesday 2nd June 2026 at 7.30pm

Present: Cllrs Smart, Rastrick, Owen, D’arville, Jacobs

Also Present: County Cllr Tristan Gale, District Cllr Mike Nimney, and one member of the public.

Item No.	Comments	Action
1.	<p>To receive apologies for absence Apologies were received and approved from Cllr Aguilar-Gomez, Cllr Parker and Cllr Anderson all due to personal commitments.</p>	
2.	<p>For councillors to declare any interest in matters on the agenda Cllr Rastrick declared an interest in item 12 due to the Village Recorder being a family member.</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. Cllr Rastrick will not vote on item 12.</p>	
4.	<p>To approve the minutes of the meeting held on 5th May 2026. The minutes of the meeting held on 5th May 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. Member of the public who is on the Memorial Hall Management Committee wished to ask about the ‘site entrance’ sign that had been left by the contractors on the side of the Memorial Hall. Rather than request the contractor back, Cllr Jacobs offered to remove the sign and fill any holes.</p> <p>Cllr Smart welcomed the new County Councillor, Cllr Tristan Gale. Cllr Gale 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.</p> <p>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. Cllr Nimney updated that there has been an approximate delay of two weeks with the roll out of the new bins. He advised there will be a period of ‘grace’ where bins will still be taken even if incorrect items in there whilst people get used to it.</p>	<p>RJ</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> <p>Cllr Smart also updated regarding the bin on the footpath at Loompit Lake. This has been destroyed due to a bin fire which seems to have been caused by a disposable BBQ. The Clerk has reported to East Suffolk Council.</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 commented on how well the buses coped whilst the Suffolk Show was on. No further updates.</p> <p>Cllr Smart referred to point in Chairmans Report about speeding along the High Road, especially at night.</p> <p>Also highlighted overhanging vegetation and reminded all that it is homeowners responsibility to ensure no trees/hedges/vegetation blocks any public rights of way.</p> <p>Discussion had around vegetation along single track lane in Morston Hall Road and how branches are sticking out.</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>Cllr Rastrick advised nothing to report. There was one planning application received but the Clerk has investigated further, and this was sent to Trimley St Martin in error, as it should have been sent to Trimley St Mary Parish Council.</p>	
10.	<p>To update on Summer Fete 2026</p> <p>The Clerk updated that planning is going well. Cllr Smart has offered to collect banner from LabelCraft and drop to the Sports and Social Club. Cllr Smart has also offered to put up posters.</p> <p>Discussion had around attendance at the event, Cllrs Rastrick and Jacobs have offered to help on the day.</p> <p>The Clerk will put in a grant application to Cllr Nimney for a Gazebo to be used at events for community engagement.</p> <p>The Clerk will be putting a poll on social media for people to vote for the local charity that will receive 50% of funds raised. The other 50% will be held to go towards the 2027 Summer Fete.</p>	<p>YS</p> <p>PR/RJ</p> <p>CLERK</p> <p>CLERK</p>
11.	<p>To confirm Carly Small as Responsible Finance Officer in 2026/2027</p> <p>This was confirmed and all members voted in favour.</p>	

12.	<p>To discuss and decide upon the Parish Council ‘sponsoring’ or providing funding for the Village Recorder as per 2025/2026 All members present (excluding Cllr Rastrick as per item 3) voted in favour of providing £150 of funding to the Village Recorder. Cllr Smart thanked the Village Recorder for all the work she does. The Clerk will arrange payment</p>	CLERK
13.	<p>To approve the requirements for the contract on maintenance of Memorial Hall Grounds and Roundabout and Flower Beds The requirements were sent to all members prior to the meeting. All members present voted to approve these. The Clerk will forward to the existing contractor, and request quotes from two other contractors. The Clerk will also upload all documents online and advertise for contractors to come forward with quotes.</p>	CLERK CLERK
14.	<p>To consider requests for assistance from applicants in accordance with the Parish Councils Grants and Donations Policy No requests had been made.</p>	
15.	<p>To discuss possibility of CCTV in grounds of Memorial Hall On reflection of a recent event at the Memorial Hall, all those present voted in favour of CCTV in grounds of Memorial Hall. It was agreed it would be best to have 3 cameras covering both entrances, and one in the car park. The Clerk will look at costings and bring to the July meeting.</p>	CLERK
16.	<p>To discuss and decide upon articles for the Spotlight/Flyer column.</p> <ul style="list-style-type: none"> • Trimley Station Regeneration Project • What the PC does/what the PC would like to do/PC vacancies <p>The Clerk will type up and submit.</p>	CLERK
17.	<p>To review and approve the following policies;</p> <ol style="list-style-type: none"> i. Internet Banking ii. Equality & Diversity <p>These were all cascaded to all members prior to the meeting. All members approved both policies.</p>	
18.	<p>To receive a Budget Monitoring Report This was cascaded to all members prior to the meeting and was available at the meeting. There were no questions and all members approved. This is available to view on the Trimley St Martin Parish Council website.</p>	
19.	<p>To receive a financial statement to 31st May 2026 There had been a total of six credits into the account between 1st May 2026 – 31st May 2026. 2 payments totalling £75.00 for fete stall payments.</p>	

3 payments totalling £90.00 for fete programme advertising.
 1 payment of £120.00 from Cllr Reeves Enabling Communities budget for the Noticeboard in the new extensions.

Bank Reconciliation at 31/05/2026			
	Cash in Hand 01/04/2026		59,297.69
	ADD Receipts 01/04/2026 - 31/05/2026		45,110.15
			104,407.84
	SUBTRACT Payments 01/04/2026 - 31/05/2026		41,675.78
A	Cash in Hand 31/05/2026 (per Cash Book)		62,732.06
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	0.00	
	Trimley St Martin Parish Council Ct 31/05/2026	17,893.24	
	Trimley St Martin Parish Council Dr 31/05/2026	44,838.82	
	Trimley St Martin Parish Council N: 31/05/2026	0.00	
			62,732.06
	Less unrepresented payments		
			62,732.06
	Plus unrepresented receipts		
B	Adjusted Bank Balance		62,732.06
	A = B Checks out OK		

The bank reconciliation was received and signed by the Chairman.

20. To approve the following payments made

08 05 26	NEST	Clerks Pension Payment	£113.58	LGA1972 s112
08 05 26	SLCC	Subscription Renewal	£57.60	LGA1972 s143
08 05 26	SALC	Subscription	£804.29	LGA1972 s145
08 05 26	SALC	Internal Audit	£669.60	Accts & Audit Regs 2015 reg 5(i)
08 05 26	Royal Mail	PO BOX Renewal	£499.89	LGA1972 s143
12 05 26	O2	Clerks Phone	£53.40	LGA1972 s112
15 05 26	Oliva Contracts	Handrail	£936.00	LGA1972 s133
15 05 26	CPRE	Subscription	£36.00	LGA1972 s111
19 05 26	Flyerpress	Posters for fete	£24.00	LGA1972 s142

	27 05 26	C Small	Expenses (fete)	£79.89	LGA1972 s112	
	27 05 26	S Jones Landscaping	Roundabout & Beds Contract	£660.00	Highways Act 190 s196	
	27 05 26	S Jones Landscaping	Memorial Hall Grounds	£468.00	LGA1972 s133	
	28 05 26	Y Smart	Chairmans Allowance	£350.00	Local Authorities (Members Allowances) (England) Regs	
	All payments were approved by all members.					
21.	To approve the following payments to be made					
	06 05 26	C Small	Clerks Expenses	£49.83	LGA1972 s112	
	10 06 26	HMRC	Tax & NI on Clerks Salary	£476.92	LGA1972 s112	
	All payments were approved by all members.					
22.	Items for consideration at next meeting.					
	<ul style="list-style-type: none"> • Bus shelter cleaning contract • Banner display area • Fly-tipping 					
23.	Close					
	The meeting was closed at 8.16pm					