

**Minutes of the Annual Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5<sup>th</sup> May 2026 at 7.30pm**

**Present: Cllrs Smart, Rastrick, Parker, D’arville, Anderson, Aguilar-Gomez**

**Also Present: County Councillor Stuart Bird and six members of the public.**

Item No.	Comments	Action
1.	<p><b>To elect a Chairman and a Vice-Chairman</b></p> <p><b>a) To elect a Chairman for the Council year 2026/2027</b> Cllr Parker proposed Cllr Smart. Seconded by Cllr Anderson. Cllr Smart accepted role of Chairman.</p> <p><b>b) To elect a Vice-Chairman for the Council year 2026/2027</b> Cllr Smart proposed Cllr Parker. Seconded by Cllr D’arville. Cllr Parker accepted role of Vice-Chairman.</p>	
2.	<p><b>To receive apologies for absence</b> Apologies received from; Cllr Owen – personal commitments Apologies were accepted and approved.</p>	
3.	<p><b>All members to sign Declaration of Acceptance of Office as required. To discuss and agree on extension for councillors absent from this meeting to sign at the next meeting.</b> Cllr Smart signed Declaration of Acceptance of Office. Cllr Parker signed Declaration of Acceptance of Office No other members required to do so as it is not an election year.</p>	
4.	<p><b>To receive declarations of interest</b> There were no declarations of interest.</p>	
5.	<p><b>To receive and determine requests from councillors for dispensations.</b> There were no requests for dispensations from councillors enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.</p>	
6.	<p><b>To approve the minutes of the meeting held on 7<sup>th</sup> April 2026</b> The minutes of the meeting held on 7<sup>th</sup> April 2026 were approved and signed as a true record.</p>	
7.	<p><b>Public Forum</b> Member of the public wished to speak in her role as Village Recorder for Trimley St Martin. She thanked the Parish Council for their support last year and requested financial support this year. The Clerk will look into whether this has already been budgeted for and report back at June meeting. Member of the public wished to express their concerns and objections on the proposed Heathfields Development. A leaflet drop will be happening in the local area to encourage residents to formally object via the East Suffolk</p>	CLERK

	<p>Council Planning Portal as only 8 objections so far. The member of the public also advised they would be setting up a petition to stop the development from going ahead. The Chairman advised the Parish Councils position will be discussed during item 20 ii.</p> <p>Cllr Bird had previously submitted a report which is available to view in full on the Trimley St Martin Parish Council website and was cascaded to all members prior to the meeting. There were no further questions. Cllr Bird also thanked the Parish Council as this may be his last meeting as County Councillor due to the election on 7<sup>th</sup> May. The Chairman thanked Cllr Bird for his help and support of a variety of issues over the past 9 years.</p> <p>A member of the public also thanked Cllr Bird for his commitment and attending each meeting.</p> <p>A member of the public also wished to express their views on the proposed Heathfields Development and that they object. They highlighted some errors on the documentation submitted by the developer.</p>	
<p><b>8.</b></p>	<p><b>To review, discuss and decide upon co-option of new Parish Councillor applications.</b></p> <p>There had been two applications. One of the candidates was present at the meeting. All members had been sent the application form prior to the meeting and were invited to ask any questions. The candidate was also invited to ask any questions.</p> <p>All members present voted in favour of co-opted Richard Jacobs on to the Parish Council with immediate effect.</p> <p>Richard Jacobs signed the Declaration of Acceptance of office and joined the other members.</p> <p>The Chairman welcomed Cllr Jacobs to Parish Council.</p>	
<p><b>9.</b></p>	<p><b>To review the Delegation Arrangements to, and Terms of Reference for the following committees and Delegation Arrangements to the Clerk.</b></p> <ul style="list-style-type: none"> <li><b>i) Planning Committee</b></li> <li><b>ii) Personnel and HR Committee</b></li> <li><b>iii) Appeals Committee</b></li> <li><b>iv) Events Committee</b></li> <li><b>v) Memorial Hall Extension Committee</b></li> </ul> <p>These were cascaded to all members prior to the meeting. All members present approved all the above delegation arrangements and terms of reference. All members present approved the dissolution of the Memorial Hall Extension Committee as this project is now complete.</p>	
<p><b>10.</b></p>	<p><b>To appoint members to the following committees</b></p> <ul style="list-style-type: none"> <li><b>a) Planning Committee</b> Cllr Rastrick (Chair), Cllr Anderson, Cllr Parker, Cllr Smart, Cllr Jacobs</li> <li><b>b) Personnel and HR Committee</b> Vice Chairman – Cllr Parker (Chair), Cllr D’arville, Cllr Rastrick</li> <li><b>c) Appeals Committee</b> Chairman – Cllr Smart (Chair), Cllr Owen, Cllr Aguilar-Gomez</li> </ul>	

	<p><b>d) Events Committee</b> Cllr Rastrick (Chair), Cllr Anderson, Cllr Jacobs</p> <p>All members present voted in favour of these.</p>	
11.	<p><b>To appoint councillors to act as link representatives with special interest in:</b></p> <p><b>a) School Liaison.</b> Cllr Aguilar-Gomez</p> <p><b>b) Transport and Highways Issues</b> Cllr D'arville and Cllr Anderson</p> <p>All members present voted in favour of these.</p>	
12.	<p><b>To appoint members to the following working parties</b></p> <p><b>a) Footpath/cycleway, river, tree and hedgerow working group.</b> Cllr Smart, Cllr Parker, Cllr Rastrick, Cllr Owen</p> <p>All members present voted in favour of this.</p>	
13.	<p><b>To review the Council's representatives on external bodies and arrangements for reporting back:</b></p> <p><b>a) Memorial Hall Management Committee</b> – Cllr Smart, Cllr Owen  <b>b) Poor's Charity Trustees</b> – Cllr Parker, Cllr Anderson  <b>c) Port of Felixstowe Local Authority Liaison Committee</b> – Cllr Parker, Cllr Smart  <b>d) District Council/Police ASB Group</b> – Cllr Rastrick  <b>e) Freight Quality Partnership Group</b> – Cllr Parker  <b>f) Felixstowe Peninsula Community Partnership</b> – Cllr Smart  <b>g) Felixstowe and District Council for Sports and Recreation Executive Committee</b> – Cllr Jacobs</p> <p>Reporting back – the representative will forward information as necessary and if required will ask for an agenda item.</p>	
14.	<p><b>To review the Standing Orders and Financial Regulations</b> These were cascaded to all members prior to the meeting. All those present approved the Standing Orders and Financial Regulations.</p>	
15.	<p><b>To review the Council's subscriptions to other bodies</b> All those present voted to remain subscribed to current subscriptions for 2026/2027. These are as follows;</p> <ul style="list-style-type: none"> <li>• Suffolk Association of Local Councils (£804.29 per annum)</li> <li>• Council for the Preservation of Rural England (£36 per annum)</li> <li>• Suffolk Preservation Society – no fee as membership is automatic on membership of CPRE</li> </ul>	



21.	<p><b>To receive an update on the Summer Fete</b>  Planning continues. Still some spaces left for stalls and performers. Next meeting is to be held on 19<sup>th</sup> May. The Clerk will feedback at June meeting.</p>	
22.	<p><b>To receive final update on Memorial Hall Extension from Cllr Rastrick.</b>  Cllr Rastrick updated that official opening was on 24<sup>th</sup> April and it went well. The handrails are to be fitted in the next couple of weeks and then it is finished. All members present agreed it looks really good.</p>	
23.	<p><b>To discuss and decide upon additional items/services for the Memorial Hall</b>  All members present voted for the PC to fund the annual air con/heating servicing. The Clerk will let the Management Committee know.  All members present agreed to purchase a lockable storage cupboard for PC belongings. The Clerk will organise.  All members present agreed to purchase a lockable noticeboard for the Village Recorder to display various information in. The Clerk will look at getting funding for this after the election.</p>	<p>CLERK  CLERK  CLERK</p>
24.	<p><b>To agree and approve the CIL Report for 2025/2026</b>  This was cascaded to all members prior to the meeting.  All those present approved this unanimously.  This is available to view on the Parish Council website.</p>	
25.	<p><b>To review, update and approve levels of General Reserves</b>  The Clerk/RFO had prepared full information on General Reserves which was cascaded prior to the meeting. This was reviewed and all those present voted in favour to keep a total of £40,000 in General Reserves and £1,500 for election reserves. The Clerk will update on the Scribe Accounting Software.</p>	<p>CLERK</p>
26.	<p><b>To approve the following policies;</b>  <b>i) Expenses Policy</b>  This was cascaded to all members prior to the meeting. All members voted to approve.</p>	
27.	<p><b>To receive a financial statement to 30 April 2026.</b></p> <p>Credits into the current account 01/04/26 – 30/04/26</p> <p>2 x £25 credits for Summer Fete Stalls  £14,489.23 – HMRC – VAT Reclaim  £5,000 – East Suffolk – Grant for Memorial Hall Extension  £1285.92 – East Suffolk – CIL  £24,000 – East Suffolk – 1<sup>st</sup> precept instalment</p> <p>All those present agree to move the General Reserves into the Deposit Account.</p> <p>The bank reconciliation was received and signed by the Chairman.</p>	

	<b>Bank Reconciliation at 30/04/2026</b> Cash in Hand 01/04/2026 59,297.69  <b>ADD</b> Receipts 01/04/2026 - 30/04/2026 44,825.15 104,122.84  <b>SUBTRACT</b> Payments 01/04/2026 - 30/04/2026 34,437.42  <b>A Cash in Hand 30/04/2026</b> (per Cash Book) <b>69,685.42</b>				
	Cash in hand per Bank Statements Petty Cash 30/04/2026 0.00 Trimley St Martin Parish Council Ci 30/04/2026 66,346.60 Trimley St Martin Parish Council Di 30/04/2026 3,338.82 Trimley St Martin Parish Council Ni 30/04/2026 0.00  <b>69,685.42</b> Less unrepresented payments  69,685.42 Plus unrepresented receipts  <b>B Adjusted Bank Balance 69,685.42</b>				
	<b>A = B Checks out OK</b>				
<b>28.</b>	<b>Audit</b> <b>i) To note the completion of the Internal Audit and consider the recommendations</b> Completion was noted. Full report was cascaded to members and is available to view on the PC website. Recommendations and action plan was cascaded to all members and approved. <b>ii) To agree the accounts for 2025-2026</b> Accounts were approved by all members present. <b>iii) To agree the governance statements on the Annual Return</b> All those present agreed the Governance statements on the Annual Return. <b>iv) To receive, agree and sign the Annual Return for 2025-2026</b> All members present agreed and approved the Annual Return. This was signed by the Chairman. <b>v) To approve the dates for the Notice of the Period for Exercise of Public Rights</b> The dates for the notice of the period for exercise of public rights were agreed as 03/06/2026 – 14/07/2026. This is displayed on the PC website.				
<b>29.</b>	<b>To approve 10 hours TOIL worked by Clerk in April 2026</b> All members present voted to approve.				
<b>30.</b>	<b>To approve the following payments made</b> The below were approved.				
	08 04 26	Oliva Contracts	Memorial Hall Extension	£9634.79	LGA1972 s133

	08 04 26	Oliva Contracts	Memorial Hall Extension	£22282.40	LGA1972 s133
	09 04 26	NEST	Pension payment	£113.58	LGA1972 s112
	09 04 26	O2	Clerks Phone Contract	£51.60	LGA1972 s112
	15 04 26	Viking Direct	Stationary	£11.20	LGA1972 s112
	15 04 26	Viking Direct	Stationary	£40.74	LGA1972 s112
	15 04 26	Memorial Hall Management Committee	Hire of Hall	£54.00	LGA1972 s137
	22 04 26	C Small	Clerks Expenses (McAfee renewal)	£79.99	LGA1972 s112
	30 04 26	C Small	Clerks Salary	£1620.11	LGA1972 s112
<b>31.</b>	<b>To approve the following payments to be made</b> The below were approved.				
	06 05 26	C Small	Clerks Expenses	£57.88	LGA1972 s112
	11 05 26	HMRC	Tax & NI on Salary	£476.92	LGA1972 s112
<b>32.</b>	<b>Items for consideration at next meeting</b>				
<b>33.</b>	<b>Close</b> The meeting closed at 9.00pm				