

TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD AT 7:30PM ON MONDAY 6TH OCTOBER 2025
AT THE WELCOME HALL TRIMLEY HIGH ROAD

PUBLIC OPEN FORUM

Reports from County & District Councillors, Public participation session & members questions on these items.

County and District Councillors in attendance and 2 members of the public. 2 Guest speakers from SALC.

District Cllr Ninnmey reported that East Suffolk Council must submit their own submission regarding the proposal to have 2 Unitary Authorities under the devolution and Local Government reorganisation case.

The local Plan needs to be updated as a National Construction company are submitting plans for a further 1300 houses which come outside of the Local Plan. Councils need to protect against unplanned developments in the district.

County Cllr Bird sits on the Task and Finish group dealing with Traffic Regulations for County under the Scrutiny Committee Communications from the County Highways Team have been inadequate – often replying that an issue has 'work ordered' or that the issue does 'not meet criteria. There is a need for more detailed responses with communications to the Public.

LB welcomed the changes.

CJ asked if the County Council has given up with maintaining footpaths. Examples given were for footpath 30 – Spriteshall Lane.

A discussion followed and CJ to send information and details to Stuart Bird who will follow up.

Member of the public raised an issue that she has with trees on East Suffolk Council owned land at St Marys Green East Green. The tall trees are about 50 yards from her property but she thinks her roof would be the nearest should these trees ever fall.

East Suffolk Councillor Mike Ninnmey will look into this for the resident.

Guest Speakers from SALC (Suffolk Association of Local Councils) Sally Longmate and Rob Dunger spoke about:

- Changes are two-way conversations with communities.
- Community Governance Review
- Changes and Impact of Unitary Authorities.
- Lengthy Legal processes for amalgamating councils, as there more examples of clustering and collaboration between local councils.

- The Voluntary Sector is struggling for support and resource especially worse since COVID.
- NALC (National Association of Local Councils) is lobbying strongly for local councils and leading communications.
- Flexibility and a 'one size does not fit all' approach is being taken.

RK responded that the Unitary Authorities lead to more work and less resources fed into local communities. Suffolk County Council has already signed up for it which is watering down democracy.

The time investment to be a local Parish Councillor is enormous but also a unique privilege to serve the community.

There is a serious disconnect at the different levels observed on councillor.

1. Opening

1.1 Opening

DS opened the meeting and thanked all for attending. He thanked the Parish Councillors for their hard work during another busy month

1.2 Cllrs in attendance:

David Southgate (DS)

Lynn Beal (LB)

Bryan Frost (BF)

Colin Jacobs (CJ)

Mick Richardson (MR)

Linda Knock (LK)

Richard Kerry (RK)

1.3 Apologies: RFO Carly Small

1.4 Declaration of interests: All represent and manage the corporate Trust for the three Trust Charities.

RK is now Treasurer of Felixstowe Sports Council.

2.0 Minutes of 1st September 2025 were agreed and signed.

3.0 Parish Councillors Reports

3.1 BF reported that he is in correspondence regarding a need for a new bus shelter at Spriteshall Lane bus stop. This will be ongoing.

3.2 LB attended Ipswich Borough Council Meeting.

LB reported that in the past Parish Praises were given and this month she had reinstated them for the support given around the Parish for the fun day opening of the play area:

- Sylet Royale
- Stuart Bird
- Sarah Shinnie and Tim Snook and the ESC team.
- Paper shop owner

LB showed cards for future Parish Praises.

3.3 DS reported that he and CJ walked St Mary's Green reviewing concrete seat base requirements for benches and picnic tables.

DS attended Sports Council Meeting.

Issues around construction on Gaymer's Lane and bridleway impact were discussed briefly.

4.0 Items for discussion

4.1 DS There is no update on the proposed pedestrian crossing. Keep on the agenda for future planning.

4.2 MR reported that he was still awaiting an update and has chased this again.

4.3 The new Community Fund will be agreed – to ask RFO to draft something for the public.

4.4 LB reported that good communications with the school are ongoing.

4.5 DS reported that there has been a slight delay with Stennetts Play area refurbishment. Aiming for an opening during mid/late October 2025 possibly during half-term. TBC. A budget of £250 for the opening was agreed.

Benches for Stennetts awaiting bases.

4.6 The fund-raising quiz has been cancelled due to lack of volunteers. LB and RK have sorted the lights and electrics for the tree. Christmas tree erection organised.

4.7 LB will give a full running order for the Armistice event at the next meeting.

4.8 LB has arranged for the Men's Shed to construct a mini book library. It will be free-standing outside the Welcome Hall. Costs of £300 for the library and £150 donation for the Men's Shed were agreed. LB to order.

4.9 LB proposed that the winter meetings for the Parish Council to be held in the Pretymann Room as this is warmer than heating the hall for this meeting. Agreed. For the November meeting, clerk to turn up no earlier than 7PM to set up and others to arrive at 7.15PM for 7.30PM start.

4.10 MR gave a brief update on his findings for a weather shelter for Stennetts. A discussion followed when it was agreed that the available products may not be either right or appear to be too costly. It was suggested that MR approached Kirton Forge for a costing.

4.11 LB explained that for December's Spotlight- the Opening Event at Stennetts would be the news article.

4.12 RFO Carly is settling in well and now has bank payment capability and access. LB proposed that the January 2026 meeting will be moved from 5th January to the 12th January 2026 7:30PM at Trimley Welcome Hall. Agreed.

A discussion was held about the annual audit process and the auditor's behaviours towards the clerk and others. A complaint and comments have been submitted and passed to a lead. Awaiting a response.

The clerk is still struggling to fulfil the full range of duties within the allocated time.

Payment for annual leave that hadn't been taken by the clerk and overtime completed for the Trusts were agreed for payment in the November pay round.

Details in finance November.

LB suggested that the PC goes for a date in June 2026 for holding the APM and AGM.

5. FINANCE:

5.1 Monthly Financial Statement

Current balance £219,603.87 as at 2nd October 2025.

Financial Regulations will be shared across the Parish Council for review and approval at the November meeting.

Income: £29,000.00 ½ Precept East Suffolk Council

ACTION: RFO to consolidate Sutcliffe's Play equipment as they are invoicing on delivery.

The Gov.uk leave calculator confirmed 28 days annual leave for the clerk @ 3 hours per day 5 days per week.

For the year 2024-2025 the clerk took 3 x days @ 9 hours at Christmas, 5 x days @ 15 hours for a week's holiday in July and 4 x other days during the year @ 12

hours. Total 36 hours of the 84 hours allocation. The clerk started a new year's annual leave allocation on 1st September 2025.

The clerk would like to claim 48 x hours @ £20.29 per hour =£973.92 gross before tax and deductions.

The role has become increasingly busy and difficult to manage the Parish Council work and that of the 3 x Trusts. This has led the clerk to again work way beyond their hours. The clerk normally resists claiming the over-time owed excepting in exceptional months. Having compared hours and tasks with a local clerk it appears that 15 hours per week is far too low to complete the tasks within allocated hours. The clerk would like to claim 10 hours overtime for September to account for some of the time chasing the locked HSBC account @ £202.90 gross before tax and deductions.

The Parish Council/Trust must now submit a new mandate for this account, with proof from these minutes that it was agreed.

5.2 Approvals for October 2025

Clerk N Dunn salary at NALC pay point 28 (September).	£1419.12
HMRC Tax	£370.80
Employer National Insurance (Parish Council contribution)	£215.61
Employee NIC	£64.51
Talk mobile SIM only account September 2025 to pay clerk	£9.95
WH WIFI to Cllr. Lynn Beal @£34.42/month September	£34.42
RFO Carly Small salary at NALC pay point 28 (September)	£363.72
HMRC TAX	£90.80
Employer National Insurance (Parish Council contribution)	£5.63
Employee NIC	£0.00
Gardener Dan Hunt TBC	TBC
Four Winds Maintenance PC shed erection labour	£3750.00
SALC payroll service x 1 employee	£64.80

5.2 Paid since last meeting. Retrospective approvals. September 2025

16 Sept - Tree guard for Monkey Puzzle Tree at WH Jacobs Forge	£391.20
--	---------

25 Sept – Sutcliffe Play equipment	£227.88
25 Sept – Sutcliffe Play equipment	£519.96

6. PLANNING:

6.1 Applications Received:

6.11 Application no.: **DC/25/3388/FUL**

Proposal: Rear side extension

Site address: 12 The Avenue, Trimley St Mary, Felixstowe, Suffolk, IP11 0TT

Consultation letter

expiry date: 30 September 2025

The PC Planning Committee has no objections or comments to make.

6.12

Application no.: **DC/25/3392/FUL**

Proposal: Erection of 2no. 7kW EV charging points on mounting posts

Site address: Unit A, Searson's Farm, Cordys Lane, Trimley St Mary, Felixstowe
Suffolk

Consultation letter

expiry date: 6 October 2025

The PC Planning Committee has no objections or comments to make.

6.2 East Suffolk Council Decisions:

6.21 Planning Application Garage Conversion

1A Second Avenue Trimley St Mary Felixstowe Suffolk IP11 0UA

Ref. No: DC/25/2331/FUL | Received: Thu 12 Jun 2025 | Validated: Thu 12 Jun 2025 | Status: **Application Permitted**

6.22 Demolition of existing fuel island to construct new fuel island. Re-surfacing of fuel and washdown bays. Modification of existing drainage system to provide full retention separator to fuel area and washdown separator to washdown area.

Planning Application

Maritime Transport HGV Parking Blofield Road Trimley St Mary Felixstowe Suffolk
IP11 4AW

Ref. No: DC/25/1556/FUL | Received: Fri 11 Apr 2025 | Validated: Tue 20 May 2025 | Status: **Application Permitted**

7. HIGHWAYS & FOOTPATHS

Footpaths discussed earlier.

8. ITEMS TO BE CARRIED FORWARD TO NEXT MEETING 3rd November 2025.

- **Shelters for Stennetts**
- **Need to have a Parish Council representative at ESC Planning meetings.**

Meeting closed at 9:18PM

Signed by Chair:

Date:

Future meetings:

Monday 3 November 2025

Monday 1st December 2025

Monday 12th January 2026

Monday 2nd February 2026

Monday 2nd March 2026

Monday 13th April 2026