

**TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD AT 7:30PM ON MONDAY 3RD NOVEMBER 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 (1) and District (1) Councillors in attendance and 1 member of the public.

DS opened the Public Forum and welcomed those in attendance.

County Councillor Stuart Bird (SB) updated that his remaining £6K budget is being allocated to a number of small highways projects through the villages.

District Councillor Mike Ninnmey (MN) said that it has been generally quite quiet. As the meeting was held in the fully refurbished Pretzman Room and service rooms MN took the opportunity to thank Parish Councillor Lynn Beal for all her efforts to make the room into a lovely intimate functional work space on a limited budget to which MN had generously contributed.

1. Opening

1.1 Opening

DS opened the meeting at 7:34pm and thanked all for attending. He thanked the Parish Councillors for their hard work during a very 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)

1.3 Apologies: RFO Carly Small and Richard Kerry (RK)

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

2.0 Minutes of 6th October 2025 were agreed and signed.

3.0 Parish Councillors Reports

3.

3.1 CJ reported that footpath (which footpath?) work is being undertaken in due course.

The problematical Acacia tree up the Drift has been taken down and rubbish removed.

3.2 LB gave a Devolution update from the Ipswich Borough Council meeting that she had attended on behalf of the PC. LB was approached by the Leader of Ipswich Borough Council who was showing interest in the work that Trimley St Mary Parish Council does. LB will send an outline of the work that the PC does and some information about the many ongoing projects and investments being made into the community.

3.3 DS gave a quick Trust update to the Parish Council which is the corporate Trust. There are no individual Trustees, there is a management committee that runs the corporate Trusts (x3).

A review of the Welcome Hall usage revealed that there has been a 50% uplift of usage since last year. The Trust is very happy with the running of the Trusts.

The Corporate Trust Management Committee accepted the resignation of the booking clerk and cleaner (one individual). The work is currently being managed in house on an ad hoc basis and replacement of cleaner and booking clerk will be reviewed in January 2026.

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 received an email from Highways mid-October requesting a report on the strategy and reasoning behind the request for double yellow lines. A decision will be made in due course and reported here.

4.3 BF has been approached by some residents to establish whether the Parish Council might be prepared to support the publication of a book Trimley Walks with a financial contribution.

The Parish Council would like to see figures and costings supported by a formal proposal and presentation to the council.

4.4 The PC has found that it owns a footpath, Previous understanding was that only part of footpath #11 was owned by PC'

CJ confirmed that the footpath is in good condition.

Action: Clerk to check if it is covered by insurance and add it to the asset register. LB to check with Solicitors to see what other assets the PC owns.

4.5 Some discussion about how to set up the new Community Fund. It was suggested to use LBs previous notes and ask the RFO to draft a new process to include a project proposal and presentations to PC on application for financial support. The applicants' financial status will also be scrutinised to ensure the PC of a need. To be launched in April 2026.

4.6 LB is in communication with the school around Armistice event.

DS confirmed that there is a good ongoing conversation with the school leadership team.

LB volunteered to follow up the outstanding invoices/receipts for PC grant purchases.

4.7 DS reported that the Stennetts Play Area upgrade was completed on time. The safe play area surface has been laid. The Safety Certificate has been received. Some minor items are being replaced at the supplier's request. Children have been playing on the equipment and were even in the rain on the opening day.

East Anglian Daily Times took photos and Suffolk Sound promoted an interview too. Thanks to Graham Hall for mowing before the event. LB gave thanks to DA for bringing this project to fruition. DS says the play development company **Sutcliffe's** were good to work with and gave attention to every last detail.

MR has been looking at shelter designs over the last month. Estimates for about £1K for a concrete base. Jacobs Forge in Kirton could probably replicate one of the original designs at a much-reduced price. Final costings being prepared. MR proposed a project budget of a maximum of £10.5K plus using Stuart Last for the concrete base. Proposal agreed.

LB reported that Stuart Last (Realise Futures) will do the bases for 2 x benches.

DS – TRD are putting in WiFi at Stennetts and the PC are to provide the cameras.

4.8 LB updated the Christmas lights for the monkey puzzle tree at the Welcome Hall have been ordered. Ginkgo tree surgeons are going to put them up on 14th November as a goodwill gesture to the community.

The lights on the Christmas tree at East Green will be installed by MR and RK. There will be no light up event this year due to the fact that the PC does not own East Green so cannot insure an event there.

4.9 LB gave final itinerary for Armistice Day. 10:45am at Trimley Memorial adjacent to Reeve Lodge. Trimley St Mary primary school pupils will be in attendance and possibly some from Trimley St Martin School. TBC.

4.10 Resident wrote to District Councillor Lee Reeves about putting a 20mph speed limit on Cordys Lane. County Cllr Stuart Bird explained the lengthy and very costly process.

4.11 Complaint received about flooding on Gaymers Lane. The problem has been recorded on the Suffolk County Highways Reporting Tool. A proposal and costing for remedial action is being sought. The PROW (Public Rights of Way) Officers are responsible for keeping the bridleway open. Need to seek a solution.

4.12 LB is expecting delivery of 420 saplings free for local amenity planting. Thurmans Grove and the allotments are having some. The trees need on going maintenance. Ideas for other suitable locations being sought.

4.13 News stories about the new football goal and others for publication.

4.14 Clerk reminded the PC that she was away on leave the next week. Emails being covered only.

For the next meeting the RFO is preparing, Financial Regulations, VAT refund and other returns.

5. FINANCE:

The clerk reported that the handover is continuing with all finance and process with the new RFO. The RFO hopes to be up to date by December 2025.

The clerk is to close the Santander Bank Account for the Stennetts Trust corporately managed by the PC. Recorded letter prepared for sending tomorrow.

5.1 Monthly Financial Statement

Current balance £TBC by RFO as at 1st November 2025.

5.2 Approvals for November 2025

To	Regarding	Evidence	Amount	Power Used
C Small (RFO)	Salary	Payslip	£352.63	LGA1972 s112
HMRC	Tax & NI on RFO Salary	P30	TBC	LGA1972 s112
N Dunn (Clerk)	Salary	Payslip	£2073.73	LGA1972 s112
HMRC	Tax & NI on Clerk Salary	P30	TBC	LGA1972 s112
N Dunn (Clerk)	Mobile phone	Screenshot	£9.95	LGA1972 s112
Cllr L Beal	WiFi at Hall		£34.42	Local Gov Act 1972 s145
Scribe	Annual Subscription	Invoice	£792.00	LGA1972 s111

5.2 Paid since last meeting. Retrospective approvals. November 2025

To	Regarding	Evidence	Amount	Power Used
Cllr L Beal	Expenses incurred (cards, flag, pots, travel)	Claim form & Receipts	£123.37	Local Gov Act 1972 s145
Cllr L Beal	Expenses (compost)	N/A	£13.00	Local Gov Act 1972 s145
Cllr L Beal	Advance payment for Christmas Lights	N/A – approval from Chair	£400.00	Local Gov Act 1972 s145
Skyline	Bus Shelter Cleaning	Invoice	£205.00	Local Gov (Misc. Provision) Act 1953 s.4
Carly Small (RFO)	Expenses (MS Office/Stationary)	Claim Form & receipts	£104.84	LGA1972 s112
Cllr L Beal	Expenses incurred	N/A	£27.67	Local Gov Act 1972 s145
British Divers Marine Life Rescue	Seal Pen Sponsorship	Email	£500.00	LGA1972 s137
Cllr M Richardson	Expenses (flag)	Claim form & receipt	£16.97	Local Gov Act 1972 s145

6. PLANNING:

6.1 Applications Received:

6.11 Application no.: Gaymers Lane DC/24/4516/VOC. Parish Council position is not to be involved in civil matters that are outside the Parish Councils control or remit.

6.12 Application no.: DC/25/3533/FUL

Proposal: Erection of boundary fence to front and new gate to rear

Site address: 7 Drovers Court, Trimley St Mary, Felixstowe, Suffolk, IP11 0YH

Consultation letter

expiry date: 4 November 2025

Trimley St Mary Parish Council Planning Committee has a number of concerns regarding this application;

- Fencing and gates are being planned to go across land that does not appear to belong to the applicant. Recommend that ESC does land ownership checks

to establish true ownership. Local experiences support that these pieces of land are not in ownership of the existing properties.

- The siting of the original house walls appear to deliberately exclude this piece of land.
- The planned gates appear to allow vehicular access; this would make it awkward to access the land without crossing the neighbour's drive.
- From a visit it appears that the large gates have already been installed.

These concerns mean that the Parish Council has negative evidence to object to this application at the current time.

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 1st December 2025.

- **Shelters for Stennetts**
- **Carry over PC Standards and policies.**

Meeting closed at 9:00PM

Signed by Chair:

Date:

Future meetings:

Monday 1st December 2025

Monday 12th January 2026

Monday 2nd February 2026

Monday 2nd March 2026

Monday 13th April 2026