

**TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD ON MONDAY 1ST JUNE 2026
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) District (1)

No members of the public were present.

Cllr Reeves has submitted his monthly report prior to the meeting, this report has been circulated to all Trimley St Mary Parish Councillors and is also available on the Parish Council Website.

Cllr Gale has submitted his monthly report prior to the meeting, this report has been circulated to all Trimley St Mary Parish Councillors and is also available on the Parish Council Website.

OPENING

DS opened the meeting at 1950 Hours and thanked all for attending.

Cllrs in attendance;

David Southgate (DS)

Lynn Beal (LB)

Mick Richardson (MR)

Bryan Frost (BF)

Graham Hall (GH)

APOLOGIES

Apologies were received from Cllr Kerry due to personal commitments, apologies were accepted and approved.

DECLARATION OF INTERESTS;

All represent and manage the Corporate Trust for the Three Trust Charities.

MINUTES

Minutes of the meeting held on Monday 11th May 2026 were agreed and signed.

PARISH COUNCIL REPORTS

Cllr Richardson provided the following update on the SID camera.

Spriteshall Lane SID results May 2026 (01/05/26-29/05/26)

An average of 4,486 vehicles/ day entering TS Mary from Walton
400-500 vehicles / hour between 1500-1730hrs
300-400 at 0830 each weekday mornings during school days – 200 if no school
Busiest day of the week is Friday (23,790 vehicles average = 4758 each Friday)

Average speeds throughout = 25-29mph

Highest speed recorded was 55-60mph between 2330-0100hrs (Possibly emergency services)

Thurmans Lane SID results May 2026 (01/05/26-29/05/26)

An average of 1,319 vehicles /day entering TS Mary from TS Martin
245-350 vehicles/ hour between noon-1730hrs
185 vehicles at 0800-0900 each weekday morning during school days – 148 if no school
Busiest day of the week is Thursday (School day) or Friday (non school day)

Average speeds throughout = 29mph

Highest speed recorded was 50mph (twice) (Both at 00:00 hrs- Possibly emergency services again)

ITEMS FOR DISCUSSION

- 4.1 Cllr Beal signed Declaration Of Acceptance whilst in attendance at the meeting for remaining in place as Vice Chair.
- 4.2 LB confirmed that there is no further update on the bin being installed at Thurmans Lane, and this can now be removed from the agenda.
- 4.3 DS and MR advised that the work for the installation of the shelter will commence next week and should take around 5 weeks to complete.
- 4.4 RK was not in attendance, but the update was that the cameras will be installed after half term when the play area was not so busy. MR will assist with this installation/wifi connection. CCTV awareness stickers have been ordered and will also be put up at the same time. Was agreed that GH will not have access to the CCTV footage as this could be a conflict of interest with the Football club. Therefore two Cllrs will have access to the CCTV and/or the Parish Clerk.
- 4.5 GH reported that the work has already been completed on the drains at Stennetts playing field as these were in a dangerous condition. It was agreed by all in attendance that the Parish Council will contribute GBP 500 towards the cost of the replacement of these drains from the Parish Fund. Clerk to facilitate this.
- 4.6 DS confirmed that all seats should now have been installed, RK has walked through the area and has confirmed that the concrete bases and benches are in situ Therefore this can now be taken off the agenda.
- 4.7 Speed awareness results to be published in Spotlight each month, as well as the Trimley

St Mary Facebook page. Agreed that if anyone has anything for the monthly spotlight to send to LB.

CLERKS ADMINISTRATION

4.8 Policy 34 Model Publications Policy was approved for adoption by all Cllrs in attendance, and will be uploaded onto the website after the meeting.

4.9 Policy 35 CCTV Policy was approved for adoption by all Cllrs in attendance, and will be uploaded onto the website after the meeting.

4.10 Asset register was approved at the meeting and will be uploaded to the Trimley St Mary Parish Council website after the meeting. This will be kept upto date throughout the year and reviewed annually or sooner if required.

4.11 Accounting Statement for 2025/26 was agreed and signed by DS

4.12 Bank reconciliation was approved and signed by DS

4.13 The action plan from the Internal Audit has been noted and the recommendations have been considered for action over the next year.

4.14 It has been agreed that each Cllr will take in turns to sign off the Schedule of payments each meeting as per the Internal Action Plan starting from July 2026.

4.15 Information Commissioners Office Register Subscription agreed by all and approved.

4.16 RFO Overtime of 6 hours approved by all Cllrs.

FINANCE

Financial summary 1st May 2026 – 31st May 2026

There were no credits into the account between the 1st May 2026 and 31st May 2026.

Balance as of 31st May 2026 £147040.48

Balance as of 1st June 2026 £147040.48

Full budget monitoring will be provided at the July 2026 meeting.

Paid since last meeting on 11th May 2026

June 2026 Meeting

Paid since last meeting (11th May)

Date	To	Regarding	Evidence	Amount	Power Used
14 05 26	Amazon	CCTV Camera	Invoice	£104.97	Local Government and Rating Act 1997, s.31
14 05 26	Welcome Hall Management	Hire of Hall	Invoice	£60.00	LGA1972 s137

14 05 26	Amazon	SD Cards for CCTV	Invoice	£47.99	Local Government and Rating Act 1997, s.31
14 05 26	SALC	Internal Audit Fee	Invoice	£502.80	Accts & Audit Regs 2015
14 05 26	Countrywide GroundWorks	Playing field cut	Invoice	£304.50	Public Health Act 1875 s164
14 05 26	D Hunt	Gardening	Email invoice	£250.00	Highways Act 1980 s196
14 05 26	IT Specialist		Invoice	£670.00	LGA1972 s112
15 05 26	HMRC	Tax & NI on staff salaries	P30	£676.53	LGA19672 s112
20 05 26	L Martin	Clerks Expenses	Claim Form	£24.00	LGA1972 s112
20 05 26	Clear Insurance	Insurance Renewal	Invoice	£2462.30	LGA2000 s101
27.05.26	Welcome Hall Management	Hire of Hall	Invoice	£60.00	LGA1972 S137
27.05.26	Viking Office UK	Clerk Stationery	Invoice	£47.71	LGA1972 s112
27.05.26	Viking Office UK	Signs for CCTV	Invoice	£19.41	LGA1972 s112
27.05.26	Cllr Richardson	Device for SID	Claim Form	£49.99	LGA1972 s112
29 05 26	L Martin	Clerks Salary	Payslip	£1003.44	LGA1972 s112
29 05 26	C Small	RFO Salary	Payslip	£734.55	LGA1972 s112

5.2 Payments to be made

Date	To	Regarding	Evidence	Amount	Power Used
12 06 26	HMRC	Tax & NI on salaries	P30	£681.03	LGA1972 s112
12.06.26	Clerk	Expenses	Claim Form	£42.80	LGA1972 s112

PLANNING

Open Planning Consultations

DC/26/1422/FUL – Planning committee had no comments in regards to this proposal and application has been updated to reflect this.

East Suffolk Council Decisions;

There are no decisions made.

HIGHWAYS AND FOOTPATHS

There are no updates, nor issues regarding Highways or footpaths currently within the Parish.

ITEMS TO BE CARRIED OVER TO THE NEXT MEETING – None

Meeting closed at : 2048 Hours

Signed by Chair:

Date :

FUTURE MEETINGS

Monday 6th July 2026

No Meeting held in August 2026

Monday 7th September 2026

Monday 5th October 2026