

**TRIMLEY ST MARY PARISH COUNCIL  
MINUTES FOR THE PARISH COUNCIL MEETING  
HELD AT 7:30PM ON MONDAY 2<sup>ND</sup> MARCH 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) and 1 member of the public**

Cllr Bird had submitted his monthly report to the PC prior to the meeting. This report is available to view on the Parish Council Website. A discussion was had again around the closure of the 6<sup>th</sup> Form College in Felixstowe and if there were any further updates to which Cllr Bird had no further updates to add. Cllr Bird had also mentioned that he had chased up the churned up grass verges at Morston Hall Road which has been caused by the A14 being closed but had no updates to report.

Cllr Reeves had submitted his monthly report to the PC prior to the meeting. This report is also available to view on the Parish Council website. Cllr Reeves was not in attendance.

**1. OPENING**

**1.1 – Opening**

DS opened the meeting at 7:45pm and thanked all for attending. DS thanked the Parish Councillors for attending the meeting.

**1.2 Cllrs in attendance:**

David Southgate (DS)  
Lynn Beal (LB)  
Colin Jacobs (CJ)  
Mick Richardson (MR)  
Bryan Frost (BF)  
Richard Kerry (RK)

Also in attendance, Carly Small RFO

1 member of the public was present

**1.3 Apologies: None**

**1.4 Declaration of interests:**

All represent and manage the corporate Trust for the three Trust Charities.

**2.0 Minutes** of 2nd February 2026 were agreed and signed

### **3.0 Parish Councillors Reports**

Parish Councillors had no reports to discuss this month

### **4.0 Items for Discussion**

**4.1** – DS welcomed the new Parish Clerk to the role and confirmed that Carly Small will continue to be Responsible Financial Officer for Trimley St Mary.

**4.2** - MR - confirmed that we are awaiting a date for the yellow lines project to begin and we have been told between March and April time. CS confirmed that the Invoice was now correct for this matter.

**4.3** – DS & LB confirmed that they have still not received any contact from Trimley St Mary Primary school and this will be chased up.

**4.4** – LB advised that although there is already a dog bin in place on Thurmans Lane, however for a general waste bin to be considered it would need to meet the criteria set out by East Suffolk Council. It has been agreed that a new bin will be purchased for the sum of GBP 348 + VAT and the dog bin will stay in situ. Once the location of this has been confirmed they will arrange for this to be added to the rounds to be emptied.

**4.5** – DS advised that the Stennets Trust bank account has now been closed and the funds remaining have been transferred to the Parish Council Account. Discussion around the 3 houses that are required to pay access rent and these will be invoiced out once a year Oct/Nov time by the RFO.

**4.6** – DS There is still no update on the proposed pedestrian crossing. Keep on the agenda for future planning.

**4.7** – CS – advised previous Clerk in process of being removed from the Parish Council bank account, and we are in the process of setting up the dual signatures for this account. All agreed for this to be Parish Clerk and RFO as dual signatures.

**4.8** – It has been confirmed that SALC will be appointed as internal auditors they have space to accommodate us and this will be valuable in the Parish Council moving forward with the assistance they will provide us.

**4.9** – LB Confirmed that details of the yellow lines to be added to spotlight but also the fines surrounding vehicles in the way when work is planned.

Previous internal Auditor to be thanked in spotlight for his dedication to the Parish Council

**4.10** – LB confirmed that we have 25 old chairs in the shed that no longer meet new fire regulations for village hall and they will need to be disposed of. Agreed by all to use “Load and Go” Based in Ipswich to facilitate this at a cost of GBP 350 which can be completed as early as 04.03.2026 a suitable destruction certificate will need to be produced by them for our records.

The Parish Council Shed is damp and requires ventilation added to this. PC to arrange this.

**4.11** – RFO has completed the Internal Control Policy and Governance Review Documents, all in agreement and no comments to be made in regards to these.

**4.12** – Overtime worked by RFO 27 hours in February 2026 has been agreed by all.

## 5.0 FINANCE:

### 5.1 Monthly Financial Statement

RFO provided financial statement

Credits into the account from 24<sup>th</sup> January 2026 – 25<sup>th</sup> February 2026

27/01/26 – HMRC – VAT Return for 01/04/24-31/03/25 - £4608.36

29/01/26 – Choice Support – Invoice 004/2025 - £16.67

13/02/26 – East Suffolk District Council – Grant - £3000.00

19/02/26 – HMRC – VAT Return for 01/04/25-31/12/25 - £14,937.99

Balance as of 25<sup>th</sup> February 2026                      £140,846.80

Full bank reconciliation for February has been signed by the Chairman.

Update on finances from 25<sup>th</sup> February 2026 – 2<sup>nd</sup> March 2026

No credits in this period. Payments made as per agenda

Account balance as of 2<sup>nd</sup> March 2026                      £140,226.57

### 5.2 Approvals to be paid

| To           | Regarding    | Evidence                  | Amount | Power Used   |
|--------------|--------------|---------------------------|--------|--------------|
| Welcome Hall | Room Hire    | Invoice                   | £60.00 | LGA1972 s137 |
| Cllr Beal    | Refreshments | Receipts &<br>Claim Forms | £48.05 | LGA1972 s137 |
| Cllr Beal    | Printer Ink  | Invoice                   | £52.98 | LGA1972 s137 |

### Paid since last meeting.

| Date     | To                     | Regarding            | Evidence | Amount   | Power Used               |
|----------|------------------------|----------------------|----------|----------|--------------------------|
| 05 02 26 | Welcome Hall           | Hall Hire            | Invoice  | £30.00   | LGA1972 s137             |
| 05 02 26 | Cllr Beal              | Post box for WH      | Invoices | £69.58   | LGA1972 s112             |
| 10 02 26 | Suffolk County Council | Yellow Lines Project | Invoice  | £2117.16 | Highways Act 1980 s.274A |
| 11 02 26 | AO.com                 | New laptop for Clerk | Invoice  | £455.00  | LGA1972 s112             |

|          |                  |                                      |         |          |              |
|----------|------------------|--------------------------------------|---------|----------|--------------|
| 11 02 26 | C Small (RFO)    | Expenses – Printer etc for new Clerk | Receipt | £125.95  | LGA1972 s112 |
| 12 02 26 | HMRC             | Tax & NI on salaries                 | P30     | £1437.27 | LGA1972 s112 |
| 27 02 26 | C Small (RFO)    | Salary                               | Payslip | £352.83  | LGA1972 s112 |
| 27 02 26 | L Martin (Clerk) | Salary                               | Payslip | £243.40  | LGA1972 s112 |

**5.3** – LB advised that the Insurance for the Welcome Hall is now up for renewal and asked if this could now be paid by the Welcome Hall Trust. All in agreement that this can be set up to be paid by the Welcome Hall Trust going forward. Solar Panels to also be added to the Insurance Policy.

## **6. PLANNING;**

No requests for consultation received

### **6.2 EAST SUFFOLK COUNCIL DECISIONS:**

None

## **7. HIGHWAYS & FOOTPATHS**

Footpath between Church Lane and Howlett Way, is currently blocked by fallen trees which CJ has reported to Highways. Branches have been cut in Thurmans Lane this week.

## **8. ITEMS TO BE CARRIED FORWARD TO NEXT MEETING**

### **MONDAY 13<sup>TH</sup> APRIL 2026**

Shelter (MR)

**Meeting closed at 9 PM**

**Signed by Chair .....**

**Date .....**

**Future meetings**

**Monday 13<sup>th</sup> April 2026**

**Monday 11<sup>th</sup> May 2026**