

**ANNUAL MEETING OF THE PARISH
TRIMLEY ST MARY MINUTES
FOR THE MEETING
HELD AT 7:30PM ON MONDAY 11TH MAY 2026
AT THE WELCOME HALL TRIMLEY HIGH ROAD**

To elect a Chairman for the Council year 2026-2027

Cllr Richardson proposed Cllr David Southgate. Seconded by Cllr Kerry and Cllr Frost. Cllr Southgate accepted role of Chairman for another year.

To elect a Vice Chair for the Council year 2026-2027

Cllr Kerry proposed Cllr Beal to remain as Vice Chair. Seconded by Cllr Richardson and Cllr Frost. Cllr Beal was not in attendance at the meeting but has accepted the role as Vice chair for another year.

Cllr Southgate signed Declaration of Acceptance whilst in attendance at the meeting. All in agreement that Cllr Beal can sign Declaration of Acceptance at the next monthly meeting and this will be added to the Agenda.

1. PUBLIC OPEN FORUM

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

2 x District Councillors 1 x Member of the Public in attendance

Cllr Reeves has submitted his annual report prior to the Annual meeting of the Parish and this report is available to view on the parish Council website.

2. OPENING

DS opened the meeting at 2001 Hours and thanked all for attending. DS thanked the Parish Councillors for attending the meeting.

Cllrs in attendance;

David Southgate (DS)
Mick Richardson (MR)
Bryan Frost (BF)
Richard Kerry (RK)

1 member of the public.

APOLOGIES

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

DECLARATION OF INTERESTS;

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

3. MINUTES

Minutes of the meeting held on Monday 2nd March 2026 were agreed and signed
Minutes of the meeting held on Monday 13th April 2026 were agreed and signed.

4. PARISH COUNCIL REPORTS

Cllr Kerry has been conducting research into cameras for Stennetts Playing Field, advised that 3 cameras would be required to cover all aspects of the playing field and carpark. The Cameras are solar powered and fixed to the wall. They would require an SD Card to be able to record and will run off the internet. The cameras connect to an app that can be downloaded to a smart phone/tablet. All in agreement that 3 x cameras to be ordered along with 3 x SD cards for recording purposes.

Cllr Richardson provided an update on the SID camera. First download has been completed and data back to March 1st has now been deleted.

Cllr Richardson reported that since 01.05.2026 to 11.05.2026 there were 34,114 activations with an average of 3101 a day.

The average speed was recorded as 25.1mph.

Highest Speed was 50mph (x158 counts which possibly could be emergency services) = 0.6% of the traffic

Nothing faster than 50mph was recorded. The highest number of vehicles is usually between 0900-1700 hrs Monday to Friday and between 1100-1800 hours on a weekend.

All traffic recorded is coming into Trimley St Mary from Ipswich end.

Specifically, traffic on the 11.05.2026 between 0000-1400 Hours when data was downloaded, the highest number of vehicles coming into the village was 186 between 0900-0900 hours. The total between 0000-1400 hours was 1184 vehicles. The average speed was 33.9mph between 0500-0700 hours, and all other traffic averaged 24.5mph.

Cllr Richardson advised that he hoped to provide us with a monthly update from both SID devices in the future.

5. ITEMS FOR DISCUSSION

5.1 MR has confirmed that the yellow lines have been completed, it has been reported that the junction is now clearer and this has enhanced the safety when using the junction. Traffic wardens have been seen in the vicinity familiarising themselves with the area, but to date none of the Cllrs have witnessed any parking on the yellow lines. Agreed that this can now be taken off the agenda.

5.2 LB reported before the meeting that the Street Furniture Licence is in the process of being applied for with Suffolk County Highways and an update will follow in due course.

5.3 MR reported that the order has been placed and we are awaiting an update on delivery.

5.4 The following policies were approved for adoption by all Cllrs in attendance, and will be uploaded to the website in the following week.

Policy 24- New Councillor Privacy Statement

Policy 25 – Procedure for Public Sessions

Policy 26 – Media Policy

Policy 27 – Anti Harassment Policy

Policy 28 – Volunteer Policy

Policy 29 – Code of conduct

Policy 30 – Computer equipment

Policy 31 – Risk Assessment

Policy 32 – Bio Diversity

Policy 33 – Vexatious Complaints

5.5 Overtime for RFO of 21 Hours was approved by all in attendance

5.6 – 5.8 There had been one application for Cllr. The candidate was present at the meeting.

All members present voted in favour of co-opted Graham Hall on to the Parish Council with immediate effect. Graham Hall signed the Declaration of Acceptance of office and joined the other members. The Chairman welcomed Cllr Hall to the Parish Council.

5.9 AUDIT

1. All Cllrs noted that the internal audit had been completed and the recommendations that were sent round to them.

2. Accounts for 2025-2026 were not agreed and signed at the meeting. Further information required for Cllr Frost.

3. Governance Statement on the Annual Return was agreed and signed by the Chair.

4. The Annual Return for 2025/2026 was not agreed or signed at the meeting. It has been requested that the RFO attends the next Parish meeting so that these items can be addressed.

5. The dates of 3rd June – 14th July 2026 were agreed for the Notice of the Period for Exercise of Rights and document signed by the Chair for this.

6.0 CIL report for 2025/2026 has been signed by the Chair.

6.1 – DS confirmed that the last two benches have been installed and the new concrete blocks have also been laid with the new pads underneath. Cllr Kerry confirmed by email after the meeting that there are no empty concrete bases at St Marys Green.

6.2 DS & MR confirmed that topic of the shelter has already been covered in this meeting earlier.

6.3 CLERKS ADMINISTRATION

All Cllrs were in agreement that the Insurance for the Parish Council will be renewed with Clear Councils at the renewal price of GBP 2462.30. Due to the delay in receiving the renewal

documents the clerk was unable to get any alternative quotes, the clerk will endeavour to do this next year. Clerk to arrange the renewal.

All Cllrs were in agreement that the domain email/website will be renewed for another year. Questions raised in regards to Round Cube which the clerk will follow up and report back to individuals.

6.4 MR proposed that figures for SID could be placed into Spotlight article, along with update on newly installed yellow lines.

7.0 FINANCE

RFO provided the financial statement that was circulated to all Councillors before the Parish Council meeting.

Balance as of 30th April 2026 was GBP 154100.67

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

Paid since last meeting

Date	To	Regarding	Evidence	Amount	Power Used
15 04 26	Welcome Hall	Hire of Hall	Invoice	£50.00	LGA1972 s137
15 04 26	Skyline Window Cleaning	Noticeboard/bus shelter cleaning	Invoice	£205.00	
15 04 26	SALC	Renewal of SALC membership	Invoice	£1092.86	
20 04 26	SALC	Clerk Training	Invoice	£154.20	LGA1972 s112
20 04 26	SALC	Clerk Training	Invoice	£79.20	LGA19672 s112
21 04 26	L Martin (Clerk)	Clerks Expenses	Claim Form	£52.54	LGA1972 s112
21 04 26	A Fulcher	Shed Ventilation	Invoice	£100.00	
29 04 26	Suffolk County Council	Annual Licence	Invoice	£5.00	
30 04 26	L Martin (Clerk)	Clerks Salary	Payslip	£1035.72	LGA19672 s112
30 04 26	C Small (RFO)	RFO Salary	Payslip	£725.79	LGA1972 s112

To be paid

Date	To	Regarding	Evidence	Amount	Power Used
15 05 26	HMRC	Tax & NI on salaries	P30	£676.53	LGA1972 s112
12 05 26	SALC	Internal Audit	Invoice	£502.80	
12 05 26	L Martin (Clerk)	Expenses	Claim Form	£24.00	LGA1972

8.0 PLANNING

A) Open Planning Consultations

DC/26/1100/FUL – Planning committee had no comments in regards to this proposal and application has been updated to reflect this.

DC/26/1405/DEM – The planning committee advised that they believe that a full survey should be conducted of the access road leading to the Water Tower as this is maintained by the residents. With the demolition of the water tower this will require a lot of heavy vehicles/equipment using this only access road, and we believe that the road should be maintained to the same level as it is now, or better once the work has been completed.

B) East Suffolk Council Decisions

There are no decisions made

9.0 HIGHWAYS AND FOOTPATHS

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

ITEMS TO BE CARRIED FORWARD TO THE NEXT MEETING

Declaration of acceptance to be signed by Cllr Beal

Stennetts Cameras update

Thurmans Lane Bin update

Meeting closed at 21:08 Hours

Signed by Chair:

Date :

Future Meetings:

Monday 1st June 2026

Monday 6th July 2026

Monday 7th September 2026