

**TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD ON MONDAY 6TH JULY 2026
AT THE WELCOME HALL TRIMLEY HIGH ROAD**

PUBLIC OPEN FORUM

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

County (1) District (1)

One member of the public was 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)

Richard Kerry (RK)

Bryan Frost (BF)

Graham Hall (GH)

APOLOGIES

There were no apologies for this meeting.

DECLARATION OF INTERESTS

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

MINUTES

Minutes of the meeting held on Monday 1st June 2026 were agreed and signed.

PARISH COUNCIL REPORTS

Cllr Kerry reported that all CCTV cameras were fixed at Stennetts and cages have also been fitted. One camera left over to be used elsewhere.

Cllr Richardson reported that he has been unable to complete the SID download this month due

to the hot weather effecting his equipment but hopes to have this back up and working ready for the next meeting in September.

Cllr Beal reported that she has had lots of positive feedback in regards to the benches fitted around the village and they are regularly being used by members of the community.

Cllr Southgate reported that he attended the Trimley St Mary Fete which looked to have a good turn out by the local community. Cllr Southgate also reported that the play equipment at Stennetts had been found to be broken by the clerk and this has been referred back to Sutcliffe Play for them to repair as still under warranty.

Cllr Hall reported that Countrywide have been completing the grass cuts as planned and the area is looking very neat and tidy. One extra cut had to be complete by Cllr Hall due to the girls football game.

Cllr Frost reported that he has attended several meetings this month, but there was nothing significant to be reported back.

4.1 – LB advised that the open top bin at Stennetts will be replaced by a standard bin and this will be situated outside of the play area. Location of bin has been provided and now we are just awaiting an update on time scale of when this will be completed by East Suffolk Council.

4.2 – There will be a article in the September newsletter advertising for new Parish Councillors to join us, as well as an article on the Trimley Red Devils Under 10's girls football team requiring players, as well as an update on the Shelter at Stennetts.

4.3 – Schedule of payments has been signed off for the month of June by Cllr Richardson. Dual authorisation is in the process of being set up by the Clerk and RFO.

4.4 – GH has provided the clerk with Invoice for the drain cover work and bank details in order for reimbursement to be made from the Parish fund.

4.5 - BF advised that the bus shelter at Sprites Hall Lane is the only one of ten bus stops that has no seating and not under cover. It has been added to the list of bus shelters to be completed and Suffolk County Council have advised that the bus shelter will be covered by them. Clerk to make contact with residents to see if they oppose a bus shelter being placed outside. Clerk to report back at next meeting. All Cllrs supported the proposal of a new bus shelter at this location if resident was also in agreement.

4.6 – MR reported that in order for us to keep the footage from the cameras at Stennetts securely then we would need to have I Cloud backup. All Cllrs were in agreement that we should pay for the additional storage incase the SD cards were lost from the cameras. Clerk to sort out payment for this.

4.7 – Policy 36 – General Reserves Policy was adopted and agreed by all Cllrs in attendance. This will be uploaded to the Trimley St Mary Website after the meeting.

4.8 – Policy 37 – New Councillor Policy was adopted and agreed by all Cllrs in attendance. This will be uploaded to the Trimley St Mary website after the meeting.

4.9 – Bank reconciliation form was approved and signed by DS.

4.10 – Budget Monitoring report has been approved by all and will be uploaded to the website after the meeting. The budget monitoring report will be reviewed and re approved every quarter.

4.11 – Discussion took place in regards to Fitness class enquiry, it was agreed by full Council that the classes can commence on the five a side football court at Stennetts Playing field early in the morning before 9am. That a contribution will be required in regards for the use of the field and the maintenance of this. Fitness classes can take place in the evenings but we cannot set aside a set area for these to take place. Clerk to make contact with the individual for this to be agreed if they still wish to use the location. SALC to be contacted to see if there are any Insurance requirements needed by us. Full documentation will be required by the Business User in order for this to proceed further.

4.12 – Citizens Advise Bureau will need to complete a donations form as per the donations policy to be considered at the next Parish meeting. Clerk to send this.

4.13 – Full Council agreed that Trimley St Mary will pay the cost of the Clerks CILCA training upto the value of £600 and any overtime required upto the maximum of 200 hours over a 1 year period at pay scale 20.

4.14 – Clerk signed Training Agreement for CILCA Course.

4.15 – Clerk and DS signed CILCA learning and confidentiality agreement.

FINANCE

Financial summary 1st June 2026 – 30th June 2026

There were no credits into the account between 1st June 2026 and the 30th June 2026.

Balance as of 30th June 2026 was £143,138.27

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

Paid since last meeting (11th May)

Date	To	Regarding	Evidence	Amount	Power Used
02.06.26	Countrywide Ground Works	Playing field cut	Invoice	£304.50	Public Health Act 1875 s164
02.06.26	L Martin	Clerks Expenses	Claim form	£42.80	LGA1972 s112
02.06.26	Parkers Pitches	Fertiliser Application	Invoice	£780.00	
02.06.26	Cllr L Beal	Expenses	Claim Form	£12.95	LGA1972 s112
02.06.26	Jisc Services Limited	Emails	Invoice	£90.00	
03.06.26	Information Commis		Invoice	£47.00	
08.06.26	Cllr R Kerry	Expenses	Claim Form	£39.98	LGA1972 s112
08.06.26	O2	Clerks Phone Bill	Bill	£ 42.00	LGA1972 s112

09.06.26	Felixstowe Heating	Outside Tap fitted	Invoice	£90.00	
11.06.26	Welcome Hall Management	Hire of Hall	Invoice	£25.00	LGA1972 S137
12.06.26	HMRC	Tax & NI on Staff salaries	P30	£681.03	LGA19672 s112
16.06.26	Cllr L Beal	Expenses	Claim Form	£45.18	LGA1972 s112
18.06.26	Nest	Clerks Pension	Direct Debit	£56.14	
30.06.26	C Small	RFO Salary	Payslip	£461.86	LGA1972 s112
30.06.2026	L Martin	Clerks Salary	Payslip	£1183.77	LGA1972 s112
02.07.2026	Countrywide Ground Works	Playing Field cut	Invoice	£304.50	Public Health Act 1875 s164

1.1 Payments to be made

Date	To	Regarding	Evidence	Amount	Power Used
13.07.26	HMRC	Tax & NI on Staff salaries	P30	675.45	LGA19672 s112

PLANNING

Open Planning Consultations

DC/26/1729/FUL – 5 Second Avenue

Planning committee had no comments in regards to the above and approved the application.

DC/26/1423/FUL – 67 High Street

Planning committee had no comments in regards to the above and approved the application

DC/26/2025/FUL – 35 Faulkeners Way

Planning committee had no comments in regards to the above and approved the application.

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

Shelter – MR

Bus Shelter – BF

Recruiting of more Parish Councillors – You tube/ live streaming

All members of public and press were excluded

Following successful completion of the Clerks probationary period, all members voted in favour of increasing the Clerks salary to pay scale 28, backdated to 1st June 2026'

Meeting Closed at 21:17 Hours

Signed by the Chair:

Date:

Future meetings;

No meeting held in August

Monday 7th September 2026

Monday 5th October 2026