

**TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD AT 7:30PM ON MONDAY 1st DECEMBER 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 1 member of the public.

SB had submitted his monthly report to the PC no further updates.

1. Opening

1.1 Opening

DS opened the meeting at 7:30pm and thanked all for attending. DS specifically thanked the one member of public for attending nearly all meetings in 2025. DS thanked the Parish Councillors for their hard work during a very busy month.

DS had the duty to announce that the clerk has resigned with effect of no later than 1st March 2026. The Parish Council needs to recruit a new clerk. details will be published shortly. Anybody interested in the role please contact the clerk@trimleystmary-pc.gov.uk.

1.2 Cllrs in attendance:

David Southgate (DS)

Lynn Beal (LB)

Colin Jacobs (CJ)

Mick Richardson (MR)

Linda Knock (LK)

Richard Kerry (RK)

1.3 Apologies: RFO Carly Small and Bryan Frost (BF)

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

2.0 Minutes of 3rd November 2025 were agreed and signed.

3.0 Parish Councillors Reports

3.

3.1 MR and RK have completed a number of tasks around the village.

3.2 LB reported that there were no volunteers to plant the bulbs acquired for free. The gardeners who do work for the PC have continued the planting at East Green.

Hedging plants, again free, A volunteer wanted to plant some near the boundary of Great Field – the PC agreed permission. There will be further planting around the allotment field to ensure a diverse and robust hedge for the future security and wildlife.

3.3 DS & LB met with N McDonald, head of Ipswich Borough Council. NM was interested in the work of the parishes. It was a positive and productive meeting, looking at local achievements and to the future.

3.4 LB reported that the mini book library is open for use. It is situated behind the noticeboard at the Welcome Hall. This has been advertised on FaceBook and has received positive feedback. People are welcome to take a book to read and return.

3.5 DS, RK, LB & CJ met in Gaymers Lane with East Suffolk Planning and PROW Officers (Public Rights of Way) to look at the surface water, flooding and boundary issues that are under investigation. The Parish Council can assist and support residents with flooding issues but cannot be involved Civil legal issues.

3.6 CJ reported that work on footpath #1 is completed.

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 the report he drafted on the strategy and reasoning behind the request for double yellow lines has been accepted and approved. The order should be made in December and the lead time means that work should be completed between March and May 2026.

4.3 There is no school report this month. The clerk is still waiting for a response from the school regarding invoices to support the grants and donations from earlier in 2025.

4.4 LB gave thanks to RK for erecting the lights on the Christmas tree at East Green. The local company Ginko Tree Surgery Ltd erected the permanent lights on the prickly Monkey Puzzle tree free as a gift to the community. Thanks to Carl Watts who erected the East Green Christmas tree for free, as he has done so for the last 30 years.

4.5 LB/DS received thanks from a local resident for holding this annual recognition of the sacrifices and services members of this community gave during the major conflicts in the world. Pupils from Trimley St Mary Primary School attended and laid a homemade wreath and recited a poem. Thanks to Reeve Lodge residents for their support too.

11/11 the Chairman DS attended the church service in St Martins Church and laid a wreath in St Marys Church.

4.6 The PC agreed to discuss the annual Precept under Finance and submit this ahead of final deadline.

4.7 Council Admin

As there is a late meeting scheduled in January to enable all to have Christmas and New Year break from work. It was proposed to cancel the January meeting as there would only be 2 weeks until the February meeting. Agreed. The recruitment exercise and much business as usual will be ongoing throughout the festive period.

NOTE – next Parish Council meeting will be held Monday 2nd February 2026, starts at 7:30PM and all welcome to the Pretymen Room at the Welcome Hall.

In due course a PO BOX will be the address for the PC and not the clerks personal home address. This accrues an annual cost of £445 for this service. To be confirmed.

Approvals for payments in January will be agreed by email and then formally approved retrospectively at the February meeting. The RFO will circulate and complete payments.

4.8 News articles for publication

- Precept explanation and decision of request.
- Yellow Lines update.
- Planting work.

5. FINANCE:

As per item 4.6 the annual Precept was discussed under Finance.

5.1 Monthly Financial Statement

RFO provided financial statement.

Credits into the account from 1st November – 30th November 2025

13/11/2025 – Trimley Red Devils – Lease and Pitch Fees (23/24, 24/25, 25/26) - £3308.53

18/11/2025 – HMRC – VAT Return for 23/24 - £2829.24

Balance as of 30th November 2025

£131,026.12

The RFO provided the bank reconciliation – this was agreed by PC and signed by the Chair.

Current balance £131,026.12 confirmed by RFO as at 30th November 2025.

5.2 Approvals for December 2025 to be paid.

To	Regarding	Evidence	Amount	Power Used
C Small (RFO)	Salary	Payslip	£352.63	LGA1972 s112
HMRC	Tax & NI on Clerk & RFO Salary	P30	£631.28	LGA1972 s112
N Dunn (Clerk)	Salary	Payslip	£1226.45	LGA1972 s112
N Dunn (Clerk)	Mobile phone	Screenshot	£9.95	LGA1972 s112
Cllr L Beal	WiFi at Hall	Invoice	£34.42	Local Gov Act 1972 s145

5.2 Paid since last meeting. Retrospective approvals. December 2025

Date	To	Regarding	Evidence	Amount	Power Used
04 11 25	East Suffolk Council	Stennets Maintenance	Invoice	£1431.20	Public Health Act 1875 s164
04 11 25	East Suffolk Council	Stennets Maintenance	Invoice	£522.78	Public Health Act 1875 s164
04 11 25	N Dunn (Clerk)	Expenses (Mobile Phone)	Screenshot	£9.95	LGA1972 s112
04 11 25	Cllr L Beal	Expenses (Christmas Lights)	Claim form & Invoice	£119.18	LGA1972 s137
11 11 25	Jacobs Forge	Vandel proof 5 a side goal	Invoice	£1740.00	LGA1976 (Misc Provisions) s19
11 11 25	N Dunn (Clerk)	Expenses (Postage)	Claim form & Receipts	£18.50	LGA1972 s112
11 11 25	Andrew Beal	Cleaning of bus shelters and welcome hall	Email	£60.00	Local Government (Misc Provision) Act 1953 s4
12 11 25	Sutcliffe Play	Stennets Play area	Invoice	£33722.98	LGA1976 (Misc Provisions) s19
13 11 25	Sutcliffe Play	Stennets Play area	Invoice	£24066.00	LGA1976 (Misc Provisions) s19
13 11 25	Cllr R Kerry	Expenses (solar light for PC shed)	Claim form & invoice	£139.97	LGA 1972 s145
17 11 25	Cllr L Beal	Expenses (Paper/bus shelter cleaning items)	Claim form & receipts	£46.66	LGA 1972 s145

24 11 25	D Hunt	Gardening Services	Email invoice	£200.00	Highways Act 1980 s196
25 11 25	Cllr L Beal	Expenses (Meeting refreshment)	Claim Form & receipt	£13.48	LGA1972 s137
25 11 25	Cllr L Beal	Expenses (bus cleaning items, vouchers etc)	Claim Form & Receipts	£144.66	LGA1972 s137
26 11 25	East Suffolk Council	Contribution to play area	Invoice	£29,443.59	LGA1976 (Misc Provisions) s19

5.3 Annual Precept request for 2026-2027

The RFO provided a budget for 2026-2027. This was reviewed at length by the PC Finance Committee (DS & BF).

Much discussion of details ensued. A proposal for an annual precept request of £61K was agreed to be drafted and submitted by the RFO to East Suffolk Council. The existing balance in the account and minimal impact on households that pay Council Tax was considered.

It was also noted that since April 2025 £180K has been invested in the village. This includes significant contributions to upgrade and renewal of the play areas and new seating around the village and environs.

5.4 Payments for January 2026 will be approved over email and then retrospectively approved formally at the next meeting in February 2026.

The Clerk and RFO will both be claiming overtime for additional duties during November.

5.5 Policies prepared by the RFO – Financial Regulations and the Donations & Grants Policies have been agreed subject to incorporation of the amendments of the latter suggested. RFO to incorporate the suggested changes and publish onto the PC website.

6. PLANNING:

6.1 Applications Received:

There are currently no requests for consultation that have not already been commented on.

6.2 East Suffolk Council Decisions:

6.1

DC/24/4141/FUL 79 Faulkeners Way, Trimley St Mary, Felixstowe, IP11 0FE.

Reference DC/24/4141/FUL

Application Received Mon 18 Nov 2024

Application Validated Thu 28 Nov 2024

Address 79 Faulkeners Way Trimley St Mary Felixstowe Suffolk IP11 0FE

Proposal Retrospective Application - Single storey extension to form commercial kitchen and storage building. External duct and extraction flue.

Status Permitted

Decision Application Permitted

The above application was presented to the Planning Referral Panel 11/11/25. The panel delegated the determination of the application to the Head of Planning and Building Control. It will therefore be determined by officers. In reaching this decision on the determination process route the panel carefully considered the comments raised by the Parish Council. However, the panel concluded that there were not sufficient significant material planning considerations requiring debate and determination by Planning Committee.

7. HIGHWAYS & FOOTPATHS

Footpath #22 has partial ownership identified, part is to be investigated.

8. ITEMS TO BE CARRIED FORWARD TO NEXT MEETING 2nd February 2026.

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

The Chair and Parish Councillors, Clerk and RFO would like to wish Parishioners all the very best for the festive season and a happy New Year – 2026!

Meeting closed at 8.55PM

Signed by Chair:

Date:

Future meetings:

Monday 2nd February 2026

Monday 2nd March 2026

Monday 13th April 2026