

**TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD AT 7:30PM ON MONDAY 13TH APRIL 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) and 1 member of 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.

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.

1. OPENING

1.1 – Opening

DS opened the meeting at 7:50pm 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)

Mick Richardson (MR)

Bryan Frost (BF)

Richard Kerry (RK)

1 member of the public 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 March 2026 were not agreed and signed as amendments need to be made to section 5.1

3.0 Parish Councillors Reports

Parish Councillors had no reports to discuss this month.

4.0 – Items for Discussion

4.1 – MR no further updates on the yellow lines project – still awaiting date to be completed

4.2 – DS & LB advised that they have still not received any Invoices from Trimley St Mary Primary School and these have been chased again. This item will be removed from the Agenda going forward.

4.3 – LB advised that ESC have been updated with the location for the bin and we are awaiting a further update of when this installation will go ahead.

4.4 – DS there is still no update on the proposed pedestrian crossing and this will be removed from the Agenda going forward.

4.5 – MR – To be addressed later on in Agenda as duplicate entry

4.6 – Standing Orders approved and adopted by all members in attendance.

4.7 – SALC letter of Engagement cascaded to all Councillors prior to the Parish Council meeting. All members present approved the letter of engagement.

4.8 – The following policies were cascaded to all Councillors prior to the Parish Council meeting. All members in attendance approved these policies.

Policy 1 – IT policy

Policy 2 – Data Protection Policy

Policy 3 – Expenses & Travel Policy

Policy 4 – Press & Media

Policy 5 – Retention of Documents

Policy 6 – Social Media & Electronic Communications

Policy 7 – Social Media

Policy 8 – Subject Access request policy

Policy 9 – Subject access request procedure

Policy 10 – Health & Safety (staffing)

Policy 11 – Accident reporting Policy & procedure

Policy 12 – Disciplinary procedure

Policy 13 – Disciplinary Rules

Policy 14 – Grievance Procedure

Policy 15 – Complains Policy & procedure

Policy 16 – Climate awareness

Policy 17 – Privacy Statement

Policy 18 – Accessibility Statement

Policy 19 – Equal opportunities Policy

Policy 20 – Equality and diversity Policy

Policy 21 – Freedom of Information Request

Policy 22 – Internet Banking Policy

Policy 23 – General Reserves Policy

4.9 – Overtime worked by RFO 20.5 hours in March 2026 has been agreed by all.

4.10 – DS thanked Cllr Colin Jacobs for his considerable time and effort with Trimley St Mary Parish Council. Mr Graham Hall was in attendance at the meeting and was invited to be co-opted as Parish Councillor, all in attendance were in agreement. Declaration of Acceptance to be signed at May meeting.

4.11 – DS advised that we have 6 vacancies for Councillors and asked all members to try and recruit members where possible.

4.12 – DS & LB - Advised that the concrete bases have been completed, and those on St Marys Green will be completed this week. The seats have been installed and picnic tables will also be installed this week.

4.13 – LB advised that she has updated the Grant Application Policy and this will be advertised within the Spotlight article, as well as on Facebook and the Parish Council Website. Advertising was agreed by all Councillors in attendance and it was agreed that the grant application can start from £50 up to £2500.

4.14 – LB proposed that the Climate action mission statement on the website to be removed as this is no longer required. Agreed by all Councillors in attendance that wording will be removed and we will instead update the website what we have done to support Climate Awareness.

4.15 – LB – Advised that now Cllr Jacobs is no longer with us Cllr Mick Richardson will take on the Speed awareness camera management.

4.16 – It was agreed by all in attendance that the Website requires some attention and that we will ask Jason Davey for his assistance in rebuilding the website so that we are accessible for the next Audit.

4.17 – LM shed quote has been received for £100. This was agreed by all Councillors in attendance and work will commence to repair the shed as soon as possible.

4.18 – DS & MR updated all on the shelter that quote has been received for £12460 + VAT. Approved by all in attendance.

4.19 – DS updated that a new contract has been found with Countrywide to complete the grass cutting at Stennets field and all that were in attendance agreed new contract.

4.20 – Agreed that there will be an advert for new councillors in the monthly news items for publications.

5. FINANCE

5.1 – Monthly Financial Statement

RFO provided the financial statement that was circulated to all Councillors before the Parish Council meeting. DS also updated all that the VAT return has been completed and is up to date for this year.

Balance as of : 13th April 2026 was £125,328.07

Full bank reconciliation for March 2026 has been signed by the Chairman.

5.2 Approvals to be made

RFO overtime of 20.5 hours agreed by all in attendance

Quote for shed £100 agreed by all in attendance.

Paid since last meeting

Date	To	Regarding	Evidence	Amount	Power Used
03 03 26	Cllr L Beal	Meetings refreshments	Claim form & receipts	£48.05	LGA1972 s137

03 03 26	Suffolk County Council	Advert for Clerk	Invoice	£75.00	LGA1972 s112
03 03 26	Load & Go	Clearance of Chairs etc from WH	Invoice	£350.00	LGA1972 s133
03 03 26	Welcome Hall	Hire of hall	Claim form & Invoice	£60.00	LGA1972 s137
03 03 26	Cllr L Beal	Ink for WH Printer	Claim Form & Receipt	£52.98	LGA19672 s145
03 03 26	Cllr L Beal	Cllr Expenses	Claim Form	£37.50	LGA1972 s145
03 03 26	C Small (RFO)	Expenses	Claim Form	£45.37	LGA1972 s112
03 03 26	Cllr L Beal	Book library repairs	Claim Form	£10.66	LGA19672 s145
03 03 26	Viking Direct	Stationary Supplies (Clerk)	Invoice	£52.36	LGA1972 s112
03 03 26	D Hunt	Gardening	Email Invoice	£80.00	Highways Act 1980 s196
03 03 26	J Davey	Hard drive purchase and set up	Invoice	£100.00	LGA1972 s112
03 03 26	J Davey	Clerk Laptop set up	Invoice	£80.00	LGA1972 s112
09 03 26	HMRC	Tax & NI on salaries	P30	£152.37	LGA1972 s112
12 03 26	O2	Clerks phone	Bill	£40.20	LGA1972 s112
17 03 26	Parkers Pitches	Pitch Maintenance	Invoice	£2592.00	Public Health Act 1875 s164
17 03 26	Cllr L Beal	New printer for WH	Claim Form & Receipt	£139.99	LGA19672 s145
17 03 26	SALC	Payroll Provision	Invoice	£82.80	LGA1972 s112
17 03 26	A Beal	Bus shelter cleaning	Email invoice	£90.00	LGA (Misc Provisions) Act 1953 s4
17 03 26	FDSC	Subscription	Invoice	£5.00	LGA1972 s145
23 03 26	Cllr L Beal	Sacks for grass clippings	Claim Form & Receipt	£24.24	LGA1972 s145

23 03 26	Suffolk County Council	Street Light Maintenance	Invoice	£50.27	Parish Councils Act 1957 s3; Highways Act 1980 s301
23 03 26	Viking Direct	Stationary Supplies (WH)	Invoice	£36.43	LGA1972 s112
26 03 26	Cllr L Beal	Renewal of MS Office	Claim Form & Email receipt	£104.99	LGA19672 s145
26 03 26	Last Hire	Concrete bases for benches	Invoice	£4200.00	Parish Councils Act 1957 s1
26 03 26	Realise Futures	Purchase of benches	Invoice	£1868.60	Parish Councils Act 1957 s1
26 03 26	East Suffolk Service	Grass cutting at Stennets	Invoice	£604.62	Public Health Act 1875 s164
26 03 26	Viking Direct	Stationary Supplies (RFO)	Invoice	£27.47	LGA1972 s112
26 03 26	L Martin (Clerk)	Expenses	Claim Form	£29.40	LGA1972 s112
31 03 26	L Martin (Clerk)	Salary	Payslip	£1035.52	LGA1972 s112
31 03 26	C Small (RFO)	Salary	Payslip	£843.24	LGA1972 s112
31 03 26	Welcome Hall	Hire of Hall	Invoice	£60.00	LGA1972 s137
31 03 26	Anglia Tree Surgeons	Boundary trees at Stennets	Invoice	£1150.00	Public Health Act 1875 s164
10 04 26	HMRC	Tax & NI on salaries	P30	£729.24	LGA1972 s112

6. PLANNING

6.1 Open Planning Consultations

DC/26/0977/FUL – planning committee had no comments in regards to the above and approved the application. No further update on the decision.

6.2 – East Suffolk Council Decisions

There are no decisions made

7. HIGHWAYS AND FOOTPATHS

DS reported that there are no obstacles overhanging and Gaymers Lane was currently dry, and there was no update from ESCC.

8. ITEMS TO BE CARRIED FORWARD TO THE NEXT MEETING

Monday 11th May 2026

Meeting closed at 9:03pm

Signed by Chair :

Date :

Future meetings;

Monday 11th May 2026

Monday 1st June 2026