

TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD AT 7:30PM ON MONDAY 2nd FEBRUARY 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 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 around the closure of the 6th form college in Felixstowe, the Parish Council expressed their concerns and objections to this decision and will be raising these with the relevant authorities.

Cllr Reeves 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 also updated that new bins for the new recycling system would start to be delivered week beginning 9th February. More details on this system can be found on East Suffolk Council website.

1. Opening

1.1 Opening

DS opened the meeting at 7:30pm and thanked all for attending. DS thanked the Parish Councillors for all 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, as Stand in Clerk

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 1st December 2025 were agreed and signed.

3.0 Parish Councillors Reports

3. RK – attended the East Suffolk Council Local Parish and Town Council Forum. Very interesting and informative meeting which raised the following points:

- Call for Sites now closed – over 500 sites identified. List will be produced.
- New Local Plan – awaiting documents from Government before can proceed, at least 30 months before progress. Confirmed this will become part of the Local Suffolk Plan in the future.
- Local design code from Government – if developers do not meet the criteria they will be rejected straight away.
- East Suffolk does not have enough Development Land – plans may be accepted but they would need to meet development criteria.
- Potential Zoom meeting for Town and Parish Councils in March.

RK has also been helping with some tasks at the Welcome Hall.

LB – Welcome Hall now has 5 new regular weekly hirers since November.

Storage shed at Welcome Hall is damp inside, this will be brought to the agenda for March meeting to discuss options.

BF – Attended Suffolk Coastal Disability Group which included a demonstration of a driverless bus. Awaiting report from Suffolk Coastal Disability Group.

Spent considerable time sorting out paperwork and submitting accounts to Charity Commission. All members thanked BF for his time doing this.

DS – Hectic time with recruitment.

Attended Sports Council meeting – nothing in relation to Trimley St Mary this time. Sports Council will be producing new website.

No other reports from other councillors.

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 Suffolk County Council Highways have confirmed a reduction in price by £2117.16 + VAT. MR also received confirmation works will be completed within 14 weeks from 2nd February 2026.

4.3 LB and DS awaiting invitation from the school to hand out prizes for the Reading Challenge as per the agreement.

4.4 LB explained each email address costs £5 per month, suggested to remove tree wardens, climate and Trimley recorder email as unused. All members present voted in favour of this. LB to progress.

4.5 LB raised that April meeting falls on Easter Monday- proposed to move to 13th April, all members approved. May meeting falls on Bank Holiday Monday – proposed to move to 11th May, all members approved. All members agreed for Annual Parish Meeting and AGM to be on 11th May at 7.30pm.

4.6 LB – Postal address of Welcome Hall is now registered with Royal Mail. Suggested a secure post box with code to be placed at the Welcome Hall and all correspondence for the PC to be delivered there. Clerk/RFO can then access from there. All those present agreed in favour of this idea and that a PO BOX is no longer required. LB to proceed.

4.7 DS – Highlighted that the RFO is continuing to work on areas and policies that can be improved and all members present agreed that if additional hours are required these will be paid for.

Clerks mobile phone – has been handed back. Previous contract was in previous Clerks personal name which is not ideal. All members present agreed for a contract phone to be in the PC name at an approximate monthly cost of £30 per month. RK has looked into costings and will forward to RFO who will set this up.

Clerk laptop – All members present agreed that the new Clerk will need a new laptop/software/printer for the role. A budget of approximately £1100 was agreed by all members to cover these items. The RFO will sort this for new Clerk.

4.8 DS – After the recruitment process, Letitia Martin was offered the position of Clerk and has accepted with a start date of 23rd February 2026. The RFO and DS will arrange for all new starter paperwork to be processed.

4.9 DS recognised the outgoing Clerks service to the community and thanked her for the 3 years of service.

4.10 LB – requested suggestions for the monthly news publication. Discussion around an item about the precept, and possibly the new yellow lines. Also discussed recruitment of new Parish Councillors. Any suggestions to LB by the end of February.

5. FINANCE:

LB highlighted that now the Welcome Hall has a postal address the Wi-Fi can be moved into the name of the Welcome Hall. This means that the PC will now pay for the hire of the hall for PC meetings, this will be invoiced. All members present agreed with this.

5.1 Monthly Financial Statement

RFO provided financial statement.

Credits into the account from 1st December 2025 – 23rd January 2026

17/12/25 – ***** – Invoice 001/2025 - £36.43

17/12/25 – ***** – Invoice 003/2025 - £66.67

24/12/25 – IPA BB Offshore – Santander Account - £1381.04

Balance as of 23rd January 2026 £125,799.07

A full bank reconciliation for December and January was signed by the Chairman.

Outgoing Clerk N Dunn has submitted an overtime request for 63.5 hours in January 2026. A timesheet was received by DS and LB. Comment was made how this is an unprecedented amount of overtime but there was additional work created by the recruitment campaign. All members present agreed in favour to pay the overtime.

Expenses were submitted for outgoing clerk, which includes work from home allowance backdated to April 2025 as this had not been claimed. All members present agreed in favour of these being paid. The RFO will process.

5.2 Approvals for February 2026 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	£1437.27	LGA1972 s112
N Dunn (Clerk)	Salary (incl of overtime and unused holiday)	Payslip	£2581.39	LGA1972 s112
N Dunn (Clerk)	Expenses (mobile phone/printing/backdated WFH allowance)	Screenshot	£311.89	LGA1972 s112
Cllr L Beal	Wi-Fi at Hall	Invoice	£34.42	Local Gov Act 1972 s145

5.2 Paid since last meeting. Retrospective approvals. December 2025 and January 2026

Date	To	Regarding	Evidence	Amount	Power Used
04 12 25	Oak Tree Farm	Christmas Tree	Invoice	£120.00	LGA1972 s137
08 12 25	Felixstowe Men's Shed	Book Library	Invoice	£450.00	Local Gov (Misc Provisions) Act 1976 s19
09 12 25	Daniel Hunt	Gardening	Email	£90.00	Highways Act 1980 s196
16 12 25	Cllr L Beal	Expenses (book library misc.)	Claim form & Invoice	£30.36	LGA1972 s137

31 12 25	C Small	RFO Salary	Payslip	£698.27	LGA1972 s112
31 12 25	N Dunn	Clerk Salary	Payslip	£1390.25	LGA1972 s112
12 01 26	HMRC	Tax & NI on Salaries	P30	£876.69	LGA1972 s112
16 01 26	Skyline	Bus Shelter & Noticeboard Cleaning	Invoice	£205.00	LGA (Misc Provisions) Act 1953 s4
16 01 26	Cllr L Beal	Expenses (incl. Wi-Fi for hall)	Claim Form & Invoice	£68.84	LGA1972 s137
20 01 26	Welcome Hall	Hire of Hall 28/01/26	Invoice	£150.00	LGA1972 s137
20 01 26	Welcome Hall	Hire of Hall 08/01/26	Invoice	£80.00	LGA1972 s137

6. PLANNING:

No requests for consultation received.

6.2 EAST SUFFOLK COUNCIL DECISIONS:

None

7. HIGHWAYS & FOOTPATHS

DS – highlighted flooding in Gaymers Lane. This has been reported to Suffolk County Council Highways and is now in their hands.

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

- Damp in PC Storage Shed

Meeting closed at 9.16PM

Signed by Chair:

Date:

Future meetings:

Monday 2nd March 2026

Monday 13th April 2026