TRIMLEY ST MARY PARISH COUNCL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD ON MONDAY 2nd NOVEMBER 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)
There were 5 members of public present.

Cllr Reeves was in attendance and 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. There were no questions for Cllr Reeves in regards to his report.

Cllr Gale was in attendance and 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 Kerry asked Cllr Gale about the tarmac that has recently been laid around Station Road and Faulkeners Way which has not set properly. Cllr Gale advised he is aware of the issue and it should be resolved as soon as possible. Cllr Frost also mentioned to Cllr Gale about the issues surrounding the closure of Garrison Lane and the bus service this is affecting advising Cllr Gale that he will be bringing this up with the Transport Department.

Two members of the public who were in attendance wanted to thank the Parish Council for the new bin that has been installed in Thurmans Lane, and wanted to advise us of the impact this has already had in regards to the litter.

Two further members of the public wanted to speak about the Allotments, and were advised that a separate meeting would need to be arranged for this, as the allotments were not a Parish Council matter.

OPENING
DS opened the meeting at 20:00 Hours and thanked all for attending.

Cllrs in attendance;

David Southgate (DS)
Lynn Beal (LB)
Richard Kerry (RK)
Graham Hall (GH)
Bryan Frost (BF)

APOLOGIES

Apologies received from Cllr Elmenbaoui and Cllr Richardson, apologies accepted.

DECLARATION OF INTERESTS

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

MINUTES

Minutes of the meeting held on Monday 5th October 2026 were agreed and signed by the Chairman.

PARISH COUNCILLOR REPORTS

Cllr Beal reported that she had collected the spring bulbs from Ufford, and these have been planted at the Welcome Hall, the junction of Thomas Avenue and Faulkeners Way, and the Josselyns.

Cllr Frost reported that his article around the problems with Councillors Insurance Cover has now been posted in the Clerks Magazine, and he will now send this to the local MP for them to be aware.

ITEMS FOR DISCUSSION

4.1 To receive update on shelter installation

Cllr Southgate advised that the shelter base has still not been installed, therefore no update on shelter installation date.

Action: *DS to chase up the builder in regards to the concrete base.*

4.2 To note that the ICloud Storage has been set up for the Stennetts cameras

Noted by all that the I Cloud Storage has now been set up.

4.3 To receive an update on the Councillor footage for advertising new Councillors

Andrew Beal advised that Cllrs will be asked to make a small 30 second – 2 minute clip of what they do for the Council. This can then be made into a reel and published on the Facebook Page and Website to maximise views.

Action: *For Cllr Richardson to make contact with Andrew Beal in the upcoming weeks to arrange this.*

4.4 To note the bin has now been installed in Thurmans Lane.

Noted by all that the bin has been installed in Thurmans Lane.

4.5 To agree the quote for dog signage at Stennetts Playing Field.
Agreed by all Cllrs that 6 signs on poles stating the following to be installed

This is protected by a Public Space Protection Order
NO DOGS ALLOWED

Budget agreed of £2500 to spend on signage. Proposed by Cllr Kerry, Seconded by Cllr Frost and agreed by all.

Action; *Clerk to chase up quote for additional wording to be placed on signage and place order.*

4.6 To discuss and agree quotes received for maintenance/repairs at Stennetts

Clerk reported that one quote has been received from Sutcliffe Play but we are still awaiting an additional quote from East Suffolk. They have been chased again and bolt covers have been ordered from Sutcliffe Play and awaiting delivery. To be deferred to next meeting in December.

Action: *Clerk to chase quote for work.*

4.7 To discuss and agree budget for the "Celebration of 125 years of the Welcome Hall"
Cllr Beal advised she would like to celebrate the 125 years of the Welcome Hall on the 1st Weekend in May 2027, with free refreshments such as tea, coffee and cake. Proposed time of 11am-1pm but to be confirmed. This will link in with the Ipswich to Felixstowe Historic Vehicle Run. There will be a Samba Band, and Cllr Beal and Cllr Frost are going to collate the history of the Welcome Hall together to display.

Cllr Beal proposed £500 to pay for refreshments and Samba Band. Seconded by Cllr Kerry, all were in agreement.

Cllr Beal also proposed that the bus shelter outside the Welcome Hall is painted in a darker colour, and that there will be two x 1 meter x 1 meter boards showing the history of the Welcome Hall with graffiti cover, this will be unveiled at the 125 years event and will become an item on our Asset register. Cllr Beal proposed that this will also cost £500 which all were in agreement.

Cllr Beal also advised that she would like to update the benches at the Welcome Hall, and would like to approach Cllr Reeves if there is any budget for this to be covered.

Action: Cllr Beal to make contact and apply for grant for Enabling Community Budget to cover the costs of 2 benches and engraving for outside the Welcome Hall.

4.8 To approve the changes made to the Asset Register

All Cllrs noted the updates to the Asset Register, and Cllr Southgate signed to say this is a true reflection of the what the Parish Council owns.

Action; *Clerk to update the Parish Council website of new Asset Register.*

4.9 To discuss and approve the annual budget or 2027/2028

The budget was discussed and Cllr Frost proposed an additional 2k to be added to the precept for inflation, this was seconded by Cllr Kerry, and all were in agreement.

Action: Clerk to update RFO that budget is to be amended.

4.10 To discuss plans for Remembrance Sunday

Mrs Bridget Gosling will lay the wreath on behalf of Trimley St Mary Parish Council at the Trimley Church. Residents and Councillors are invited to attend at the Peace Sign in the grounds of Reeve Lodge.

Action: Cllr Beal to deliver wreath to Mrs Gosling.

4.11 To discuss plans for Armistice Day

Cllr Beal advised there will be a short service, and there will be Children in attendance from the Primary School. Cllrs are invited to come along, the Bugler will be in attendance, but unfortunately there will be no refreshments this year.

4.12 To note the closure of Garrison Lane and the effects of the 73 Bus Service from the 2nd November 2026 till February 2027.

Cllr Frost advised that the Bus Service was not suspended, but just that Garrison Lane was closed, which was in turn effecting the bus route, and for Cllrs and members of the public to be aware of this.

4.13 To discuss monthly news items for publications

Cllr Southgate will send items for news publication to Cllr Richardson to submit.

Action: Cllr Southgate to email items to Cllr Richardson.

Clerks Administration

4.14 Schedule of payments to be signed off for the month of October 2026
Cllr Frost signed off the schedule of payments for the month of October 2026.

4.15 Bank reconciliation to be signed
Cllr Southgate signed the bank reconciliation for the month of October 2026

4.16 Update on application to Unity Trust Bank
RFO provided an update that Unity Trust have received all the documentation that they require in order to change our accounts over. There is a back log and hopefully this will be completed by December when we will start to get charged by Natwest. RFO has chased again before the meeting but still no further update.

Action: *RFO to keep council updated when change has gone through.*

FINANCE

5.1 Monthly Financial statement

Financial summary 1st October 2026 – 31st October 2026

One credit has been received into the account between 1st October 2026 – 31st October 2026 - This was for the amount of **£11248.63 from East Suffolk District Council for CIL payment.**

Balance as of 31st October 2026 **- £167,414.92**
Balance as of today - **£167,414.92**

Paid since last meeting (5th October 2026)

Date	To	Regarding	Evidence	Amount	Power Used
07.10.2026	O2	Clerks Mobile contract	Bill	£42.00	LGA1972 s112
07.10.2026	Poppy Shop	Wreaths	Invoice	£69.00	LGA1972 s137
07.10.2026	Skyline Window Cleaning	Bus Shelter cleaning	Invoice	£205.00	LGA (misc) 1953 s4
07.10.2026	East Suffolk Council	Return of unspent grant	Invoice	£567.85	LGA1972 s137
07.10.2026	Countrywide Ground Works	Playing Field Cut	Invoice	£304.50	Public Health Act 1875 s164
07.10.2026	SALC	Payroll Yearly Services	Invoice	£201.60	LGA1972 s112
09.10.2026	Nest	Pension	Invoice	£95.39	LGA1972 S112
09.10.2026	Cllr M Richardson	Expenses	Claim Form	£103.99	Local Government and Rating Act 1997, s31
20.10.2026	Welcome Hall Management	Hall Hire	Invoice	£20.00	LGA1972 s137
21.10.2026	Clerk Expenses	Expenses	Claim Form	£39.09	LGA1972 s112
21.10.2026	Argos	Stationery	Invoice	£19.99	LGA1972 S112
21.10.2026	DLR-AS.Com Stripe	Microsoft Subscription	Online Purchase	£13.90	LGA1972 S112

26.10.2026	**Parkers Pitches**	**Grounds Maintenance**	**Invoice**	**£1180.00**	**Public Health Act 1875 s164**
30.10.2026	**L Martin**	**Clerks Salary**	**Payslip**	**£1364.69**	**LGA1972 s112**
30.10.2026	**C Small**	**RFO Salary**	**Payslip**	**£364.18**	**LGA1972 s112**
28.10.2026	**Sutcliffe Play**	**Replacement bolts**	**Invoice**	**£35.28**	

Payments to be made

Date	To	Regarding	Evidence	Amount	Power Used
12.11.2026	**HMRC**	**Tax & NI for Staff**	**P30**	**£TBC**	**LGA1972 s112**
12.11.2026	**Starboard Systems (Scribe)**	**Scribe Annual Renewal**	**Invoice**	**£792.00**	**LGA1972 s111**
TBC	**Cllr L Beal**	**Expenses**	**Claim form**	**£ TBA**	**Local Government and Rating Act 1997, s31**

6.0 PLANNING

Planning Applications received

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DC/26/3558/TEL - Land at Spriteshall Lane Reservoir
Comments have been submitted to state no objections by Trimley St Mary Parish Council

7.0 HIGHWAYS AND FOOTPATHS

8.0 ITEMS TO BE CARRIED FORWARD TO THE NEXT MEETING

To receive an update on shelter installation
To receive an update on Councillor Footage
To approve the annual budget for 2027/2028

9.0 Meeting Closed

The meeting closed at 20:59 Hours

Future meeting dates

Monday 7th December 2026

No January meeting

Monday 1st February 2027

Signed by the Chairman .....

Date: .....