TRIMLEY ST MARY PARISH COUNCL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD ON MONDAY 5TH OCTOBER 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 (0)
No members of pubic were present.

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. There were no questions for Cllr Gale in regards to his report. Cllr Frost reported that the bus stop outside the Welcome Hall was still leaning having been struck in February and asked if Cllr Gale could report himself to see if this can be repaired.

OPENING
DS opened the meeting at 19:40 Hours and thanked all for attending.

Cllrs in attendance;

David Southgate (DS)
Mick Richardson (MR)
Richard Kerry (RK)
Graham Hall (GH)
Bryan Frost (BF)

APOLOGIES

Apologies received from Cllr Beal and Cllr Elmenbaoui, 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 6th July 2026 were agreed and signed by the Chairman.
Minutes of the meeting held on Monday 7th September 2026 were agreed and signed by the Chairman.

PARISH COUNCIL REPORTS

Cllr Richardson had provided the SID report for the September before the meeting which has been circulated to all Cllrs.

Cllr Kerry and Cllr Southgate attended Sports Council meeting and advised that the old Leisure Centre in Felixstowe will be refurbished. Stennetts playing field was praised for its consistent high level of maintenance.

Cllr Frost advised that the bus stop outside the Welcome Hall had been reported some months ago in February that it was leaning but had still not been fixed.

ITEMS FOR DISCUSSION

4.1 To receive update on shelter installation
Cllr Richardson 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 receive update on Icloud storage update for Stennetts Cameras
Cllr Richardson advised that he has been unable to set up the I cloud storage and will try again with a different payment method. Cost of this I Cloud storage is £103.99 which has already been agreed at previous meeting.

Action: *MR to use different payment method to set up Icloud storage.*

4.3 To receive an update on the Councillor footage for advertising new Councillors
Cllr Richardson advised that he is waiting for ideas of what content is required from A Beal.

Action: *To be carried over to November meeting. To chase A Beal for ideas of content so these can be prepared.*

4.4 To discuss and agree to replace the open top bin at Stennetts by the play area.
Cllr Southgate reported that a quote has been received for the new open top bin which is £452.40 + VAT and that no additional charge would be required for it to be emptied as already on existing contract. All in agreement that the bin can be replaced and ordered.

Action: *Clerk to arrange and order the installation of the bin.*

4.5 Discuss monthly news items for publications and who will submit.
Cllr Richardson advised that he is happy to take on the task of the monthly newsletter, and DS agreed to send him some information for the newsletter for the December publication.

Action; *DS to send details for December publication*

4.6 To discuss and agree course of action for dog fouling at Stennetts playing field.
Cllr Hall advised that there has been an issue with dog fouling on the playing field. There are 6

entrances to the field and not all of them have signs to say that dogs are to be kept on leads at all times. The problem entrance seems to be from Gaymers Lane. Discussed and agreed to obtain a quote for 6 signs to be placed around the field.

Action: *Clerk to obtain quote from Label Craft for the 6 signs 2ftx2ft in size of a material that is hard to vandalise.*

4.7 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. To be deferred to next meeting in November.

Action: *Clerk to chase up East Suffolk for quote for works.*

4.8 To discuss and decide upon priorities for the funding year 2027/2028 in preparation for the precept setting.
Cllr Southgate advised that a meeting still needs to be set up with Bidwells which is to be arranged in regards to an upcoming project.
Maintenance of Council assets budget to include the bus shelters that we own including cleaning of. Maintenance and Fencing to be included in Stennetts budget.

Action; *Cllr Southgate to arrange meeting with Bidwells*.

4.9 To note the conclusion of the 2025/2026 External Audit and any comments made
All Councillors noted the update.

4.10 To agree the Grants Policy
All Councillors were in agreement with the Grants Policy

Action: *Clerk to add the Grant policy to the website under Policies and procedures.*

4.11 To approve the renewal of the RFO's Micrsoft package
All in favour to renew the RFO's Microsoft package at £13.80 for the year.

Action; *Clerk to arrange renewal of Microsoft package for RFO.*

4.12 To confirm the Invoice amount for Trimley Red Devils pitch fees for 2026/2027
All Cllrs were in agreement that the invoice amount for the period of 2026/2027 for Trimley Red Devils should remain at the same amount as last year. This being £3308.53

Action; RFO to Invoice Trimley Red Devils for their pitch fees for 2026/2027 for the amount of £3308.53

Clerks Administration

4.13 Schedule of payments to be signed off for the month of September 2026
Cllr Hall signed off the schedule of payments for the month of September 2026.

4.14 Bank reconciliation to be signed
Cllr Southgate signed the bank reconciliation for the month of September 2026

4.15 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.

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

4.16 To agree future Parish Council meeting dates for the period of January 2027-December 2027.

All were in agreement that there will be no Parish Council meeting on the 4th January 2027 and that the May meeting will be changed to the 10th May 2027 due to the first Monday in May being a bank holiday.

Action; *Clerk to update the website of the new Parish Council meeting dates for 2027 and inform the Welcome Hall of the dates.*

FINANCE

5.1 Monthly Financial statement

Financial summary 1st September 2026 – 30th September 2026

One credit has been received into the account between 1st September 2026 – 30th September 2026 - This was 2nd Precept amount of **£30,500**

Balance as of 30th September 2026 **- £159,063.88**
Balance as of today - **£159,063.88**

Paid since last meeting (7th September 2026)

Date	To	Regarding	Evidence	Amount	Power Used
08.09.2026	**O2**	**Clerks Mobile contract**	**Bill**	**£42.00**	**LGA1972 s112**
09.09.2026	**Nest**	**Clerks Pension**	**Direct Debit**	**£74.69**	**LGA1972 s112**
11.09.2026	**HMRC**	**Tax & NI on staff salaries**	**P30**	**£627.58**	**LGA1972 s112**
11.09.2026	**Rosebury Cottage**	**Grant**	**Application Form**	**£350.00**	**LGA1972 s137**
11.09.2026	**Welcome Hall Management**	**Grant**	**Application Form**	**£570.00**	**LGA1972 s137**
11.09.2026	**Citizens Advice Bureau**	**Grant**	**Application Form**	**£500.00**	**LGA1972 s137**
14.09.2026	**L Martin**	**Expenses**	**Claim Form**	**£32.60**	**LGA1972 s112**

14.09.2026	**Countrywide Ground Works**	**Playing Field cut**	**Invoice**	**£304.50**	**Public Health Act 1875 s164**
14.09.2026	**L Beal**	**Cllr Expenses**	**Claim Form**	**£11.98**	**LGA1972 s112**
14.09.2026	**Welcome Hall Management**	**Hall hire**	**Invoice**	**£60.00**	**LGA1972 s137**
14.09.2026	**Viking Office**	**Stationery**	**Invoice**	**£31.06**	**LGA1972 s112**
14.09.2026	**Country wide Ground Works**	**Playing field Cut**	**Invoice**	**£304.50**	**Public Health Act 1875 s164**
21.09.2026	**PKF Little John LLP**	**Audit Fee**	**Invoice**	**£504.00**	**Local Audit & Accountability Act 2014 & LGA 1972 S111**
28.09.2026	**Parkers Pitches Limited**	**Grounds Maintenance**	**Invoice**	**£1290.00**	**Public Health Act 1875 s164**
30.09.26	**L martin**	**Clerks Salary**	**Payslip**	**£2542.74**	**LGA1972 s112**
30.09.26	**C Small**	**RFO Salary**	**Payslip**	**£450.28**	**LGA1972 s112**

Payments to be made

Date	To	Regarding	Evidence	Amount	Power Used
01.10.2026	**SALC**	**Payroll Yearly Services**	**Invoice**	**£201.60**	**LGA1972 s112**
06.10.2026	**Skyline Window cleaning**	**Bus Shelter cleaning**	**Invoice**	**£205.00**	**LGA (misc) 1953 s4**

6.0 PLANNING

Planning Applications received

DC/26/3283/FUL – 35 Great Field, Trimley St Mary, IP11 0YT – No objections
DC/26/3555/FUL – 171 High Road, Trimley St Mary IP11 0TW – Objections to be submitted due to access restrictions.

Action; ***Clerk to submit comments for planning applications***

7.0 HIGHWAYS AND FOOTPATHS

Nothing to report

8.0 ITEMS TO BE CARRIED FORWARD TO THE NEXT MEETING

Cllr Richardson asked if we could find out how much energy the Welcome Hall Solar panels have produced and how much money has been saved by the Welcome Hall. Also if we have been able to sell back any of the energy made by the Solar Panels.

Action; *Clerk to liaise with the Welcome Hall to find out this information and revert back to the Council.*

9.0 Meeting Closed

The meeting closed at 20:55 Hours.

Future meeting dates

Monday 2nd November 2026

Monday 7th December 2026