

**TRIMLEY ST MARY PARISH COUNCIL
MINUTES FOR THE PARISH COUNCIL MEETING
HELD ON MONDAY 7TH SEPTEMBER 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)

3 members of the public were present.

Cllr Reeves sent his apologies but submitted his 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 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.

Member of the public raised concerns about the parking outside the Welcome Hall at busy periods, and was agreed that contact would be made with the Two Sisters Art Centre to remind their customers to be mindful of their parking.

OPENING

DS opened the meeting at 1950 hours and thanked all for attending.

DS congratulated Andrew Beal for walking from Lands End to John O'Groats over the summer period. DS also informed all of the news update that the LGR has now been cancelled.

Cllrs in attendance;

David Southgate (DS)

Lynn Beal (LB)

Mick Richardson (MR)

Richard Kerry (RK)

Bryan Frost (BF)

Graham Hall (GH)

APOLOGIES

Apologies only for Lee Reeves District Councillor and Mike Nimmney due to other commitments.

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 not agreed and signed at this meeting.

PARISH COUNCIL REPORTS

Cllr Richardson provided the SID report for both July and August.

Cllr Beal advised that the Book library has moved location slightly to enable better access and is used regularly. Cllr Beal advised that she believes that a larger book library maybe required and will obtain quotes.

ITEMS FOR DISCUSSION

4.1 To consider applications for Councillor

One application received

4.2 To approve Co-Option of B Elmenbaoui

Brad Elmenbaoui was invited to be co-opted as a Councillor, following his application to Trimley St Mary Parish Council. Proposed by Cllr Southgate, seconded by Cllr Kerry and all were in favour.

4.3 Declaration of acceptance of office to be signed by B Elmenbaoui

Declaration of office was signed.

4.4 To receive an update on the Faulkeners Way play area bins update on date of installation

The open top bin inside the play area has been removed and replaced. Another bin outside of the play area has also been removed but are awaiting a response as to why this one has been removed.

4.5 To receive an update on shelter installation

No update received on the date of installation, still awaiting the concrete base to be installed as were waiting for children to return back to school after the holiday period.

4.6 To receive an update on Icloud storage update for Stennetts Cameras.

Cllr Richardson explained that we have been unable to complete the ICloud storage at this time and will try again to resolve.

4.7 To receive ideas for recruitment of PC's

Cllr Richardson proposed that the meetings were recorded to be live streamed, or to be broadcast at a later date via facebook page with the comments turned off. Cllrs were not in favour of this. Discussion took place and was agreed that a "reel" would be put together to help promote Trimley Parish Council in due course.

4.8 To receive an update on the Bus Shelter at Sprites Hall Lane

Letter to resident in regards to the bus shelter was initially opposed, the bus stop is not used as much as others along the street and there are other stops on the route. Funding had already been granted for the bus shelter previously, and all Councillors supported a bus shelter in the vicinity of Sprites Hall Lane should this be pursued.

4.9 Clerks report

Clerks report was noted.

Quote for playground repairs/maintenance to be arranged

Cllr Frost advised that he will be writing to Clerks Direct to inform them of the issues regarding insurance. Matter to also be brought to the attention of the MP as well as District Councillor.

4.10 Discuss Monthly news items for publications

Cllr Beal advised that monthly news has been completed up until October, she will now be stepping down from the role. Cllr Richardson agreed that he would complete the November newsletter.

Clerks Administration

4.11 Schedule of payments to be signed off for the month of July 2026

Schedule of payments were signed for the month of July by Cllr Kerry

4.12 Schedule of payments to be signed off for the month of August 2026

Schedule of payments were signed for the month of August by Cllr Kerry

4.13 Bank Reconciliation to be signed

Bank reconciliation was signed by the Chair

4.14 To note the Local Government Service pay agreement and the increase which has been applied to the Clerks & RFOs hourly rate, which has been backdated to 1st April 2026 as per their contracts.

Above noted by all

4.15 To receive an update on dual authorisation for bank account.

RFO has proposed that we move banks to Unity Bank, this will enable us to have dual signatories and has minimum bank charges associated to the account.

Cllr Southgate proposed the move to Unity Bank, Cllr Kerry seconded, and all were in favour of the change.

4.16 Approval of Malwarebytes security subscription for Clerk & RFO equipment.

All approved the above

4.17 To discuss and decide outcomes of Grant application forms

4.18 – Citizens Advice Grant request £500

All were in agreement for the grant request of £500 to be issued to Citizens Advice

4.19 – Rosebury Café Grant Request £350

All were in agreement for the grant request of £350 to be issued to Rosebury Café

4.20 – Trimley Free Church Grant – Grant was not accepted at this time, as we were unable to open the supporting documents in order to make a decision. Deferred to next meeting.

4.21– Welcome Hall Grant request £570

All were in agreement for the grant request of £570 to be issued to the Welcome Hall

4.22 To receive plans for Armistice day & Remembrance Sunday

Cllr Beal advised that this year she would like to be able to have photographs of the event as last year she was unable to post on social media about the event. The school will be invited to attend again with children that are allowed to be recorded.

3 x wreaths will be ordered as usual. One wreath to be laid on Armistice Day at the Peace sign on the 11th November and then 2 wreaths to be laid on Remembrance Sunday. One at the War Memorial next to the Church and one at the Memorial Window at 2 Sisters.

Cllr Elmenbaoui agreed that he will lay the wreaths at the above locations.

FINANCE

5.1 Monthly finance statements

There were no credits into the account between 1st July and 31st August 2026.

Balance as of 31st August 2026 - £136,557.41

Balance as of 7th September 2026 - £136,259.81

Paid since last meeting (6th July 2026)

Date	To	Regarding	Evidence	Amount	Power Used
08.07.2026	O2	Clerks Mobile contract	Bill	£42.00	LGA1972 s112
09.07.2026	Nest	Clerks Pension	Direct Debit	£74.69	LGA1972 s112
13.07.2026	HMRC	Tax & NI on staff salaries	P30	£675.45	LGA1972 s112
15.07.2026	Amazon	Padlock	Invoice	£12.39	LGA1972 s137
15.07.2026	L Martin	Expenses	Claim form	£39.20	LGA1972 s112
15.07.2026	Skyline Window Cleaner	Bus shelter cleaning	Invoice	£205.00	LGA (misc)1953 s4
15.07.2026	Welcome Hall Management	Hire of Hall	Invoice	£60.00	LGA1972 s137
15.07.2026	Trimley Red Devils	Maintenance	Invoice	£500.00	Public Health Act 1875 s164
15.07.2026	SALC	Clerks Training	Invoice	£48.00	LGA1972 s112
17.07.2026	C Small	RFO Expenses	Claim Form	£10.34	LGA1972 s112
28.07.2026	L Martin	Clerks Expenses	Claim Form	£45.80	LGA1972 s112

28.07.2026	Welcome Hall Management	Hire of Hall	Invoice	£40.00	LGA1972 s137
28.07.2026	Cleverbridge	Malwarebytes	Invoice	£69.99	LGA1972 s112c x
30.07.2026	Countrywide Ground Works	Playing field cut	Invoice	£304.50	Public Health Act 1875 s164
31.07.2026	L Martin	Clerks Salary	Payslip	£1183.77	LGA1972 s112
31.07.2026	C Small	RFO Salary	Payslip	£416.22	LGA1972 s112
06.08.2026	O2	Clerks phone bill	Bill	£42.00	LGA1972 s112
07.08.2026	Nest	Clerks Pension	Direct Debit	£74.69	LGA1972 s112
12.08.2026	HMRC	Tax & NI on staff salaries	P30	£655.72	LGA1972 s112
17.08.2026	Bankline	Bank charge	Direct debit	£10.00	LGA1972 s137
26.08.2026	Welcome Hall Management	Hire of Hall	Invoice	£40.00	LGA1972 s137
26.08.2026	Welcome Hall Management	Hire of Hall	Invoice	£60.00	LGA1972 s137
28.08.2026	C Small	RFO Salary	Payslip	£352.83	LGA1972 s112
28.08.2026	L Martin	Clerks Salary	Payslip	£1183.77	LGA1972 s112
03.09.2026	D Hunt	Gardening	Invoice	£265.00	Highways Act 1980 s196
03.09.2026	L Martin	Expenses	Claim form	£32.60	LGA1972 s112

Payments to be made

Date	To	Regarding	Evidence	Amount	Power Used
	Countrywide Grounds Work	Playing Field cut	Invoice	£304.50	Public Health Act 1875s164

PLANNING

6.0 Open planning consultations

DC/26/1483/FUL – 67 High Road Felixstowe – Fish & Chip Shop

Planning committee had no comments to make in regards to the above and approved the application

Proposed communications installation for Arquivas Smart Meter Network for

Anglian Water at Spriteshall Lane, Trimley St Mary, Suffolk, IP11 0XE

The Cllrs have no comments to make in regards to this, and will revisit if a planning application is received.

7.0 HIGHWAYS AND FOOTPATHS

Certification of Trimley St Mary Footpath 4 – Public Path Diversion Order 2024 –

Town and County Planning Act 1990s257 – was noted by all Councillors in attendance.

8.0 ITEMS TO BE CARRIED FORWARD TO THE NEXT MEETING

To **CONSIDER** and **DECIDE** on quote received for replacement book library

To **CONSIDER** and **DECIDE** on date for January Parish Council meeting

Future meeting dates

Monday 5th October 2026

Monday 2nd November 2026

Monday 7th December 2026

Meeting closed at 2127 hours

Signed by the Chair;

Date :