**Chelmondiston Parish Council**

Chairman: Cllr Rosie Kirkup

Parish Clerk: Ms Katie Davies e-mail: [**clerk@chelmondiston-pc.gov**](mailto:clerk@chelmondiston-pc.gov)

A Meeting of **CHELMONDISTON PARISH COUNCIL** will be held IN THE VILLAGE HALL on **TUESDAY the 4th of February 2025 AT 7.30PM.**

All Council Members are summoned to attend. Parishioners and members of the public are very welcome.

**AGENDA**

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming.

1. **Welcome**
2. **Apologies for absence:** to receive and approve apologies for absences.

**2a:** Councillor vacancy

1. **Declarations of Interest**:

**3a**: to receive declarations of pecuniary and non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.

**3b:**  to receive requests for dispensations.

1. **To approve the minutes of the Parish Council Meeting held on the 7thJanuary 2025.**
2. **Public Participation Session:** For the public to talk to the Councillors about items on the agenda.

1. **Reports:** to receive reports from the County Councillor and the District Councillor:

**6a**. County Councillor Report

**6b**. District Councillor Report

1. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports/proposals/requests and considerations and agree on any actions needed:

**7a**: Village Hall – *Removal of Oak tree and cutting back of Holly trees, three quotes received.*

**7b**: Playing Field

**7c**: Footpaths – *Contract for path maintenance.*

**7d**: School

**7e**: Website

**7f**. Other

1. **Chelmondiston village amenities:**

**8a:** Car Park

**8b:** Speed Indication Devices for Main Road *– Poles for SID*

**8c:** Jubilee Garden

**8d:** Bus shelter

**8e:** Other – *Tender for Gardening at Village Hall, Carpark hedge trinning and Pin Mill Common Mowing.*

1. **Pin Mill:** Update on Pin Mill matters:

**9a:** Dinghy Park **–** *Discarded Boats*

**9b:** Flood Defences *– Recent Maintenance*  
**9c:** Other – *Fallen Trees, Pin Mill carpark*

1. **Pin Mill Regeneration Plan:**

**10a:** Date for Public Meeting *– Village Hall Booked Saturday March 22nd 12.00-18.00*

**10b:** Report from working party

1. **Recycling Centre**

**11a:** Financial position

**11b:** Any other issues *– fly tipping*

1. **Planning:**

***DC/25/00075 Oak Lodge, Hill Farm Lane, Chelmondiston, Ipswich Suffolk IP9 1JU***

***10th January 2025*** *Householder Application - Erection of single storey extension, replace pool enclosure roof, construction of wall cladding, alterations to windows and external doors and additional roof lights including solar panels and air source heat pump.*

**DC/25/00052 The Riga, Pin Mill Road, Chelmondiston, Ipswich Suffolk IP9 1JH**

***7th January 2025***

*Notification of Works to Trees in a Conservation Area - Reduce 2 No Silver Birch (T1 and T2) to previous height, reduce 1 No. Spruce (T3) to previous height, reduce 1*

*No. Beech (T4) to previous height, reduce 1 No. Walnut (T5) by 30%, re-balance*

*and shape 1 No. Oak (T6) and Crown lift 1 No. Maple (T7) and prune back from other*

*trees*

***DC/25/00347 Halcyon, Pin Mill Road, Chelmondiston, IP9 1JN***

***27th January 2025***

*Planning Application. Demolition of existing dwelling and erection of replacement*

*dwelling in line with approved application DC/24/03414*

***DC/25/00367 1 Tomline Cottages Pin Mill Road Chelmondiston Ipswich Suffolk IP9 1JG***

***Mon 27 Jan 2025***

*Application for works to trees in a Conservation Area - T1 Spruce Tree, Picea Abies Reduce up to 30% to recede risk of failure. The shallow root plate visibly moves in strong winds*

1. **Correspondence Report to note or to consider a response:**

**13a:** *Devolution Update*

**13b:** *Defibrillator training*

**13c:** *Babergh community funding*

**13d:** *Simpler recycling strategy*

**13e:** *Freedom of information request 00036*

**13f:** *NPPS Local Plan notes*

**13g:** *Houseboat Waldemar enforcement Referral*

1. **Finance To Receive update on Finance Matters  
   14a:** Bank reconciliation.

**14b:** Assign Debit card and allow clerk view only access to bank account.  
**14c:** Approve budget 2025-2026

**14d:** Assets Register Update

**14e:** External Audit Report

*“The AGAR has not been signed or approved in accordance with the Accounts and Audit Regulations 2015”*

* *response being “There is no evident in the minutes of approval of Section 1”.*

*The smaller authority appointed a third-party accountancy practice as RFO in August 2023. The smaller authority should ensure that an RFO is appointed in line with section 151 of the Local Government Act 1972, and the RFO must be an individual and not a corporate body. We note that an individual currently acts as RFO*

*The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR.*

*Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2 Box 9.*

*Section 1, Assertion 5 has been incorrectly completed, and the correct response should have been “no”. This is consistent with the internal Auditor’s response to Internal Control Objective as there was no risk assessment carried during the year.*

*We have been informed that updated financial regulations and standing orders were adopted in May 2024, however prior to this the smaller authority had not updated its financial regulations and standing orders since 2019 and 2020 respectively. These should be formally reviewed on a regular basis.*

*Other matters not affecting our opinion which we draw to the attention of the authority:*

* *“The AGAR was not accurately completed before submission for review. The AGAR was amended.”*
* *“We received challenge correspondence in relation to the 2023-24 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.”*

1. **Policy Review**

**15a:** Financial regulations

1. **The Parish Alliances**

**16a:** Report on meeting held on the 23rd January 2025

1. **Payments**

To consider and approve the following payments including any invoices received since the publication of the agenda for expenditure approved in the 23-24 Budget.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | PAYEE | INV. DATE | INV. NO | DETAILS | AMOUNT |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Jane Every | 31.01.25 | Payroll | January hours payment | Tba |
|  | “ | 27.01.25 | N/A | Stationary | £12.97 |
| 2 | Katie Davies-Picknell | 31.12.25 | Payroll | Clerk December Pay (part month) £392.56 | } |
|  | “ | 31.01.25 | Payroll | Clerk January Pay £673.10 | }£1065.56 |
| 3 | PKF-Littlejohn | 16.01.25 | SB20243434 | External Auditor | £1017.00 |
| 4 | Harry King and sons Ltd | 22/01/25 | 7947 | Clean post on grindle bank and weld on D section | £45.00 |
| 5 | Glasdon UK Ltd | 22/01/25 | S1902780 | Fido MK11 Post Mounting Kit £20.75 | } |
|  | “ | 17/01/25 | S1902529 | S. Trimline Bin £248.10 | }£268.85 |
| 6 | NEST | 31.01.25 | D.Debit | Clerk Pension | £62.01 |

**Katie Davies** Parish Clerk