**Chelmondiston Parish Council**

Chairman: Cllr Rosie Kirkup

**chairman@chelmondistonpc.info**

Parish Clerk:

Clerk@chelmondistonpc.info

**MINUTES of the MEETING OF**

**CHELMONDISTON PARISH COUNCIL**

held IN THE VILLAGE HALL on **Tuesday December 5th 2023 at 7.30PM.**

# The meeting started at 19.32 when the Chairman read out the following statement:

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.

**In attendance:**

**Parish Councillors: Barwick, Beacon, Keeble, Kirkup, Lyrick, Melville, Price, Ward.**

**District Councillor Potter and 2 members of the public**

1. **Welcome by the Chairman:**

The Chairman welcomed all present.

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

Cllrs Stevens and Cordle send apologies which the Council accepted. County Councillor Harley also sent apologies.

1. **Declarations of Interest**:

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

Cllr Barwick who has a dinghy on Dinghy Park item 9A; Cllrs Kirkup and Price payees item 17G

 **3b:** **to receive requests for dispensations** None received.

1. **To approve and sign the minutes of the Parish Council Meeting held on the Tuesday 7th November 2023**

Approved by all present.

1. **Public Participation Session: For the public to talk to the Councillors about items on the agenda.**

The 2 members of the public wished to discuss the Defibrillator (needs new defib pads) and feedback on car park

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

 **6a**. County Councillor Report Received via email

  **6b**. District Councillor Report Received in person, email; interest raised on tree projects via

Richard Parmee for trees at Pin Mill and School.

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**: Tree pruning To be actioned via UK Power Networks in the next few months with a call in advance

**7b: Playing Field**: Grant request received for goal posts et al; will depend on approval of budget (item 17E)

**7c: Footpaths**: Update Reported and will be addressed by County Rights of Way (no time given for completion)

**7d: School**: Meeting with headteacher Discussions ongoing with diocese re- plans for Chelmondiston Play Group. Cllrs Lyrick and Kirkup meeting Head Teacher on 06 December to discuss how Council can support the school.

**7e**: **Website**: Update on Privacy Notice Privacy Notice rewording: The new version to be adopted : proposed Cllr Kirkup, second Cllr Beacon. Cllr Potter to review email signature with a view to finding minimum wording necessary and Cllr Price to make various updates to website

**7f**: **Suggestion of Councillor Group forum/FB/Whatapp** Cllr Kirkup to email councillors who may volunteer their contact details if they decide to join or not to improve flow of communication between councillors

**7g**: **Highway Improvements**

Report of flooding across from old Foresters Arms Pub. A resident has reported this long-standing problem to Suffolk Highways who will investigate.

1. **Chelmondiston village amenities:**

**8a**: **Chelmondiston village sign**: Update on repairs Report from Cllr Melville – sign now dismantled, signs of wood rot on post, assorted timber, and hardware., Timber yard in Mildenhall quote received for Douglas Fir pole - £257 To proceed with this :Proposed Cllr Keeble/ Cllr Lyrick second, To proceed with Iron work quote for £300-350 Cllr Melville proposed, Cllr Keeble second – all present approved.

Evaluation of job quotes policy/ plan for various works requested for next agenda to improve accomplishment of projects with greater transparency and speed

**8b: Refurbishment of village notice boards** (2): Rework complete

**8c**: **Chelmondiston village car park and other parking** **issues** Meeting held between Council, village hall, and pub leaseholders. Concerns were shared with landlord and Council expects a response/ consideration of concerns. Cllr Ward has spoken to Babergh Planning who should be sending enforcer to see if planning permission is required for the recently erected camera poles and notices.

**8d:** **Bank House: Access/gate to village car park** Investigation ongoing to discover alleged agreements in place for access. A notice was put up on gate to encourage use of the space in front of it. Pressure on parking now moving to main road, in many cases users parking in close vicinity to the junction causing visibility issues with occupants of nearby housing having difficulty leaving their drives with parked cars obstructing visibility and ability to manoeuvre and potentially unsafe conditions with larger vehicles overtaking those vehicles (especially schoolbuses). Cllr Kirkup to agenda for next meeting and enquire about road safety funding from Suffolk Highways to improve road safety (ie explore pedestrian crossing, and other suggestions for improvements in a proactive manner) due to congestion caused by parking constraints in this area.

**8e: Jubilee Gardens**: Report on progress Work commenced to clear out old plants (appx 2/3 done). Weed barriers in place until Spring when planting can commence.

**8f: Playgroup**: Update on use of Pre-school building. Discussed during item 7d – ongoing to get feedback from diocese

1. **Pin Mill - Village amenities:** Update on Pin Mill matters:

**9a: Dinghy Park:** Update on the dinghy park administration. Notes – Cllr Melville to reach out to users for further contact details and Cllr Price/ Cllr Kirkup/ Cllr Melville to put together a revised “Rules of Use” for the dinghy park.

**9b**: **Houseboat Area**: Update on letter to District Cllr. Discussion took place over Pin Mill hard responsibility, the number of permitted houseboat moorings. Most houseboats have CLUEDs to permit the use of the space they occupy. Babergh/Mid Suffolk Joint Local Plan scheduled for feedback Spring 2024, no current communications received by Parish Council in relation to Pin Mill.

**9c**: **Flood control issues**. Contractor still required to clear Grindle on both sides of Common and flood gate mounts. Cllr Kirkup proposed and Cllr Ward second to send letter to Kings boatyard asking them to repair the timber bank retaining walls. All present in favour.

1. **Pin Mill Regeneration Plan:** Enhancement plan proposal.

Survey questions/ general ideas to be actioned Cllr Lyrick/ Cllr Price/ Cllr Beacon with a view to encouraging community engagement.

1. **Recycling Centre**

**11.a** **Financial position** Account status received November. Deposits include for £179.00 cash and £199.40 for scrap metal.

**11.b** **Request for hedge and tree trimming**. Will require machinery due to access and growth, quotes being requested before it will be actioned

**11.c Risk Assessment review:** In progress Awaiting update from Mr Nunn

1. **Planning:** To consider new planning consultations and to receive any updates:

**Application Number: DC/23/05390** Dawn House, Main Road, Chelmondiston, Ipswich, Suffolk, IP9 1EB Cllr Beacon proposed supporting the application, Second Cllr Ward second – all in favour.

**Application Number: DC/23/05272** Water Pipeline between Freston, Shotley & Shotley Gate, Suffolk The Council was informed of this work.

**Application Number: SN/23/00427/SNL** Proposal of road name Council chose not to respond.

A further item was discussed. **Application Number:** **DC/23/02294 Elm Cottage** This was omitted from the agenda due to lack of email between clerk and council but is not a new planning application

Concerns were raised over parking issues for vehicles attending the site, access to Church Road and times of site operation. It was suggested that a specific parking site be designated, that loud noise be stopped after 1700h.on weekdays and any time on Saturday, that lorries be encouraged to use a one-way route and exit via Collimer Close, but avoiding school arrival and departure times.

Proposed Cllr Ward and Second by Cllr Lyrick 4 in favour, 3 abstained

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

**13a**: **Sea Link Consultation** No response from the Council was felt necessary.

**13b**: **Request for salt for black ice at Pin Mill** Salt has been requested.

**13c**: **Peninsula Parishes Joint meeting:** Cllr Kirkup attended the meeting and reported that there is a strong desire for joint action by parish councils, especially sharing information about planning and development.

**13d: Request for support for Shotley Library:** Update on grant request To be considered with Donations list next meeting.

**13e: Debris on bottle bank**: Update on thank you card Resident thanked by email.

**13f: Bus Service Improvement Plan & Meetings** May be good to coordinate with other parishes due to impact on residents; posts on social media may alert residents

**13g: Babergh and Mid Suffolk District Council: Winter grants** to combat fuel poverty and isolation. Cllr Kirkup to encourage Chelmondiston senior citizens’ social group to apply

**13h: Citizen Advice:** Cost of living grants. Information noted.

**13i: Headway Suffolk:** Grant request To be considered with Donations next meeting.

**13j: Keep Britain Tidy** Information noted

**13k: National Landscape** (previously known as AONB): Volunteers Information noted.

1. **Defibrillator Check/pad renewal:** Update

Awaiting response from clerk as to whether replacement defib pads have been ordered.

1. **Review of Memorial Policy**

To be postponed until Pin Mill enhancement plan moves forward, to be removed from website until enhancement plan approved. Action Cllr Price/ Cllr Lyrick

1. **Clerk’s Report**:
	1. **B1456 - Parked lorry** Letter to be drafted by Cllr Lyrick to go to company which owns the lorry
	2. **Other clerking issues** : Proposed by Cllr Kirkup and second by Cllr Ward – seek interim locum clerk until permanent clerk in place via formal application and hiring process
2. **Finance: to receive an update on finance matters:**

**17a**: **Finance Advisory Group meeting on 27th November:** Update The Group suggested a modest increase in Precept from £29,015 to £29,500. (1.7% increase) See Item 17e.

**17b**: **Online banking:** Update on the progress of registering for online access. Cllr Kirkup registered, Cllr Beacon’s application accepted, Cllr Ward’s accepted and needs to register online

**17c**: **On-line bank payments:** Update on progress. Notes Claire Knights (Foreshore Accountancy) to be designated as Delegate User: proposed by Cllr Kirkup seconded by Cllr Ward all in favour

**17d**: **To receive a statement of resources from Foreshore Accountancy** as at 30/11/23 Received

**17e:** **Budget for 2024-25: Setting the precept** Increase (see 17a) proposed by Cllr Ward, Second by Cllr Melville – 5 voted for, 2 against 1 abstained

**17f**: **Donations**: **Charities to include** Total amount for s137 donations changed to £750. Specific charities to be decided next meeting. Cllr Kirkup proposed, Cllr Lyrick second, 7 in favour 1 abstained

**17g**: **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. Payments 1-8 proposed by Cllr Lyrick, and Cllr Ward second – all in favour; Items 9-10 Proposed Cllr Ward, 2nd Cllr Lyrick. Vote: 6 in favour, Cllrs Kirkup and Price abstained.

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| Ms Lucy Whiting  | 30/11/23 |  Expenses | Misc stationary and equip | £63.78 |
| Ms Lucy Whiting | 30/11/23 |  Clerk’s Salary | 01-30 November | £642.72 |
| SA Meacock | 01/11/23 |  Car Park Hedge trimming | 72 | £176.00 |
| Royal British Legion | 08/11/23 | Remembrance Day Wreath  |  | £27.50 |
| Foreshore Accountancy | 02/12/23 | Accountancy services | INV-9525 | £607.50 |
|  |  |  |  |  |
| IP9 IT Services  | 30/11/23 |  IT Support Parts for laptop | 2303123036 | £137.07£36.44 |
| Babergh District Council | 01/09/23 |  Jubilee Garden Waste  | 1000172123 |  £59.00 |
| Chris Price |  | Materials for noticeboard repairs |  |  |
| Rosie Kirkup  | 27/10/23 |  Postage, notecards |  | £15.99 |

**Date of the next Parish Council Meeting: Tuesday 9th January 2024, at 7.30 p.m. in the Village Hall**

**Meeting closed 21:55**

Minutes taken by Cllr Price.

Minutes approved by Council: 09 January 2024

Signed by the Chairman: R Kirkup