**Chelmondiston Parish Council**

Chairman: Cllr Rosie Kirkup

**chairman@chelmondistonpc.info**

Parish Clerk: Ms Lucy Whiting

**clerk@chelmondistonpc.info**

**MINUTES** of the Meeting of **CHELMONDISTON PARISH COUNCIL** held In the Village Hall on **Tuesday 7th November 2023 AT 7.30PM.**

**Present:** Cllr R. Kirkup(Chairman), Cllr A. Beacon, Cllr D. Cordle, Cllr C. Keeble, Cllr S. Lyrick, Cllr I Melville, Cllr C. Price, Cllr M. Stevens, Cllr P. Ward.

**In Attendance:** Lucy Whiting Parish Clerk, County Councillor Simon Harley and 2 members of the public.

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| **1. Welcome by the Chairman**: the Chairman welcomed everyone to the meeting and read out the notice regarding recording/filming/photographing at the meeting. | **Action by** |
| **2. Apologies for absence:** None |  |
| **3. Declarations**  **3a:Pecuniary and local non-pecuniary interest**  in items on the agenda and their nature including gifts of hospitality exceeding £25. Cllr Barwick declared an interest in item 9a as he has a dinghy in the dinghy park. Cllr Kirkup declared an interest in item 21g as she is listed as payee.  **3b:** **Dispensations:** no requests for dispensations were received. |  |
| **4. To approve the minutes of the Parish Council Meeting held on 3rd October 2023:**  It was proposed that the minutes of the meeting held on 5th September 2023 be approved and signed. **Councillors unanimously agreed** andthe minutes were duly signed by the Chairman. |  |
| **5. Public Participation Session:** One member of the public wished to speak at item 7c Footpaths |  |
| **6. Reports:** to receive reports from  **6a: the County Councillor** – Cllr Harley’s November report had been circulated to councillors Cllr Harley highlighted a desire by the County Council to support local food producers, a consultation on library services, in particular what to do about aged mobile library buses and funding for pop-up libraries such as the one at Shotley, and another consultation on local bus services. Members of the public are invited to make comments via [www.suffolk.gov.uk](http://www.suffolk.gov.uk).  Cllr Melville asked why traffic surveys had been done in school holiday time and was assured that other times have also been looked at.  **6b:** **the District Councillor**. Cllr Potter was not present. His report will be circulated and posted on our website when received. Cllr Melville reported that there had been no response yet from Cllr Potter to our letter regarding Pin Mill responsibilities. A further letter to be sent. | Clerk |
| **7. Reports from Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and to agree on any actions needed  **7a; Village Hall:** - Cllr Stevens reported that the holly trees outside the village hall are interfering with power lines and require trimming. It was proposed that the Clerk organise pruning (agreed with one abstention).  **7b: Playing Field**: Cllr Price reported that a safety check on play equipment had been carried out. No major issues, just a few advisory remarks.  **7c: Footpaths:** Cllr Barwick will resend the reports to the Clerk. A member of the public raised the issue of responsibility for repairing surfaces to bridleways 30 and 28. He also reported that the stile between bridleway 30 and footpath 40 needed rebuilding. Cllr Kirkup reported that the surface issues had been reported to County Rights of Way team on-line. A response had been received regarding the state of Bridleway 6, which they will clear in due course. Cllr Kirkup will re-report the state of bridleways 30 and 28, which are the responsibility of the County, not the landowner. The cycle route group, of which Cllr Kirkup declared herself member, is hoping to obtain financial support for re-surfacing bridleway 28.  **7d: School:**  Cllr Lyrick reported that trips to the Transport Museum and Colchester Castle had been arranged for Y5 and Y6. The school is concerned about lack of membership of the Governing Body.  **7e: Website:** The Council recently received an offer from One Suffolk to host websites under the .gov.uk name. It was unanimously agreed that Cllr Price should follow this up. N.B. as it was decided at the October meeting not to change the website domain yet, this decision cannot be revisited for 6 months.  Cllr Price requested that members visit our website and report to him any changes, updates etc. which need to be made. He also agreed to look at reducing the amount of “footer” information for Council emails.  **7.f: IT Service provider :** It was unanimously agreed to continue with IP9it, the current provider. | Clerk  Cllr Barwick  Cllr Kirkup  All Cllrs  Cllr Price |
| **8a: Village Sign:** The sign has now been taken to Hill Farm for inspection. Cllr Melville proposed that it now be taken apart in order to establish exactly what needs to be done. It was unanimously agreed that he should take the metal and the wood apart. An estimate of costs £300-£350 for stone-blasting and repainting the metal work had been received from a resident whom Cllr Melville and Cllr Kirkup declared as a friend. Further estimates to be sought.  **8b: Notice Boards:** Cllr Price has assisted a resident in replacing the Perspex in the Pin Mill wall noticeboard. The one opposite the Red Lion and the one in our car park need to be checked and action taken where required. Cllr Price agreed to look at these.  Cllr. Kirkup suggested that “thank you” cards could easily and cheaply be made up using the photo she took of the Village Hall. These could be used to thank members of the public etc. where they have been helpful. It was unanimously agreed that Cllr Kirkup arrange for the cards to be made.  The notice board on Pin Mill Common was discussed. Its current position is awkward and it was agreed that it should be moved for use in connection with the Dinghy Park and made lockable.  **8c:** **Chelmondiston village car park:** The hedges were trimmed today. Concerns raised about the installation of cameras and parking charges in the Red Lion car park were discussed. It was agreed that the Chairman should explain our concerns to the lease-holder of the Red Lion.  **8d: No. 1 Bank House gate to car park:** It was agreed that a letter from the Council be sent to the house-owners reminding them of the agreement that the gate should be closed when the Post Office ceased to be situated at Bank House. Cllr Kirkup requested that car parking issues be an item on the December agenda.  **8e: Jubilee Garden:** Cllr Kirkup has reported to PJB Garden Maintenance that the Council approved his estimate for carrying out the clearance work, so this will go ahead as soon as possible. | Cllr Melville  Clerk  Cllr Price  Cllr Kirkup  Cllr Kirkup |
| **9. Pin Mill – update on Pin Mill matters:**  **9a: Dinghy Park**: Cllr Melville proposed that there should be a small working group to discuss the dinghy park and make proposals to the Council. Group to include: Cllrs Melville, Beacon, Barwick, Price and the Clerk.  **9b: Letter regarding Houseboat area:** Cllr Melville proposed that his letter be re-sent to District Cllr Potter and sent also to Mr. Emms.  **9c**: **Flood Control Issues:** Cllr Stevens reported that the condition of the flood flaps on the Common was satisfactory. He will investigate the third flap (at the edge of King’s yard). The Council’s responsibilities are for maintenance of the flood defences from the “bund” at the back of the Common and down to the River Orwell. Work which needs to be done:  a) Clearance of weeds and rubbish from the 2 grindles  b) mending/replacing the wooden sides to the flood gate position at the S end of Footpath 39  c) Letter to King’s Yard asking them to repair falling timber retaining wall on their side of the W grindle. | Working Group  Clerk  Cllr Stevens  Clerk |
| **10. Pin Mill Regeneration Plan**  Cllr Kirkup pointed out that there is a *Memorial/Commemoration Requests Policy*on our website which has not been superceded, but is at odds with recent actions. This should be reviewed so that amendments can be agreed where necessary. Cllr Kirkup will forward the policy to Members and they should prepare their comments for discussion at the next meeting. | Cllr Kirkup |
| **11. Recycling Centre:**  **11a: Financial Position:** Current Balance - £28,135.50, including £261 taken in cash in October.  **11b:** **Hedge Trimming/Tree pruning:** The volunteers have requested that the hedges and trees be trimmed. It was agreed that the Clerk should seeks quotations for this work.  **11c:** **Risk Assessment:** It was pointed out that the Risk Assessment requires regular updating. Cllr Melville to discuss this with the volunteers and liaise with the Clerk. The security cameras require re-positioning which Cllrs Melville and Price undertook to arrange. | Clerk  Cllrs Melville & Price |
| **12. Planning**  Cllr Ward reported:  **DC/23/04623 Valley Cottage Pin Mill Road, Chelmondiston IP9 1JJ**  Request for permission to reduce canopy of an acacia tree by 30%.  Cllr Ward proposed that the Council support this application. Vote: All in favour. Cllr Ward to inform Babergh.  **DC/23/04260 National Trust Woodlands, Pin Mill.**  Permission has been granted for various tree works.  **DC/23/04027 Little Barnes Shotley Road, Chelmondiston. IP9 1EE**  Outline planning permission has been granted for 1 dwelling adjacent to the current residence. | Cllr Ward |
| **13. Correspondence to Note or to consider a response:**  **13a:Sea Link Consultation:** Cllrs were requested to read about this online:  <https://www.suffolk.gov.uk/planning-waste-and-environment/major-infrastructure-projects/nationally-significant-infrastructure-projects-nsips/national-grid-electricity-generation-sea-link>  and to report back to December meeting whether they wish the Council to respond.  **13b: Review of Polling Districts:** noted  **13c: Request for Road Salt at Pin Mill:** A resident has offered to spread salt when conditions require in order to prevent formation of black ice over the “leak” at the bottom of Pin Mill Lane. Clerk to ensure salt provided to the bin there.  **13d: Peninsula Parishes Joint Meeting:** Cllrs Kirkup and Ward will attend the meeting hosted by Holbrook Parish Council on 28.11.23  **13e: Grant Request Shotley Pop-up Library:** A grant request form has been received. It was agreed that this request should be considered with other donations when the Budget is discussed.  **13f: Letter from David Cordle:** A thank you letter for his leaving gifts from David Cordle was read out.  **13g: Report on Babergh Town and Parish Council Liaison Meeting:** Cllr Kirkup attended the meeting held on 30.10.23 where the District Council discussed its three point plan. The Joint Local Plan (Babergh and Mid Suffolk Councils) was also discussed. This is the planning framework to be used in assessing all development. Settlement boundaries are to be reviewed as is the allocation of hierarchies of communities. Parishes with their own Neighbourhood Development Plans were urged to consider and propose what development they need rather than have them imposed.  **13h: Debris by Bottle Banks:** A resident reported glass shards around the bottle banks opposite the Red Lion. She also offered to clear this up. Thank you card to be sent. | All Cllrs  Clerk  Cllr Kirkup |
| **14. Defibrillator Update:** The defibrillator has been checked and is in good order. New pads are being ordered for when the current ones become out of date. |  |
| **15. Memorial/Commemoration Requests Policy:** Cllr Kirkup reported that the policy requires urgent review as it is out of line with recent actions. Councillors are requested to take a look and report back for next meeting. | All Cllrs |
| **16. Data Protection Officer:** This role has now been taken on by our new Clerk and the appropriate authorities informed. |  |
| **17. To receive an update on S106 monies:** Cllr Kirkup reported that at last we have received a response regarding our request for the monies due for road safety in this village be used to purchase and install Speed Indicator Devices. Our request has been noted. |  |
| **18. Clerk’s Report:**  **18a: Parked Lorry on Main Road:** It was agreed that the Clerk should now write a letter to the Company whose name is displayed on the vehicle, drawing attention to the nuisance caused.  **18b:** **Remembrance Sunday:** Two young buglers have now been found and arrangements made for the wreath etc. Cllr Kirkup proposed a donation of £15 be made to the Royal British Legion, as they requested. All in favour.  **18c:** **Access to container:** The Clerk is in process of updating our filing system and discussed access to the container and removal of documents to the previous site. Cllr Kirkup and Clerk to liaise over this. | Clerk  Cllr Kirkup  /Clerk |
| **19. To receive an update on finance matters:**  **19a: Finance Advisory Group:** The group met on 25th October to start budget discussions. These will continue with our accountant on 27th November.  **19b: Bank Mandate:** The new signatories have now been accepted by the bank, as has the new address. .  **19c:** **Online banking:** Signatories are now in the process of registering for online banking  **19d: Online payments Resolution:** Cllr Kirkup proposed that the Council should move to online payments as soon as arrangements can be made. Two signatories will be required to sanction any payment made and two other Councillors will be appointed to view and check transactions at regular intervals.  The proposal was seconded by Cllr Price. Vote: All in favour. Cllrs Barwick and Cordle to be overseers.  **19e: Statement of Accounts:** Foreshore Accountancy reported the bank balances as of 31.Oct.2023:  Treasurer’s Account: £25,940.5 4  Business Instant Account: £47,315.47  **19f: Budget for 2024-25:** The Finance Advisory Group is working on a proposal to make a modest increase. Further details at next meeting.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PAYEE** | **Inv.Date** | **Invoice NUMBER** | **Detail** | **Amount** | | | Mrs JM Hazlewood | 31.10.23 | Oct payslip SALC | Final timesheet | £223.26 | | Ms Lucy Whiting | 31.10.23 | Oct payslip SALC | Clerk's salary | £646.32 | | Chelmondiston Village Hall | 01.11.23 | 1664 | Hire of Hall Aug, Sept, Oct | £66.00 | | Royal British Legion | n/a | n/a | Remembrance donation | £15.00 | | Community Action Suffolk | 01.10.23 | INV-3263 | Website hosting | £60.00 | | PJB Garden Maintenance | 30.09.23 | 166CMPC/167CMPC | Footpath cutting | £400.00 | | St Andrew's PCC | 26.09.23 | CPC 230926 | Room hire 26.06.23 | £12.50 | | Realise Futures | 19.10.23 | 4935 | Bench Pin Mill x2 + plaque x2 + removal x1 | £1,706.40 | | Rosie Kirkup Abensour | 27.10.23 | Expenses | Postage, key cutting | £16.90 | | Mr Meacock | 01.10.23 | 71 | Pin Mill Common/Chelmo VH | £206.80 | | PJB Garden Maintenance | 31.10.23 | 169CMPC | Pin Mill dog waste bin repairs | £65.00 | | Foreshore Accountancy | 07.11.23 | INV-9411 | October accountancy services | £487.50 | | Ms Lucy Whiting | 31.10.23 | 01 Oct - 31 Oct | Expenses - mileage | £27.00 | | **Late Arrivals:** |  |  |  |  | | PJB Garden Maintenance | 31.10.23 | 169CMPC | Dog Bin Repairs Pin Mill | £65.00 | | Foreshore Accountancy | 31.10.23 | INV-9411 | Accountancy services October | £487.50 | | Ms Lucy Whiting | 31.10.23 | n/a | Clerk's expenses - mileage | £27.00 |   **19g:** **To consider and approve the following payments** including any invoices received since the publication of the agenda for expenditure approved in the 2023-2023 budget: |  |
| **VOTE:** To pay all invoices with the exception of Rosie Kirkup expenses: Prop: Cllr Barwick, 2nd: Cllr Stevens. All in favour.  **VOTE:** To pay Cllr Kirkup expenses: Prop: Cllr Ward, 2nd: Cllr Cordle. 9 in favour, Cllr Kirkup did not take part in the vote. |  |
| **20. To consider items for the next meeting agenda:**   * **Pin Mill Regeneration Plan** * **Parking Issues in Chelmondiston centre** * Councillors to contact the Chairman or the Clerk with other suggestions. Members of the public can contact the Clerk. |  |
| **21. Date of the next Parish Council Meeting:** Tuesday 5th December 2023 at 7.30 p.m.  Signed by R Kirkup, Chairman05 December 2023 **Signed copy available for inspection by arrangement with the Clerk.** |  |

The Meeting finished at 9.45 p.m.