**Chelmondiston Parish Council**

Chairman: Rosie Kirkup

chairman@chelmondistonpc.info

The Village Hall, Main Road, Chelmondiston, Suffolk IP9 1DX

**MINUTES of the MEETING OF**

**CHELMONDISTON PARISH COUNCIL**

held IN THE VILLAGE HALL on **Tuesday 09 January 2024 at 7.30PM.**

# The meeting started at 19.30 when the Chairman read out the statement about filming/recording the meeting.

**In attendance: Parish Councillors:**

**Barwick, Beacon, Cordle, Keeble, Kirkup, Lyrick, Melville, Price, Stevens, Ward.**

Also present: **County Councillor Harley and 1 member of the public**

In the absence of a Clerk, Minutes were taken by Cllr Price.

1. **Welcome by the Chairman:**

The Chairman welcomed all present.

1. **Apologies for absence:** Apologies received from District Councillor Potter.
2. **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 9); Cllr Kirkup as a payees (item 19.8)

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

1. **To approve and sign the minutes of the Parish Council Meeting held on the Tuesday 5th December 2023.** Approved by all present and signed by the Chairman.
2. **Public Participation Session: For the public to talk to the Councillors about items on the agenda.** The member of the public had come to observe and did not wish to speak.

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

**6a**. **County Councillor Report**: Cllr Harley reported on the severe financial restraints of the County which will mean budget and staff cuts in many areas over the next two years including arts and museums (which will receive no funding) and adult and child social care (which will be severely restricted).

  **6b**. **District Councillor Report:** None available.

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**: Nothing to report.

**7b: Playing Field**: Nothing to report other than problem of mud on the pitch.

**7c: Footpaths**: Several reports of trees down after recent high winds. Trees blocking Ling’s Lane and Bridle Way 27 have been removed. SCC say they will not be remediating surfaces of Church Path or Rectory Fields. Sign at Pin Mill end of FPath 50 reported as rotted at base. Cllr.Kirkup will report this to Rights of Way team.

**7d: School**: Cllrs Lyrick and Kirkup met Head Teacher on 06 December to discuss how the Council can support the school. They would like help with providing better Early Years outdoor equipment.

**7e**: **Website**: Reworded Privacy Notice has been posted on website.

1. **Chelmondiston village amenities:**

**8a**: **Flooding and other Highway concerns**: Issues reported with repeated flooding/large puddle on roadside opposite the Foresters’ Arms development. Drain clearance teams have been to the site and worked overnight.

**ANPR** equipment to come to Chelmondiston for one week at the end of March. Data will go to Cllr. Harley, so we need to ask him for information. Cllr. Harley also offered to assist through the Locality Grant with purchase of SID equipment if we decide not to wait for Ganges S106.

**8b: Jubilee Gardens:** The garden has been cleared, with the exception of a few shrubs. Now awaiting spring when new planting can take place.

**8c**: **Report on Second meeting with Red Lion leaseholders:** Cllrs Lyrick and Ward met the leaseholders who offered, as a concession to the Village Hall, that when the Village Car Park is full, they may use the Red Lion carpark, but notice and registration numbers need to be supplied to the pub by the end of the same day. This concession is only available Monday to Thursday. Pay-as-you-go is only available Monday and Tuesday when the pub is closed.

PLANNING PERMISSION: The Council has been informed that masts for cameras need planning permission, but cameras affixed to buildings do not. Babergh Planning Enforcement will engage with the leaseholders on this matter.

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

**9a: Dinghy Park:** A new User Agreement which had been circulated to Councillors was unanimously approved (Prop: Cllr. Kirkup, 2nd Cllr. Melville).

A quotation for new labels for dinghies had been received: £131 (excl. VAT) for 50 labels with 2024 date, and £194 (excl. VAT) for 50 labels 2024 and 50 labels 2025.

Action: to procure labels for both 2024 and 2025 (prop: Cllr. Kirkup, 2nd Cllr. Ward, all in favour).

**9b**: **Flood control issues**. S. Cordle was suggested as possible contractor to clear both grindles at Pin Mill Common. Cllr Kirkup will continue to pursue this and also a possible contractor to repair flood gate and contact King’s Boatyard regarding repair of timber bank retaining walls.

1. **Pin Mill Regeneration Plan:** Draft questionnaire distributed to Councillors for their comments.
2. **Recycling Centre**

**11.a** **Financial position** Account status received at 03 January: £28,182.5 + Deposits £420.60 – Skip cost £866.04 = £27,737.06. Cllrs. discussed keeping surplus in savings account.

**11.b** **Hedge and tree trimming**. Three quotations for the work have been received. It was agreed that the work should be offered to S. Cordle: £600 excl. VAT. (Prop:Cllr. Ward, 2nd Cllr. Melville, all in favour).

**11.c Waste Carrier Licence:** The appropriate level licence has been received. Risk Assessment completed and will be reported next meeting.

**Financial Assistance Grants:** Chairman to apply to Shotley Parish Council and Suffolk County Council for grants as in previous years. (Prop: Cllr. Melville, 2nd Cllr. Lyrick. All in favour.)

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

**12a. DC/23/02294 Elm Cottage Church Road** Discharge or Conditions notice. Update received with reduction in hours of work and lorry route suggestions taken on board.

Joint Local Plan is asking for site suggestions.

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

**13a**: **Parish and Police Forums:** Meeting dates for 2024 received (posted on notice boards).

**13b**: **Parish Council Combined Insurance Policy:** Invoice settled, but Broker’s fee was omitted. Now included in Payments (item 19.4)

**13c**: **British Heart Foundation Defibrillator Circuit:** Thank you received for updating our equipment.

**13d: Suffolk Constabulary: New Operating Model for Local Policing:** Received.

**13e: Council Meeting Dates for 2024:** Received by Councillors and posted on notice boards.

**13f: Resident’s concerns about fireworks on the Playing Field:** Complaint received and investigated. There was no official permission for fireworks on the field on New Year’s Eve.

**13g: Bottle Bank Clearing:** Overflowing bottle banks in Chelmondiston opposite Red Lion reported to Babergh by Cllr Barwick and cleared very quickly thereafter.

**13h: Tree blocking Ling’s Lane:** Cleared on 03 January.

1. **Review of Memorial Policy:** This has been suspended until the Pin Mill plan is agreed. Note to this effect will be put on the Parish Council website.
2. **Review of Contracts:**

**15a. Contracts for gardening/footpath strimming:** Review required. Council needs to seek more potential contractors in order to compare prices and achieve best value for money.

1. **Clerking Issues:**

**16a. To agree appointment of Locum Clerk.** A majority of councillors mandated the Chairman by email to appoint a local Clerk who offered locum assistance, pending appointment of a new permanent Clerk after the advertising and interview process.

**16b.** **Equipment Issues:** The Chairman outlined some problems relating to the PC laptop inbox and proposed that the ink subscription for the printer be cancelled as it is in the name of the previous clerk. The printer is not currently in use. (prop: Cllr. Kirkup, 2nd Cllr. Cordle, all in favour).

1. **Finance: to receive an update on finance matters:**

**17a**: **Finance Advisory Group meeting on 04 January:** Update received. Proposals made regarding donations and the precept amount (see item 18).

**17b**: **Online banking:** **Update on the progress of registering for online access.** All now in place for operating the accounts.

**17c**: **On-line bank payments:** Now in place so the majority of the Council’s payments can now be paid through BACS.

**17d**: **To receive a statement of resources from Foreshore Accountancy**. Total balances and cash: £68,325.68. 3 unpresented cheques still awaiting payment.

**17e:** **Budget to agree the Precept request for 2024-25:** After consultation with the RFO, The Finance advisory Group proposed a 1.67% increase on last year’s precept amount to £29,500. Proposed; Cllr. Kirkup, 2nd : Cllr. Ward. Vote for: 9, against: 0, abstentions: 1.

**17f**: **Donations**. **To agree recipients and amounts:**

Total amount for s137 donations changed to £750. It was agreed to support 6 charities suggested by the Finance Advisory Group at £50 per charity, and to reserve £350 for future donations to be agreed through the next year. (Prop Cllr Kirkup, 2nd Cllr Lyrick second, all in favour).

It was also proposed to move Chelmondiston primary school from the general charities list to a more specific grant list with a higher amount to be agreed later when project costs figures received from the school. (Prop: R Kirkup, 2nd D Cordle, vote for: 7, against: 0, abstentions: 3.)

1. **Payments :** including any invoices received since the publication of the agenda for expenditure approved in the 23-24 budget.

**Items 1-7, 9-11** prop: Cllr. Price, 2nd Cllr. Ward, all in favour

**Item 8**  prop: Cllr. Ward, 2nd Cllr. Price, 9 in favour (Cllr. Kirkup did not vote)

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|  | **PAYEE** | **Invoice DATE** | **Invoice NUMBER** | **Detail** | **Amount** |
|  |  |  |  |  |  |
| 1 | Ms Lucy Whiting | 05.12.23 | 01-05 dec 2023 | Final Salary | £373.03 |
| 2 | Ms. Lucy Whiting | 30.11.23 | 15Nov-14Dec 23 | Clerk printer ink subscription | £4.49 |
| 3 | SALC | 28.11.23 | 28055 | Clerk Basic training | £72.00 |
| 4 | Unity Insurance Services | 22.11.23 | Ref:121197609 | Insurer's Admin fee | £30.00 |
| 5 | Collins Skip Hire | 19.12.23 | 240941 | Commercial Waste Skip | £866.04 |
| 6 | PJB Gardening | 18.12.23 | 2023-171CMPC | Jubilee Gardenx4days + materials | £922.17 |
| 7 | Shotley Odd Jobs | 14.12.23 | 44 | Dog Bin emptying 12.09-05.12 | £105.00 |
| 8 | Rosie Kirkup | 09.01.24 | n/a | Defib pads x2, padlocks x2, postage | £169.63 |
| 9 | Village Hall | 01.01.24 | 1682 | Room Hire x 2 meetings | £44.00 |
| 10 | Ms. Lucy Whiting | 04.01.24 | month to 31.1.24 | Holiday pay entitlement | £90.79 |
| 11 | Foreshore Accountancy | 02.01.24 | INV-9629 | Accounting Services Dec 2023 | £157.50 |
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**Meeting closed 20:55** Minutes taken by Cllr. Price

 R Kirkup 6th February 2024

Signed……………………………………………………………………… Date……………………………………………………………………