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| Chelmondiston Parish Council  Chairman : Cllr Rosie Kirkup  [chairman@chelmondistonpc.info](mailto:chairman@chelmondistonpc.info)  Locum Parish Clerk: Ms J O Every |

MINUTES of the Meeting of CHELMONDISTON PARISH COUNCIL held in the Village Hall on Tuesday 6th February 2024 AT 7.30PM.

Present: **Parish Councillors:**

**Beacon, Cordle, Keeble, Kirkup, Price, Stevens, Ward.**

**Also present**: **County Councillor Harley, Gravell (co optee)**

In Attendance: J Every (Locum Parish Clerk) and 2 Members of the public.

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| 1. Welcome by the Chairman:  The Chairman welcomed all present. | Action By |
| **2.** **Apologies for absence:**  **Received from** Cllr Lyrick, Cllr Barwick, Cllr Melville, District Cllr Potter |  |
| **3**. **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.  None received. |  |
| 4. To approve the minutes of the Parish Council Meeting held on 9th January 2024:  Chairman Kirkup asked for voting on approval of minutes, no objections received, Chairman Kirkup signed  in presence of Council. |  |
| **5. Public Participation Session** :2 members of the public were present and were invited to contribute to  meeting.  Residents came to observe and did not wish to speak. |  |
| **6. Reports:** to receive reports from the County Councillor and the District Councillor:  **6a**. County Councillor Report - C Cllr Harley reported some additions to his report which has been  circulated to members. Commenting that as a result of some further cost cuttings, there have been  resignations at Suffolk County Council.  **6b**. District Councillor Report - D Cllr Potter’s report has been distributed, in his absence Chairman Kirkup  covered points of the report. |  |
| 7. **Co-option to fill Parish Councillor Vacancy.**  Chairman Kirkup reported application received for new Co optee post, in name of Rosemary Gravell.  Chairman Kirkup proposed, Cllr Ward seconded, all in favour, to accept new Councillor, Gravell. | JE |
| **8. Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive  reports/proposals/requests and considerations and agree on any actions needed:  **8a**: Village Hall. – no update.  **8b**: Playing Field. – Cllr Stevens reported an issue regarding evidence of drug taking. Chair  suggested this be reported to the Police.  **8c**: Footpaths. – Cllr Barwick (absent) provided comment there were no issues. Cllr Beacon raised  issue with footpath 7a junction with Bridleway 40. It was considered, at this point will not be  reported, but noted for review.  **8d**: School. – No report received. Chairman Kirkup would like a discussion for next  meeting in regard to financial support.  **8e**: Website: - Privacy Notice: to approve amended version. Chair Kirkup proposed approval and to  adopt amended version, Cllr Price seconded, all in favour. Will be published on the website. |  |
| **9. Chelmondiston village amenities:**  **9a:** Car Park. Letter to owners of adjoining property. Chairman Kirkup discussed the background  previously outlined, asked to be considered to send a letter to residents in this regard. Cllr Ward  proposed, Cllr Stevens seconded, all in favour, to approval amended copy and send to resident.  **9b:** Speed Indication Devices for Main Road. Chairman Kirkup discussed C Cllr Harley confirmed  Locality grant funding would be available towards cost, from next financial year. Cllr Price presented  some information on details of sign options. Chairman Kirkup asked for approval for moving forward  on project, Chairman Kirkup proposed further investigation, with a view to implementing project,  Cllr,Price seconded, all in favour.  **Cllr** Keeble reported a request from resident asking for consideration for signage warning of deer.  **9c**: Village Sign. To agree a new position. Chairman Kirkup discussed possible location, asked  members to undertake review of location of placing sign where the new Tulip tree has been planted,  and report back. To be discussed further thereon.  **9d:** Electric Vehicle charging point. To discuss potential grant and position. Chairman Kirkup  discussed with members the project could be grant funded, related usage would be responsibility of  users, and locations were discussed.  **9e:** Email from PJB Gardening re Jubilee Garden maintenance contract – Chairman Kirkup reported  on anemail request for £450 for annual work undertaken on Jubilee Gardens in 2023. Chairman  discussed with members the overall expenditure undertaken. No response to date received regarding  some questions relating to this expenditure, or an invoice received. Payment to be deferred until  invoice received with some detail on work undertaken. Chairman Kirkup proposed original contract is  retracted, with a review to look at new contract. | JE |
| **10. Pin Mill:** Update on Pin Mill matters:  **10a:** Dinghy Park**:** current issues. To report cash received via post. – Cllr Melville is investigating the accounts, with a view to pushing forward on electronic payments. Chairman Kirkup reported received £30 in cash which has been banked.  **10b**: Flood control issues. Repairs to flood gate on Pin Mill Common. Chairman Kirkup reported flood gates are in need of repair, enquiries have found repair undertaken by Kings Boatyard. Resident’s email was read to members, together with the Chairman’s reply, Chairman Kirkup’s response was, Council are all volunteers and endeavour to undertake work where possible:   * Floodgate - reported work insufficient for purpose, as a consequence sealant will be applied. * Council confirmed flood flaps are in order but has requested Kings Boatyard to make further inspection, and report if there are concerns. * Surrounding footpaths 50 and 39 are of concern - members did not consider that resurfacing was urgent. * Overgrowth of trees and shrubs on Pin Mill Lane – it was suggested that resident report to Suffolk Highways.   **10c**: Grindle bank repairs. The sleepers on the side of Kings Boatyard, are in disrepair, they have acknowledged this, with a view to looking at options to replace with different materials, and are looking to Council for advice. Members request the Grindle remains decent width, to keep flow as should be. Chair Kirkup asked for consideration be given to the cost to Kings Boatyard. Cllr Beacon raised whether Council could consider supporting some grant funding, National Landscapes have provided information regarding Community Conservation Fund, or Sustainable Development Fund grants, which could apply to criteria for this purpose. Chairman Kirkup considered this to be pursued, and will look into this further. Cllr Price has suggested using like for like materials in the work. Chairman Kirkup will report back following meeting discussions with Kings Boatyard. | RK |
| **11. Pin Mill Regeneration Plan:**  **11a:** Residents and Users Survey. To discuss next steps – Chairman Kirkup discussed with  members, suggested Flyer relating to questionnaire is distributed to community and social media.  Chairman Kirkup proposed, Cllr Beacon seconded, all members in favour.  Chairman Kirkup reported that she has received information about potential grants from National  Landscapes. |  |
| **12. Speed Limit on B1456.** Potential reduction of speed limit for Chelmondiston-Woolverstone section.  Chairman Kirkup referred to C Cllr Harley’s reporting regarding this matter. C Cllr Harvey provided  update on proposed project, it is at stage of a report to Suffolk Highways, where it will become  consultation process. Chairman Kirkup proposed, Cllr Price seconded all in favour, to support C Cllr  Harvey’s report to Suffolk Highways to pursue this reduction in speed limit. Chairman Kirkup  proposed, Cllr Ward seconded, to draft a response to Suffolk Highways also, 4 in favour, 2 abstain,  1 objection. | RK |
| **13. Recycling Centre**  **13a:** Financial position. - Chairman Kirkup discussed the latest statement, which requires an amendment.  **13b**: Hedge and tree trimming. – No update  **13c:** Risk Assessment Report. – Chairman Kirkup discussed items on report with members, reporting that the assessment had been updated.  County Cllr Harley left meeting 20.33pm |  |
| **14. Planning:** Report from meeting held on 06 February at 7.00pm - As minuted at Planning Meeting  6.02.24 |  |
| **15. Correspondence Report to note or to consider a response:**  **15a**: Recycling e-cigarettes. Poster displayed on noticeboards. – request to post on noticeboards regarding appropriate disposal, which is agreed.  **15b**: Realise Futures. Quotation dated 03.03.23 received. – no requirement to pursue further  **15c**: Great British Spring Clean 15-31 March. – Members agreed to Saturday, 23rd March 2023 for a planned litter pick. Chair will organise posters to be distributed.  **15d:** Annual price increase for Dog Bin emptying. – 25% increase in costs for year 2024-5. 11 x litter bins at cost of £809.27, 8 x dog bins at cost of £1,311, for year.  **15e.** New domain name, and mail box hosting at One Suffolk quotation discussed (as per leglislation). Kirkup proposed, Ward seconded, all in favour, to proceed with this, Clerk to process.  **15f.** Employment and Careers Fair – Poster were provided which were placed on noticeboard and facebook.  **15g.** Anglian Water – Notification of works to be undertaken to be postponed, will notify of new dates. | JE  RK |
| **16. Review of Policies.** To be investigated further for next meeting. | JE |
| **17. Clerking Issues**  **17a:** Appointment of a locum clerk. – Chair Kirkup proposed, Cllr Ward seconded, all in favour, to approve appointment as per contract. Locum Clerk and Chairman Kirkup signed in presence of members.  **17b:** Applications for the permanent post. To agree interview panel - Chairman Kirkup reported applications received, interview panel (same members as previous panel) to organise dates, following 1st March 2024 closing date. |  |
| **18. Finance: to receive an update on finance matters:**  **18a**: Statement of Resources from Foreshore Accountancy. – Chairman Kirkup reported Business Savings Accounts £47,470.68, Treasurers account £17,939.95  **18b**: Online banking: View only access councillors. – Chairman Kirkup reported online banking is now operational, with all appropriate signatories in place. View only Councillors process still in process.  **18c**: To agree recipients of £50 charity donations. - Chairman Kirkup asked for approval of donation list, Chairman Kirkup proposed, Cllr Ward seconded, all in favour to:   * Home Start South Suffolk District, * East Angia’s Childrens Hospices (EACH), * St Elizabeth’s Hospice, * East Anglian Air Ambulance, * Suffolk Family Carers, * Revitalise (Revitalise Respite Holidays) * Holbrook Academy (Endeavour Award, * Head Start, * Citizens Advice - total £450.   **18d**: To approve payment of room hire fee to Village Hall for Parishes Alliance meeting 19.03.24. - Chairman Kirkup asked for approval, Chairman Kirkup proposed, Cllr Ward seconded, all in favour to make payment. |  |
| **19. 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.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Payee** | Date | Invoice Number | Detail | Amount | | 1. Cllr Ian Melville | 18.12.23 | 244951CHELO1 | Timber for Village Sign + Delivery | £287.40 | | 2. Cllr Rosie Kirkup | 01.02.24 | n/a | Printer Ink Cartridges + Postage stamps x2 | £36.48 | | 3. PJB Garden Maintenance | 17.01.24 | 2024-172CMPC | Jubilee Garden Contract 2023 | £450.00 | | 4. P&J Labels | 19.01.24 | 25050 | Dinghy Labels 2024 + 2025 | £232.80 | | 5. Harry King and Sons Ltd. | 26.01.24 | 7425 | Replacement of Boards beside Flood gate | £480.00 | | 6. Foreshore Accountancy | 16.02.24 | 9739 | Accountancy Services | £292.50 | | 7. HMRC | 05.01.24 | Quarter 3 | Employer’s Contribution | £135.46 |   Proposed to approve, except for Item 3 - Chaiman Kirkup 1,4 5,,6,7, Cllr Cordle seconded, all in favour. Cllr Ward proposed Item 2, Cllr Beacon seconded, all in favour. Cllr Kirkup did not vote on item 2. |  |
| Next meeting, Tuesday, 5th March, 7.30pm.  Meeting closed 21.07pm |  |

Signed: R Kirkup, 5th March 2024