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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 5th March 2024 AT 7.30PM.

Present: **Parish Councillors:**

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

**Also present**:

In Attendance: J Every (Locum Parish Clerk) and 0 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 Cordle, County Cllr Harley, 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.  Cllr Barwick regarding Dinghy Park. |  |
| 4. To approve the minutes of the Parish Council Meeting held on 6th February 2024:  Chairman Kirkup asked for voting on approval of minutes, no objections received, Chairman Kirkup signed  in presence of Council. |  |
| **5. Public Participation Session**: No members of the public were present. |  |
| **6. Reports:** to receive reports from the County Councillor and the District Councillor:  **6a**. County Councillor Report - C Cllr Harley’s report has been distributed and published. Chairman  Kirkup covered elements in his absence.  **6b**. District Councillor Report - D Cllr Potter’s report has been distributed and published. Chairman Kirkup  covered elements in his absence.  Chairman Kirkup Asked if members had any questions, none. |  |
| **7. 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. – Cllr Lyrick reported on a planned event to be held at the Village Hall, wishes to co ordinate  parking, suggest communicate with the managers of the Red Lion.  **7b**: Playing Field. – Report on Police visit – following drugs issue. Cllr Stevens had nothing further to report  since issue, no further evidence of drug use.  **7c**: Footpaths. – Cllr Barwick reported footpaths are clear, no other issues.  **7d**: School. – Grant - Chairman Kirkup raised a suggestion of an additional donation to the school (Item  18c). Social Club was also discussed there were rumours of lack funds, with consideration as  to whether a donation should also be provided. Chairman Kirkup has communicated with the club, who  reported they will use current funds for social events. The group is coming to a natural end.  Chairman Kirkup discussed the need for the school to improve facilities,  in particular the outside learning area for the younger pupils, which needs updating. To include shelter  from sun and wind, numeracy and learning skills, improved privacy.  The school has pursued other funding to date. Cllr Lyrick suggested £2,000 grant would be a contribution  towards the proposed improvements. Cllr Melville commented he is not in agreement to this grant  funding for the school, and wishes this to be included in the annual parish meeting to be discussed further  with residents. Cllr Ward asked for confirmation on the grant fund budget. Cllr Price suggested there should  be further discussion before voting. Chairman asked for voting regarding agreement to provide a  grant/donation, 2 for, 3 against, 3 abstained.  Cllr Gravell declared an interest in this discussion, withheld a vote. Cllr Melville declared an interest withheld  vote.  Chairman Kirkup asked for agreement to add to Agenda Annual Parish Meeting, members agreed.  **7e**: Website: - Cllr Price reported any issues solved, nothing further report. |  |
| **8. Chelmondiston village amenities:**  **8a:** Car Park. - Chairman Kirkup reported No1 Bank House was put up for sale – and has notified  agents regarding the removal of the access way from the property to the car park as discussed at  previous meeting. No further communication regarding previous letter sent to owners, was received.  Chairman will obtain quotes for contractor for the work to close the gateway.  **8b:** Speed Indication Devices for Main Road. – Chairman Kirkup reported there has been communication  with resident and C Cllr Harley regarding many issues on speeding and safety as consequence of  the building work at Shotley and Ganges. C Cllr Harley reminded that speed indicator cameras funding  is ongoing. Cllr Barwick reported that a speed limit sign needs replacing, it was discussed with Suffolk  Highways whether this can be funded.  **8c**: Village Sign. - To agree a new position. - Chairman Kirkup asked if members could decide the  position,proposing that the tree that was planted for Platinum Jubilee be moved due to concerns of  damaging overhead power line, with a view to replace with the village sign. Cllr Melville seconded. 6 in  favour, 2 abstained. Chairman discussed suggestions for location of replanting of tree. Cllr Ward  proposed, subject to agreement with landowner, for tree to be replanted on grass area between School  and Playgroup entrances, Cllr Stevens seconded, all in favour.  **8d:** Jubilee Gardens – Chairman Kirkup wanted recorded at meeting thanks to Cllr Lyrick for undertaking  substantial gardening work, and to further planting work planned shortly. Chairman Kirkup discussed the  contracted agreement with PJB Gardening Services, reporting that she has informed the contractor the  previous terms have been changed and any further gardening work will be an ad hoc arrangement.  Chairman Kirkup has looked into comparison quotes, and reported that Holbrook has a community  help group, and suggested this might be a useful idea for the village, with a view to getting in  touch with local community for volunteers. Cllr Lyrick has volunteered to circulate a poster, in order to  determine response. | RK |
| **9. Pin Mill:** Update on Pin Mill matters:  **9a:** Dinghy Park**:** current issues. – Chairman Kirkup discussed updated Rules for owners to be sent out.  **9b**: Flood control issues. – Chairman Kirkup communicated with Kings Boatyard regarding issues, Flood  gate and flood flaps are now resolved.  **9c**: Grindle bank repairs. – Kings yard side ongoing. Chairman to write to residents reminding them of  their responsibilities**.** | RK/JE |
| **10. Pin Mill Regeneration Plan:**  **10a:** Residents and Users Survey. To discuss next steps. **–** Chairman Kirkup reported that survey has  been printed ready to circulate around the village by members. |  |
| **11. Property Deeds Storage: -** Chairman reported that Chelmondiston PC are custodians and trustees for  the village hall, consequently responsible for documents relating to the property. It was suggested a safe  is purchased, where the documents could be held. Chairman proposing to purchase a safe, Cllr Price  seconded, 7 in favour, 1 against. | RK/JE |
| **12. Recycling Centre:**  **12a:** Financial position. – Chairman reported Foreshore Accountancy have assigned a new administrator  for the Council. Suffolk County Council Grant £1,500 to support the recycling centre has  been agreed.  **12b**: Any other issues. None. | RK |
| **13. Planning:**  **13a: DC/24/00973** Discharge of Conditions Application DC/23/00742 Longwood Cottage IP9 1HP. – Cllr  Ward proposed to approve, all in favour.  **13b: DC/24/00421** Erection of two storey extension (amended scheme to withdrawn application  DC/23/05390) - Cllr Ward asked if there were any objections, Cllr Price proposed, Cllr Beacon  seconded, all in favour.  **13c: DC/23/04109** Application for Planning permission without compliance of conditions, former Ganges  site. – Cllr Ward discussed application, which has large number of documents, which was previously  objected to with concerns regarding the traffic. Chairman requested for Council submit their concerns  regarding the changes, with a view to just pursuing the original plan. Chairman proposed to reiterate  previous response .that was made. Cllr Barwick seconded, 6 in favour, 2 abstain.  **13d: DC/24/00308** Decision regarding tree felling application Summerhaye IP9 1JU – Approved, and  noted by members. Cllr Melville reported resident has been informed he was to plant a replacement,  which he would wish to provide at an agreed location. Cllr Gravell proposed if a location cannot be  determined for a new tree, to suggest a donation towards the work at the Pin Mill Regeneration Plan. Cllr  Ward seconded, all in favour.  Cllr Ward asked if final Minutes for Planning Meeting of 6th February to be approved, all in favour to be  signed. |  |
| **14. Correspondence Report to note or to consider a response:**  **14a**: Defibrillator spare pads. – Chairman Kirkup reported the need for replacement (becomes due after  2 years), these have been authorised, and purchased.  **14b**: New login for SALC – Chairman reported new password has been set up, and that all members can  nowhave access to the portal ifneeded.  **14c**: Chelmondiston Litter Pick Saturday 23rd March, 9.30am-12pm arrangements. - Chairman Kirkup  requested 2 members to volunteer as coordinators in her absence. Cllr Price, Cllr Beacon volunteered.  **14d:** Email address update – Chairman Kirkup reported email addresses for Chelmondiston PC remain  the same at present.  **14e:** Nomination for Garden Party – Chairman Kirkup reported that she had approached previous  Chairman to be nominated, this was not pursued as he declined.  **14f:** Babergh East and Police and Parish Forum Quarterly Report – been circulated.  **14g:** National Landscapes Events notification – been circulated.  **14h:** Suffolk County Council Grant for Footpaths and Rights of way – Chairman reported this is a grant  provided to Chelmondiston Parish Council for 2 x cuts, to contribute towards the annual costs, which has  been accepted.  14i: Local joint parish meeting on 19th March for any Councillor to attend.  14j: Data Protection online training available if members wish to participate. | JE  RK |
| **15. Archive Removal:** Chairman Kirkup requested it be minuted for thanks to Morley and Monica Stevens  for their work undertaken in dealing with this task. Chairman discussed what members wish to be  retained, agreed to keep any relevant important documentation. Financial records will be dealt with  according to compliance regulations. | RK/JE |
| **16. Review of Policies. -** Ongoing | JE |
| **17. Clerking Issues**  **17**a. Appointment of a permanent Clerk – Interview dates – Chairman discussed applications, with  planned interview of 2-3 applicants. |  |
| **18. Finance: to receive an update on finance matters:**  **18a**: Statement of Resources from Foreshore Accountancy. - Business Savings Account £47,074.29,  Treasurers Account £16,056.79.  **18b**: To agree Grant for School - discussed Item 7d.  **18c**: To agree Grant for Social Club – discussed Item 7, not required.  **18d**: Report regarding PJB Gardening Annual Contract and invoice – discussed Item 8d, agreed in  future footpath rate @ £200 a day if the Council requires PJB to do gardening work.  **18e**: Statement of Bottle Bank income **-** £290 and £255 for period August-January. Chairman discussed  agreeing the organisation or charity to whom should receive this credit. |  |
| **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.  **Paid following last meeting**:  PJB Gardening annual Contract Jubilee Garden (2024-172CMPC) Invoice £450.00  Risk Assessment Products Order (CUA10075) (Defib pad spares x2) £184.52   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Payee** | Date | Invoice Number | Detail | Amount | | J Every | 29.02.24 | Payroll | Payment for February Hour total (34) | £443.40 | | RF Cordle & Sons | 14.02.24 | INV-0370 | Cutting and clearing trees at Recycling Centre | 720.00 | | Foreshore Accountancy | 02.03.24 | Inv-9836 | Accountancy Services February 2024 | 270.00 | | Chelmondiston Village Hall | 29.02.24 | 1694 | Room Hire January February | £44.00 | | Collins Skiphire | 29.02.24 | 246228 | Skip hire | £740.76 | |  |  |  |  |  | |  |  |  |  |  |   Proposed to approve, Chairman Kirkup proposed, Cllr Ward second to approve. |  |
| Next meeting, Tuesday, 2nd April 2024, 7.30pm.  Meeting closed 21.25pm |  |

Signed: R Kirkup

Date: 2nd April 2024