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| Chelmondiston Parish Council  Chairman : Cllr Rosie Kirkup  [chairman@chelmondistonpc.info](mailto:chairman@chelmondistonpc.info)  Parish Clerk: Lucy Brazill |

MINUTES of the Meeting of CHELMONDISTON PARISH COUNCIL held in the Village Hall on Tuesday 7th MAY 2024 AT 7.30PM.

Present: **Parish Councillors: Ward, Price, Melville, Lyrick, Stevens, Keeble, Cordle, Barwick, Beacon, Kirkup**

Also present:

In Attendance: L Brazill (Parish Clerk)

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|  | Action By |
| 1. **Election of Chairman for 2024-2025 and signing Declaration of Acceptance and Office.**   Nominations opened for chairman. Cllr Ward nominated Cllr Kirkup and Cllr Price seconded. All in favour. Declaration of acceptance signed by Cllr Kirkup. |  |
| 1. **Election of Vice-Chairman for 2024-2025**   Nominations opened for vice-chairman. Cllr Kirkup nominated Cllr Beacon and Cllr Ward seconded. All in favour. |  |
| 1. **Confirmation of Clerk’s continued employment**   **All in favour.** |  |
| 1. **Confirmation of Councillor roles on Planning Committee and other groups**   Chairmanship planning committee Cllr Ward stepping down. Opened for nomination. Cllr. Ward proposed Cllr. Beacon and Cllr. Keeble seconded. All in favour.  Cllr Ward stepping down from finance advisory group. Replacement to be voted on at future meeting.  All other positions confirmed as before. |  |
| 1. **Apologies for Absence:** Councillor Gravell |  |
| **6. Declaration of interest**  **6a.** Cllr Barwick regarding dinghy park  **6b.** none. |  |
| **7.a. To approve and sign the minutes of the Annual Meeting of the Parish Council 16th May 2023**  Everyone approved these minutes and signed by the Chair, Cllr. Kirkup.  **b. To approve the minutes of the Parish Council Meeting held on the 2nd April 2024**  Minutes of last month’s meeting. Everyone approved and signed by the Chair, Cllr. Kirkup. |  |
| **8. Public Participation Session:** None in attendance. |  |
| **9. Reports**  **9a: County Councillor Report:** All Cllr. Received. Resurfacing money, mentioned by Cllr. Price that the road surface in Collimer Close is very uneven. Cllr Price to reach out regarding this and look in to.  **9b**: **District County Councillor Report:** All Cllr received April and May reports. | CP |
| **10. Reports from Committees:**  **10a**: **Village Hall:** Cllr Lyrick reported that the railings have been fixed. 7th May, four workmen came out to look at fixing the drains.  **10b**: **Playing Field.** Cllr Stevens reported that new goal posts are up and being used. Also, cameras are being put up near the tennis courts.  **10c**: **Footpaths**. (Report on FP7a clearance) Cllr Barwick, reported that footpath monitoring reports are almost ready. Reported that a resident had made Cllr Barwick aware of a strip that they’d mowed for access on the verge near Stackyard development up to Little Barns. FP7a Cllr Beacon reported that he had cut brambles back, and footpath maintenance man has come out to strim it.  **10d**: **School.** Cllr Barwick asked if there was any news regarding the nursery building. Cllr Lyrick said that he’s awaiting an update regarding this.  **10e**: **Website:** Cllr Price reported that certificates had been updated and organised by IT provider. |  |
| **11. Chelmondiston Village Amenities**:  **11a: Car Park.** Letter to Estate Agent selling no 1 Bank House. Cllr Kirkup reported that in February a letter was written to estate agent Palmer & Partners, that any prospective buyer should be aware that the gate into car park would be removed. As no answer was received, on the 16th April 2024 Cllr Kirkup took the estate agent a hard copy of the letter, Palmer and Partner confirmed verbally that they had received the letter of the 24th February and this information had been passed on to the prospective buyers.  **11b:** **Speed Indication Devices for Main Road.** Possible collaboration with Shotley PC. Cllr Kirkup reported that she had been in contact with Shotley parish council and that they said they were interested but no further update as yet.  Cllr Lyrick reported that a resident had questioned if the temporary speed indication devices were correctly calibrated and as far as the council were aware they are.  **11c**: **Village Sign.** Cllr Melville reported that the sign is finished, and the woodwork is finished, and main post due to be sanded soon. By end of May it will be ready to go up. Cllr Kirkup reconfirmed that the site that had been chosen for the sign is still available. Cllr Melville raised a query regarding the potential BT cables under the proposed site. Cllr Melville to follow up with Open Reach.  **11d:** **Jubilee Gardens.** Cllr Lyrick reported that the horticultural society are going to draw up a rota to organise its maintenance. | IM |
| **12. Pin Mill**  **12a:** **Dinghy Park.** Cllr Melville reported that permits have gone out to 20 dinghies. Everyone who paid last year has been contacted and 20 have replied and paid for their permits. Cllr Melville stated that those who haven’t paid will have red stickers applied shortly.  **12b**: **Flood Control Issues.** Cllr Kirkup reported that there are no updates. S.Cordle to be contacted regarding clearing the Grindle, Cllr Melville to do this. | IM |
| **13. Pin Mill Regeneration Plan**  **13a. Residents and Users Survey.** Cllr Kirkup reported that the survey had closed and a further update will be given at next month’s meeting. |  |
| **14. Recycling Centre**  **14a**: **Financial Position.** Cllr Kirkup reported that Cllr Melville and she are going to sit down with Foreshore accountancy to discuss the Recycling Centre finances.  **14b**: **Nomination of Asset Community Value.** Cllr Kirkup reported that previously the Recycling Centre had been nominated as an ACV. Cllr Kirkup stated that she has renominated the Recycling Centre as an ACV.  **14c: Any other issues.** Volunteers have requested a separate skip for glass. Cllr Kirkup proposed the hire of a small skip. Cllr Cordle seconded. All in favour. |  |
| **15. Planning**  **15a**. Decision DC/21/00903. Cllr Ward confirmed that permission had been granted in 2021.  . |  |
| **16. Correspondence Report to note or to consider a response:**  **16a**: **Map of grass areas mown by BDC contractors.** Cllr Kirkup reported that a map has been given showing which areas are cut by Babergh. If anyone would like a copy please refer to the Chelmondiston Parish Council website.  **16b**: **CAS insurance services information**. Cllr Kirkup reported. This is to be put on file.  **16c: Concerns from resident about position of fence at new developments Spalding’s Way.** Cllr Kirkup reported that a resident had concerns about the location of fence. Babergh contacted and have been out to look at this.  **16d:** **Update on request to change speed limit to 40mph between Chelmondiston and Woolverstone.** Cllr Kirkup reported that this is ongoing.  **16e:** **Report on ANPR data.** County Councillor S Harvey, had sent report on this and Cllr Kirkup reported that 3446 cars had been reported going over 30mph.  **16f:** **National Landscapes request for volunteer to attend meetings as parish representative. Looking for projects in the AONB area.** Cllr Price suggested about the abandoned and rotting boats at Pin Mill. It will be proposed to them.  **16g:** **D-Day 80th Anniversary celebrations.** Royal British Legion Offering commemorative decorations. Cllr Lyrick said he thought it would be nice to do something to commemorate. Cllr Kirkup proposed that a flag is bought, and put on village hall, with their permission. Cllr Barwick seconded. All in favour.  **16h:** **Request by DCllr Helen Davies to visit (June meeting).** Cllr Kirkup reported that DCllr Helen Davies, has written to say that she is one of five Lib Dem Cllrs in Babergh, and one of them Tom Bartleet would like to attend meeting, to say hello. Agreed that he was welcome to attend the next meeting, to listen in and hear of any concerns that the parish may have.  **16i:** **Letter regarding development beside no. 30 Collimer Close.** Cllr Kirkup reported that a letter had been received and the resident was informed that this had already been discussed and responded to by the Parish Council.  **16j: National Landscapes: Nominations requested for Environmental Heroes**  **16k: Babergh Mid Suffolk District Council Briefing Notes received.**  **16l: Details received of Bus users group meeting: 8th May at 14:00** |  |
| **17. Archive Storage:** Cllr Kirkup reported that the archive storage has been partially sorted and moved from the resident’s conservatory where it had been stored. All archive documents are now in the storage container.Cllr Kirkup asked for volunteer to sort and organise the files relating to Pin Mill, Cllr Melville offered to take this on.  Cllr Kirkup asked councillors to agree the purchase of an appropriate wall mounted safe under £200. Cllr Cordle proposed purchase and Cllr Keeble seconded. Proposal passed with, 8 for and 1 against. | IM |
| **18. Statutory Review of Policies/Confirmation of approval**  18a: **Standing Orders.** No concerns raised. Cllr Kirkup proposed adoption of the policy and Cllr Ward seconded. All in favour.  18b: **Financial Regulations**. No concerns raised. Cllr Ward proposed adoption of the policy and Cllr Barwick seconded. All in favour.  18c: **Financial Risk Assessment.** Cllr Ward proposed adoption of the policy. Cllr Price seconded. All in favour.  18d: **Internal Control Statement and Report.** Cllr Beacon proposed the adoption of the policy. Cllr Ward seconded. All in favour. Cllr Kirkup went through report with Cllrs. Next report due May 2025.  18e: **Code of Conduct.** Cllr Kirkup proposed the adoption of the policy and Cllr Price seconded. All in favour.  18f: **Review of Assets Register.** Register discussed. Cllr Kirkup asked those councillors whose areas fall within this to check relevant assets. Cllr Beacon, Cllr Ward and Cllr Lyrick will undertake this. Cllr Melville to add/check recycling centre assets. | AB,PW,  SL,IM |
| **19. Clerking Issues**  19a: **To approve NEST pension Direct Debit.** Cllr Ward proposed. Cllr Barwick seconded.  All in favour.  19b: **Equipment issues.** Cllr Kirkup gave report on this.  19c: **To agree purchase of new software.** Cllr Kirkup gave report on this and reasons for upgrade  Cllr Kirkup proposed. Cllr Cordle seconded. All in favour. |  |
| 1. **Finance to receive an update on finance matters:**   **20a**: **To confirm continued appointment of Foreshore Accountancy as RFO**. Cllr Kirkup proposed that Foreshore are kept on as Accountants for the current financial year. Cllr Kirkup proposed. Cllr Price seconded. All in favour.  **20b**: **Statement of Resources from Foreshore Accountancy.** Cllr Kirkup gave update.  **20c: CIL report from Foreshore Accountancy.** Cllr Kirkup gave update. Cllr Kirkup suggested that guidelines are discussed and drawn up on ways in which to spend CIL money. Cllr Ward asked if this could be raised at Annual village meeting, for people to give suggestions on ways that money could potentially be spent on the infrastructure within Chelmondiston/Pin Mill.  **20d**: **Appointment of Heelis and Lodge instead of SALC as internal auditor**. Cllr Kirkup gave report on this. Cllr Ward proposed. Cllr Keeble seconds. All In favour.  Cllr Ward proposes that Cllr Melville has view only bank account access. Cllr Barwick seconds. All in favour (Cllr Melville Abstained). |  |
| 1. **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.  Cllrs Stevens and Kirkup declared an interest as they were payees.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Payee** | Date | Invoice Number | Detail | Amount | | 1 | J Every | 30.04.24 | Payroll | Final Locum hours | £645.65 | | 2 | L Brazill | 30.04.24 | Payroll | Clerk Salary April | £847.51 | | 3 | SLCC Enterprises | 23.04.24 | QL205154-1 | Clerk Training (ILCA) | £144.00 | | 4 | SA Meacock | 01.04.24 | 28 | Gardening and mowing | £206.80 | | 5 | Collins Skip Hire | 30.04.24 | 251405 | Green Waste Skip removal | £384.96 | | 6 | SALC | 01.04.24 | 28539 | Annual Membership fee | £435.41 | | 7 | Community Action Suffolk (CAS) | 16.04.24 | INV-0467 | IT services (SSL certificate) | £39.00 | | 8 | PJB Garden Maintenance | 05.04.24  06.04.24 | 176CMPC  177CMPC | Footpaths 25,24,47 Strimming (£200)  Footpaths 8,49 strimming (£200) | £400.00 | | 9 | Cllr M Stevens | 07.03.24 | n/a | Keys for inner door archive store (Pl Fld) | £9.00 | | 10 | Cllrs R Kirkup | 05.04.24  13.04.24 | Email  On-line | Insurance Good Neighbours (£147.30)  50 suspension files for archives (£20.99) | £168.29 | | 11 | Foreshore Accountancy |  |  |  | £307.50 |   Cllr Ward proposed items 1-8, 11-12. Cllr Cordle seconded. All in favour.  Cllr Lyrick prosed items 9-10. Cllr Ward seconds. All In favour (Abstentions Stevens and Kirkup) |  |
| 1. List of meeting Dates for next year: To be circulated and copies placed on noticeboards. |  |
| 1. **Date of Next Meeting Tuesday 4th June 2024 at 7.30pm**   **Meeting Closed 9.28pm** |  |