# Chelmondiston Parish Council

**Chairman: Rosie Kirkup**

**clerk@chelmondiston-pc.gov.uk**

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

**A Meeting of**

**CHELMONDISTON PARISH COUNCIL**was held in THE VILLAGE HALL on

**Tuesday 3rd December 2024 at 7.30PM.**

All Members are summoned to attend. Parishioners and members of the public are very welcome.

# MINUTES

Attendees : Cllr Barwick *Cllr A Beacon, Cllr D Cordle, Cllr R Gravell, Cllr C Keeble, Chairman R Kirkup, Cllr S Lyrick, Cllr I Melville, Cllr C Price.*

Additionally *: County Cllr S Harley (left meeting at 8.15pm), Locum Clerk J Every, 1 member of public*

1. **Welcome –** *by the Chairman Kirkup*
2. **Apologies for absence:** to receive and approve apologies for absences.

*Cllr Stevens, District Cllr Potter.*

1. **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.

3a. *Chairman Kirkup, Cllr Beacon.*

1. **To approve the minutes of the Parish Council Meeting held on the 5th November 2024.**

*All approved, except Cllr Price.* ***(****absent)**Chairman Kirkup signed at meeting.*

1. **Public Participation Session:** For the public to talk to the Councillors about items on the agenda. –  *Item 7.c*

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

**6a**. County Councillor Report - *C Cllr Harley’s report has been distributed to members.*

**6b**. District Councillor Report - *D Cllr Potter absent. Chairman Kirkup covered elements on his report, which has been distributed to members.*

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 - *Cllr Lyrick, reported AGM was in November, number of cost issues have been discussed, with consideration to increase hire cost to £22. Some potential maintenance will be discussed including hedging and planting outside building.*

**7b**: Playing Field - *Cllr Price, nothing to report.*

**7c**: Footpaths - Bridleway 27 resurfacing. SPCC request for financial support. – *The Chairman of The Shotley Peninsula Cycling Campaign provided a report to members and presented details (which will be posted on website). The aim is to install a dedicated cycle path from Shotley along the route of B1456 to Ipswich. She asked members to consider contribution towards the works for a section in Chelmondiston, of up to £4,000. Members asked questions and discussed details regarding proposed project at length. Cllr Melville proposed, Cllr Beacon seconded, additional 4 in favour, 3 against, 1 abstain, that decision would be deferred until further information received/investigation undertaken.*

**7d**: School. *– Cllr Lyrick, reported coffee mornings were successful, looking to go forward with link to Chelmondiston PC, various other matters, including Christmas play.*

**7e**: Website - *Cllr Price,* *nothing to report*

**7f**. Other - Repositioning of tulip tree on the Playing field. Quotation for the work. *Chairman Kirkup discussed with Playing field Committee Chairman, work is to be undertaken in spring, Cllr Price proposed, Cllr Barwick seconded, all in favour to agree at price of £50.*

1. **Chelmondiston village amenities:**

**8a:** Car Park - *no issues*

**8b:** Speed Indication Devices for Main Road – *Chairman Kirkup thanked Cllr Price for his work at installing the first camera. Cllr Price reported on the findings of the monitoring of speeding. Second camera will be installed in due course.*

**8c:** Jubilee Gardens – *Cllr Lyrick suggested some consideration be given to future replacement sleepers forming raised borders, possibly jet washing of paving. Chairman Kirkup proposed to use same gardener for 2025, Cllr Price seconded, 6 for, 1 against.*

**8d:** Mini orchard clearing/planting – *Chairman Kirkup reported that strimming had been done successfully.*

**8e:** Bus shelter handrail replacement. – *Chairman Kirkup reported this has been undertaken, which requires some protective treatment to the wood, one member will provide the wood stain.*

1. **Pin Mill:** Update on Pin Mill matters:

**9a:** Dinghy Park **-** *Cllr Melville reported that he can arrange to move some of the dinghies for which no fee has been paid.*

**9b:** Flood Defences – *Chairman Kirkup reported that a County Flood Management Engineer will be inspecting area with a view to provide some advice on any processes to assist in the future for flooding. Chairman Kirkup will continue to look into costs for repairing the flood flap. Chairman Kirkup received a further complaint from resident that will be looked into.*  
**9c:** Other – *No further business.*

1. **Pin Mill Regeneration Plan:**

**10a:** Report from working party. – *Cllr Lyrick reported on meeting of 22nd November 2024. Chairman Kirkup suggested the report should be discussed with residents at a public meeting , possibly to provide a presentation on planned works, and display prepared. March will be earmarked for this. Cllr Lyrick proposed request to remove flower beds at the end of Pin Mill Lane, Cllr Gravell seconded, 8 in favour.*

1. **Recycling Centre**

**11a:** Financial position. -  *£30,422.42*  
**11b:** Any other issues. -  *No further issues.*

1. **Planning:**   
   **12a: DC/24/03414** Halcyon, Pin Mill Road IP9 1JN. Erection of extension: Granted – *Noted*

**12b**: **DC/18/00236 + DC/24/05069** Discharge of conditions Fire hydrants and SUDS: Granted - *Noted*

**12c: “ + DC/24/05035** Discharge of condition Lighting Design: Granted - *Noted*

**12d: DC/24/03956** 81 Woodlands IP9 1DU. Change of front windows: Granted - *Noted*

**12e: Babergh District Council Adoption Statement,** Housing supplementary planning document and

Intensive Livestock and Poultry Farming supplementary document. **–** *Reported has been distributed to members.*

1. **Correspondence Report to note or to consider a response:  
   13a:** Recycling myth. Email from C.Cllr Simon Harley – *Chairman Kirkup reported that CCllr. Harley confirmed that Blue bin waste is* ***not*** *incinerated.* **13b:** Defibrillator check – *All in order* **13c:** Request for grant from Good Neighbours Scheme treasurer. **-** *Request for £160 Chairman Kirkup proposed to pay this, Cllr Keeble seconded, all in favour.*

**13d:** S*afe Neighbourhood team meeting minutes from 18th September 2024 distributed to members.*

**13e:**Flyer about Christmas Holiday for children with identified need posted on Facebook page.

**13f:** Chairman Kirkup reported email from PC Kate Jarrett about possibility of holding police surgery in conjunction with Parish Council Meeting. To be investigated.

1. **Finance To Receive update on Finance Matters  
   14a:** Bank reconciliation – *balances to 3rd December 2024 Treasurer’s Account : £62,446.90, Business Account: £27,859.80, Fixed Term Deposit:  £20,000.00.*

**14b:** Introduction of banking charges – *Lloyds bank have notified bank charges will be introduced to all traffic on the account. Chairman Kirkup suggested alternative banking providers could be investigated in future.*

**14c:** To approve grants to Playing Field and Village Hall. *- Playing field Committee have requested £2,152, Chairman Kirkup proposed to agree grant, Cllr Keeble seconded, all in favour. Village Hall Committee have requested £2,000 , Chairman proposed to agree grant, Cllr Barwick seconded, all in favour.* **14d:** Budget 2025-2026 – to agree Precept request. – *Members discussed Budget forecast, Chairman Kirkup proposed, Cllr Melville seconded, 6 for, 1 against, to set annual Precept at £33,702, Precept Upon Charging form to be signed by Chairman Kirkup and Locum RFO and filed with Babergh District Council before 31st January 2025.*

1. **Clerk/RFO Vacancy**

**15a:** Approve extension to RFO temporary contract - *Chairman Kirkup proposed the extension, Cllr Barwick seconded, all in favour.*

**15b:** Approve recommended hourly rate increase for RFO - *National Salary Pay Award has determined increase of .69p per hour backdated to April 2024 , Chairman Kirkup proposed to approve, Cllr Price seconded, all in favour.*

**15c:** Update on appointment of new Clerk – *Chairman Kirkup discussed selected applicant***,**  *proposed offering the post to new applicant, Cllr Cordle seconded, all in favour.*

1. **Policy Review**

**16a:** Safeguarding Policy – adoption –  *Chairman Kirkup proposed to adopt policy, Cllr Melville seconded, all in favour. Training to be investigated and scheduled.*

1. **The Parish Alliances -** *Next date will be 23rd January 2025, in Woolverstone, to be confirmed.*
2. **Dates for Next year -** *Dates agreed and will be posted on Noticeboard and on website.*
3. **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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **PAYEE** | **Inv. DATE** | **Inv. No.** | **DETAILS** | **Amount\*** |

1 Lucy Brazill 30.11.24 Payroll Final salary incl. hols and pension £368.03

“ 24.11.24 Email to RK Ink subscription expenses 30.00

2 SA Meacock 01.11.24 35 Gardening services November £176.00

3 Rosewood trees 16.11.24 INV 1316 Removal dead oak, grind out stump £480.00

4 DC Gardens 13.11.24 Inv 05 Strimming mini orchard £ 60.00

6 Rosie Kirkup 01.12.24 n/a Thank you cards, printer ink, paper £ 56.88

*7.* J Every 02.12.24 Payroll Hours worked Oct-Nov (31hr) £524.83

*Cllr Price proposed 1-4 + 7 , Cllr Gravell seconded, all in favour.*

**OTHER PAYMENTS**

NEST pension 08.11.24 D. Debit Employer’s contrib. Clerk pension £ 59.34

Data Protection 06.12.24 D. Debit Registration fee £35.00

**CREDIT RECEIVED**

Sign Trade Supplies 04.11.24 Credit Reimbursement wrong size fittings £ 68.27

\*Including VAT where levied

Next meeting 7th January 2025, meeting closed 21.33pm

Minutes taken by J. Every Locum RFO