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| **Chelmondiston Parish Council****Chairman: Cllr Rosie Kirkup****Parish Clerk: Lucy Brazill****clerk@chelmondistonpc.info** |

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

**Present: Cllr Ward, Cllr Cordle, Cllr Stevens, Cllr Barwick, Cllr Beacon, Cllr Keeble, Cllr Stevens, Cllr Gravell, Cllr Kirkup**

**Also present: 1 resident**

**In Attendance: L Brazill (Parish Clerk)**

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|  | **Action By** |
| 1. **Welcome by the Chairman**
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| 1. **Apologies for absence.**

Cllr Lyrick and Cllr Price send their apologies for not being in attendance. The Council accepted their apologies. |  |
| 1. **Declaration of interest**

 **3a**. Cllr Barwick Dinghy park. Cllr Kirkup expenses.  **3b.** No dispensations were requested |  |
| 1. **To approve the minutes of the Parish Council Meeting held on the 4th June 2024. And to approve the minutes of Extraordinary General meeting from the 12th June.**

4th June meeting minutes, it was agreed that these were a true record and minutes were signed. 12th June EGM minutes it was agreed that these were a true record and minutes were signed. |  |
| 1. **Public Participation Session.** The resident in attendance wished to speak about speeding in the village and was permitted to do so at Item 8b
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| 1. **Reports**

**6a: County Councillor Report –** As CCllr Harley not in attendance. Cllr Kirkup summarised these reports for the council. No questions raised.**6b: District County Councillor Report –** As DCllr Potter not in attendance, Cllr Kirkup summarised his August report for the council. Cllr Melville remarked that DCllr Potter hasn’t been in attendance at meetings and wondered how DCllr Potter was going to support Chelmondiston as a parish, as it was felt this was lacking. Other councillors were in agreement with this. Cllr Ward said that it would be nice to see him taking a greater interest in the community. Cllr Kirkup agreed to contact DCllr Potter regarding this.  | RK |
| 1. **Reports from Committees:**

**7a: Village Hall -** There have been suggestions from residents that it would be nice for a flagpole to be erected at the village hall – this will be added to the September agenda when Cllr Lyrick is in attendance. Village Hall committee have also raised that the holly trees at the front need pruning, this is likely to occur in the autumn once nesting birds have vacated the trees. The garden at the front also needs some attention.Cllr Kirkup suggested that this could potentially be a job for the gardener currently attending to the Jubilee Garden. **7b: Playing Field -** Cllr Kirkup reported that the playing field committee have put in a grant request (please refer to section18) Cllr Stevens reported that there will be a football camp held at the playing field at the end of August. This is open to children on the Peninsula. Discussions with Playing Field Committee need to take place prior to setting next year’s budget to determine the extent of their earning power as a facility hired out. **7c: Footpaths -** Cllr Barwick reported that most footpaths are accessible now. Footpath 16, has a good surface but the hedges either side need to be trimmed back. These are owned by residents and the council will contact them regarding this. St Andrew’s Drive hedge: Cllr Kirkup raised that this has grown out a lot and the pavement next to it is virtually impassable. Cllr Barwick reported that this has been cut back slightly, but not to the full width of the pavement. Cllr Kirkup reported that the gate onto Pin Mill road from Footpath 7a needs putting back up, quote received from contractor to do this. Cllr Kirkup proposed that contractor be asked to proceed. Cllr Barwick seconded. 7 in favour. 1 Abstained. **7d: School –** Cllr Kirkup gave update on potential donation being given to school from the money made in the current financial year from the bottle bank opposite the Red Lion, which was approved by a majority at the Annual Village Meeting; this donation would be for 1 year. Cllr Kirkup asked if the council were happy with this. Cllr Kirkup proposed. Cllr Cordle seconded. 7 in favour. 1 Abstained.Cllr Barwick asked about what was happening with the pre-school building as it seems very derelict and overgrown, Cllr Kirkup said that Cllr Lyrick will be asked for an update on this at the next meeting, as he was the contact regarding this. **7e: Website –** Cllr Price sent report, no current issues on the website. Mentioned that he believes a grant is available to change domain and e-mails to “.gov.uk “. Cllr Kirkup asked whether the council thought this was a good idea – Cllr Gravell said that she thought it would be worth looking in to further. Cllr Price will be asked to provide further information on this.Previous Clerk’s phone number needs to be removed from the website. | LBRK |
| **8. Chelmondiston Village Amenities:****8a: Car Park –** Cllr Kirkup reported that the gateway in the car park has been replaced with fence.Cllr Kirkup reported that residents aren’t happy that people are using the car park for permanent car parking, it was explained that the car park is for short term parking not long term. Council aware that the hedge does need cutting back and this will be done in the autumn. Cllr Kirkup will ask the contractor to do a severe trim.**8b: Speed Indication Devices for Main Road –** resident in attendance as they wanted to hear the council’s stance on this and what they were proposing. Cllr Kirkup referred to Cllr Price’s report on this, with options for two speed indication devices for the village. The cost for the favoured devices is £4566, for two. Cllr Kirkup proposed that these are purchased for the village, provided that there are appropriate poles in situ to put them on. Cllr Stephens seconded. All in favour. Resident gave update on community speed watch to say this was currently not happening as there were not enough volunteers, but very pleased that speed indication devices are going to be installed in the village. Council agreed to put a notice on the village notice boards calling for volunteers to help with the community speed watch and to contact clerk if they’d like to volunteer. **8c: Village Sign –** Cllr Melville reported that the sign is finished, position has been agreed and by September meeting this will be installed**8d: Jubilee Gardens –** Cllr Kirkup reported that there is now a gardener employed to come once a month for two hours during the growing season to maintain the garden. **8e : Other – Litter bin (by bus shelter) –** Council were asked if they could replace the bin by the bus shelter. Clerk provided options for a wall mounted 50L bin, approximate cost £100. Cllr Kirkup proposed the Clerk be asked to go ahead and purchase an appropriate bin. Cllr Barwick seconded. All in favour. Council were also asked to provide an additional dog bin at Pin Mill, clerk brought options for this, approximate cost £150. Cllr Ward proposed that a suitable bin be purchased. Cllr Melville seconded. All in favour. **8f: Extra item: Residents’ concerns raised at Annual Village Meeting –** Cllr Kirkup gave a summary of issues raised at the AVM. People parking on corner near the shop. Residents were not happy that bus drivers were failing to stop at the Foresters bus stop that was demolished, a temporary sign has now been erected. Page’s common needs tidying, this will be added to the to-do list. | RKCPLBLB |
| 1. **Pin Mill**

**9a: Dinghy Park –** Cllr Melville gave an update. Red stickers were issued to all dinghies that hadn’t paid for their permit. Cllr Melville will look in to having signs erected for the Dinghy park in repositioned notice board. **9b: Request for dog bin purchase –** approved as per section 8.e.**9c: Grindle clearance –** residents have asked about what is happening. Cllr Kirkup will look in to finding someone to do this.There is currently one quotation for £1,100. Further quotes required. | IMRK |
| 1. **Pin Mill regeneration plan**

**10a. Survey –** All paper copies have now been uploaded onto the online survey and comments gathered in to one document. These will be analysed by a designated working party of councillors and a report brought to the next meeting. Cllrs Barwick, Beacon, Melville and Price to form working party.  | DBABIMCP |
| 1. **Recycling Centre**

**11a. Current financial position –** Cllr Kirkup gave update: Current total £30,093.82. **11b.** **Other Issues** ~~-~~ No other issues raised. |  |
| **12. Planning****12a. Houseboats at Pin Mill –** Cllr Beacon gave an update on this, regarding two particular boats, that appear to have breached planning rules. Cllr Beacon has been in contact with Babergh about this to see what can be done. This is ongoing.  **12b:** **Planning request DC/24/03017 - Irvine House, Main Road, Chelmondiston, Ipswich Suffolk IP9 1EE : Erection of Juliet Balcony - Change of design. Response by: 08/08/2024 –** Cllr Beacon gave summary on this Cllr Beacon proposed supporting the application. Cllr Gravell seconded. 6 in support. 1 objection. 2 abstention. **12c:** **DC/24/02991 - 12 Collimer Close, Chelmondiston, Ipswich, Suffolk IP9 1HX - Erection of single storey infill** **porch extension. Response by: 14/08/2024 –** Cllr Beacon gave summary. Cllr Beacon proposed support. Cllr Ward seconded. 7 in favour. 1 abstained. **12d.** **DC/24/03414. Proposal: Householder Application - Erection of extension (following demolition of existing****extensions).Location: Halcyon, Pin Mill Road, Chelmondiston, Ipswich Suffolk IP9 1JN**. Cllr Beacon gave summary, As this came in after the agenda had been published, Cllr Barwick asked if the council wanted a meeting to discuss or ask for an extension. Cllr Kirkup proposed that an extension be requested and this will be added to the September agenda.**12d: Planning Decisions:** **DC/24/02292 - Crantock, Church Road, Chelmondiston** - Erection of single storey side/rear extension, insertion of rear rooflights and solar panels (following demolition of existing rear extension and chimney) and erection of detached double garage. **Granted****DC/24/00239 - Wychwood, Hill Farm Lane, Chelmondiston, IP9 1JU** – Full Planning Application – Erection of 1 no. replacement two storey dwelling (following demolition of existing **Granted****12e: Other: Freston dog walking field application DC/23/04391 appeal –** Cllr Beacon gave report on this. Freston and Woolverstone Parish council have written asking for support. A proposal has been put forward to create a dog walking field, near Monkey Lodge in Freston. It’s currently going through appeal. It was asked if there should be a response from the council. None in favour. As most consultees had no objections it was felt unlikely that the appeal would be successful.  |  |
| 1. **Correspondence Report to note or to consider a response:**

**13a: E-mail from resident re: zipwire at the village playground** – Cllr Stevens said that this will be looked in to and fixed. **13b: Thanks received from village hall committee for the grant they’ve received** **13c:** **Water testing report – results** – asking if PC will donate any money to continue with the water testing. Cllr Kirkup said that she would look into the amount being asked for, she will find out more and report back. Cllr Ward said that PC could give a donation of £50, Cllr Barwick seconded. 6 in favour. 3 abstain. **13d: E-mail from PC Kate Jarett re: police surgery offer –** noted. **13e: Letter received from Sudbury and South Suffolk Citizens Advice –** will be added to list for potential donations next year.**13f: Letter received from Pin mill resident re: flood defences –** Cllr Kirkup summarised this (see 9c).**13g: resident request re: over grown trees and hedges In village car park –** Discussed. Refer to section 8a.**13h: Resident query regarding garden waste dumped in car park near Collimer close –** Babergh have been contacted regarding this. **13i: Response re concerns over state of pavement outside Derwent House, Main Road –** Cllr Kirkup concerned about the state of the pavement but this has now been reinstated **13j:. Request to place bouncy Castle on Pin Mill Common for 1 day** – Council gave permission but with stipulations given that there was no damage, litter removed afterwards this event and that any children in attendance should be supervised by responsible adults. | MSRK |
| **14. Audit –** Cllr Kirkup gave summary on the **Internal Audit** report that was undertaken. Audit Report and recommendations noted.   |  |
| 1. **Policy Review**

**15a**. Grants and Donations – Going to be considered. Finance Advisory Group to meet to look at the finance page on the parish council website and look at updating documents relating to finance where necessary.  |  |
| 1. **Clerk – End of Probation –** Cllr Kirkup reported that the clerk had completed probation and would be continuing in the role as a permanent employee.
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| 1. **Finance**

**17a. Update on finance matters –** Cllr Kirkup gave updatewith latest bank balances and reported that £3,056.92 had been reclaimed from VAT for the year 2023-24. |  |
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|  | **Payments**  |  |  |  |  |
| **No.** | **PAYEE** | **Inv. DATE** | **Inv. Number** |  **DETAILS** | **Amount\*** |
| 1 | Collins Skip Hire | 30/06/2024 | 256922 | Waste collection | £1,001.76 |
| 2 | Village Hall  | 02/07/2024 | 1721 | Village Hall Hire | £66.00 |
| 3 | Tony Gould | 01/07/2024 | 24011 | Laptop Updates & anti-Virus upgrade | £94.98 |
| 4 | PJB Garden Services | 17/07/2024 | 2024-192CMPC | Strimming & clearing footpaths | £200.00 |
|  | PJB Garden Services | 17/07/2024 | 2024-193CMPC | Strimming & clearing footpaths | £200.00 |
| 5 | DC Gardens  | 22/07/2024 | 1 | Jubilee Gardens Maintenance  | £54.00 |
| 6 | L Brazill | Jul-24 | payroll | Salary July | £864.18 |
| 7 | Stephen Meacock | 01.07.24 | 31 | July gardening | £206.80 |
| 8 | Playing Field Ctte | 19.06.24 | email | Request for annual grant | £3,001.00 |
| 9 | Rosie Kirkup | 01.08.24 | n/a | Reimbursement request | £32.18 |
| 10 | Foreshore Account. | 01.08.24 | INV-10332 | July Accountancy Services | £195.00 |
| 11 | Shotley Odd Jobs | March - July |  | Emptying Dog Bin | £150.00 |
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**Cllr Cordle proposed payment of items 1-8, 10 and 11. Cllr Ward seconded. 7 in favour.****Cllr Gravell proposed payment of item 9. Cllr Ward seconded. 8 in favour. Cllr Kirkup abstained.**  |  |
| 1. **Date of next Parish Council Meeting : Tuesday 3rd September 2024 at 7.30pm.**
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| **Meeting closed: 21:34** |  |
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