**Chelmondiston Parish Council**

Chairman: Cllr Rosie Kirkup

Parish Clerk: Ms Katie Davies e-mail: [**clerk@chelmondiston-pc.gov**](mailto:clerk@chelmondiston-pc.gov)

**MINUTES**

Minutes of the Meeting of CHELMONDISTON PARISH COUNCIL held in the Village Hall on Tuesday the 7th January 2025 at 7.30PM.

Present: Cllr Kirkup, Cllr Lyrick, Cllr Melville, Cllr Price, Cllr Cordle, Cllr Beacon, Cllr Barwick, Cllr Keeble

Also Present: CCllr Harley, DCCllr Potter

In Attendance: K Davies (Parish Clerk)

1. **Welcome by Chairman.**
2. **Apologies for absence**: Cllr Stevens and Cllr Gravell sent their apologies.

**2a:** Councillor vacancy *– Cllr Kirkup reported that Babergh Council has been informed that Cllr Ward has resigned and there have been no requests for an election.*

1. **Declarations of Interest**:

**3a** *Cllr Barwick – Dinghy Park*

*Cllr Kirkup – Cycling Campaign*

**3b**: Requests for dispensations *- No Dispensations were requested.*

1. **To approve the minutes of the Parish Council Meeting held on the 3rd December 2024.**

*It was agreed that these were a true record and the minutes were signed by the chairman.*

1. **Public Participation Session:** *N/A*
2. **Reports:** to receive reports from the County Councillor and the District Councillor:

**6a**. County Councillor Report *– Cllr Harley summarised the report and discussed the plans for devolution, please contact the Parish Council if you would like to see a copy of the report.*

**6b**. District Councillor Report – *Cllr Potter summarised the report, please contact the Parish Council if you would like to see a copy of the report.*

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 Kirkup discussed the handrail post being rotten and in need of replacing. Cllr Melville offered to seek quotes.*

*Cllr Keeble asked if there are any plans to cut back the Holly bushes by the Village Hall, it was agreed that the clerk will seek quotes for the next meeting.*

*Cllr Kirkup reported that the village hall hire prices are being increased to £23.*

**7b**: Playing Field *- The dog waste bin needing a new post was discussed. Cllr Price said he would take a look in time for February’s meeting.*

**7c**: Footpaths *– Bridleway 27 Resurfacing grant. Cllr Kirkup reported on the aforementioned cycle*

*path resurfacing between the Playing Field and Richardsons Lane and showed pictures of how the cycle path in Stutton looks following their path being resurfaced and reported how the Shotley Peninsula Cycling Campaign would be looking at some help with funding the path. The Council decided not to support this project.*

**7d**: School *– Cllr Lyrick reported that the school are willing to apply for a grant to help re-open the pre-school and asked if the Council could offer support with this. Cllr Kirkup asked if the Head had been asked about the possibility of a leaflet box being placed on the fence, SL said he would ask the Head this week.*

**7e**: Website – *Nothing to report*

**7f**. Other *– Nothing to report.*

1. **Chelmondiston village amenities:**

**8a:** Car Park *– Nothing to report*

**8b:** Speed Indication Devices for Main Road – *Cllr Price reported that the fastest speed reported was 85mph but reported that the majority of vehicles are responding to the devices positively and that the solar panels are to be installed in February. Cllr Melville asked if the information could be used for the police to place some cameras, and it was agreed that Cllr Price would contact PC Jarrett with the information.*

**8c:** Jubilee Garden *– Continuing with DC Gardens in March.*

**8d:** Bus shelter *- Replacement litter bin, Cllrs viewed options for a wall mounted litter bin.*

*Cllr Kirkup proposed that a 70ltr wall mounted bin is ordered, Cllr Price seconded, all in favour.*

**8e:** Other – *Quotation for removal and replanting of Tulip tree. Already agreed.*

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

**9a:** Dinghy Park *– Cllr Melville reported that he has someone who is willing to remove the unpaid dinghies from the Dinghy Park and move them to the recycling centre.*

**9b:** Flood Defences – Inspection, Contract for Maintenance*? Cllr Kirkup reported that she has inspected the flood defences with the County Council’s flood management engineer, and it has been agreed that the flood defences are adequate as long as some minor work is completed. Cllr Kirkup asked Kings Yard for costings for yearly inspection and the price came back as £45+VAT per year. Cllr Cordle proposed that they go ahead with Kings Yard, Cllr Barwick seconded, all in favour.*  
**9c:** Other – *Contract for emptying new dog bin footpath 51. Cllr Kirkup reported that ‘Shotley Odd Jobs’ would empty the bin fortnightly for £15. Cllr Melville proposed they go ahead with this, Cllr Keeble seconded, all in favour.*

1. **Pin Mill Regeneration Plan:**

**10a:** Date for Public Meeting – *Cllr Kirkup suggested a few dates where the Village Hall is free to have a public display. It was agreed that the meeting will be set for the 22nd of March and the subject will be revisited in the Parish council meeting on February the 4th.*

**10b:** Report from working party – *Nothing to report.*

1. **Recycling Centre**

**11a:** Financial position – *Cllr Kirkup gave details.*  
**11b:** Waste Carrier Licence *– Cllr Kirkup reported that the waster carrier licence does not need renewing as the Lower Tier licence is continuous.*

**11c:** Any other issues.

1. **Planning:**

**DC/24/05481 Halcyon, Pin Mill RD, Chelmondiston, IP91NJ**

*Discharge of Conditions Application - Condition 4 (Biodiversity Enhancement Strategy) and Condition 6 (Materials) – Awaiting Decision.*

1. **Correspondence Report to note or to consider a response:**

**13a:** Babergh and Mid-Suffolk Councils briefing note *– All Councillors had already received.*

**13b:** National Landscape Community Grants *– Cllr Kirkup suggested looking at grants for Pin Mill regeneration in the future.*

**13c:** Flooding opposite Forrester’s – *Cllr Kirkup reported that Highways are aware but may need to be chased.*

1. **Finance To Receive update on Finance Matters  
   14a:** Bank reconciliation *– Cllr Kirkup gave updated report.*

**14b:** To assign Internal Auditors *– Cllr Kirkup proposed that following a quote of £202 that Heelis & Lodge act at internal auditors, Cllr Price seconded, all in favour.*  
**14c:** Approve budget 2025-2026 *– The proposed budget was discussed. It will be presented for approval at the meeting in February.*

**14d:** External Audit for year 2023-24, update *Cllr Kirkup reported that the RFO is working with the external auditor to achieve sign-off of the accounts for 2023-2024.*

**14e:** Approve granting RFO access to the Council’s bank accounts *Cllr Kirkup proposed giving the RFO view only access to view the bank accounts, Cllr Barwick seconded, all in favour.*

1. **Policy Review** – N/A
2. **The Parish Alliances** *Cllr Kirkup reported that the meeting is scheduled for the 25th January, Cllr Melville offered to attend.*
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 | Jane Every | 31.12.24 | payroll | December hours payment | £392.44 |
| 2 | Katie Davies-Picknell | 31.12.24 | email | Ink | £35.11 |
| 3 | HMRC | 05.01.25 | 3rd quarter | Employer's National Insurance payment | £12.35 |
| 4 | Hol-Tech Fencing | 10.12.24 | 021224/56 | Handrail replacement at bus shelter | £450.00 |
| 5 | DC Gardens | 06.12.24 | 6 | Jubilee Garden maintenance visit | £54.00 |
| 6 | Hary King & Sons Ltd. | 16.12.24 | 7936 | Flood flap maintenance | £138.00 |
| 7 | Shotley Odd Jobs | 05.12.24 | 68 | Dog bin emptying, Pin Mill 10 visits | £150.00 |
| 8 | Glasdon UK Ltd. | 07.01.25 | 315283 | New Dog Bin for Pin Mill behind PMSC | £153.82 |
| 9 | Collins Skip Hire | 20.12.24 | 270714 | Green waste skip removal | £358.08 |
| 10 | Chris Price | 14.12.24 | …2110702 | Recycle Centre cameras data renewal x2 | £69.98 |
| 11 | Village hall | 31.12.24 | 1756 | Room hire | £40 |

*Cllr Price proposed payment of items 1-11 (excluding item 10), Cllr Barwick seconded, all in favour.*

*Cllr Keeble proposed item 10, Cllr Beacon seconded, all in favour(Cllr Price did not vote).*

**Katie Davies** Parish Clerk