



## Chelmondiston Parish Council

The Village Hall, Main Road, Chelmondiston IP9 1DX

Chairman: Cllr Rosie Kirkup

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

### Minutes

of the Meeting of **CHELMONDISTON PARISH COUNCIL** held in THE VILLAGE HALL

on **TUESDAY the 4<sup>th</sup> of March 2025 AT 7.30PM.**

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

**Also Present:** CCllr Harley, DCllr Potter

**In Attendance:** K Davies (Parish Clerk)

1. **Welcome by Chairman.** Cllr Kirkup welcomed everyone and read the notice about recording at meetings.
2. **Apologies for absence:** Cllr Gravell and Cllr Stevens sent apologies which were accepted by the Council.  
 2a: Councillor vacancy – Lorraine Newbold expressed her interest in joining the Council and the Council discussed her application and unanimously voted for her co-option onto the Council.
3. **Declarations of Interest:**  
 3a: Cllr Barwick – Dinghy Park non-pecuniary interest, he keeps a dinghy there.  
 Cllr Kirkup – Planning, DC/25/00075, Oak Lodge, Chelmondiston is a property neighbouring hers (non-pecuniary interest).  
 Cllr Melville declared pecuniary interest relating to item 11 on the payment list.  
 3b: No Dispensations were requested
4. **To approve the minutes of the Parish Council Meeting held on the 4th of February 2025.**  
 It was agreed that these were a true record, and the minutes were signed by the Chairman.
5. **Public Participation Session:** N/A
6. **Reports: to receive reports from the County Councillor and the District Councillor:**  
 6a. County Councillor Report – CCllr Harley Summarised his report. CCllr Harley spoke of the findings of the Home Office inspection of the Fire and rescue Service. Also discussed were

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the plans of the County Council to take the running of the library service back in house. Cllr Kirkup asked regarding Devolution; if there will be a single Mayor for Suffolk and Norfolk, Cllr Harley expressed that the final structure was not yet decided. Cllr Lyrick asked if there was a budget set aside for Devolution and Cllr Harley stated that no extra funding has been set aside.

Please contact the Parish Council if you would like to see a copy of the full report

**6b.** District Councillor Report – Cllr Potter summarised the report including the budget and the successful Community Action Day in Holbrook. Please contact the Parish Council if you would like to see a full copy of the report.

**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 informed the Council about the Wellbeing Fund Grant and reported that the amount of work involved was thought to be excessive and the questions too intrusive, therefore the Village Hall Committee have chosen to not accept the Grant. Cllr Lyrick asked for an update on the cutting back of the Holly Trees outside the village hall, Cllr Kirkup responded that the contractor was hoping to carry out the work last week, but the weather was not suitable.

Cllr Melville reported that he is in possession of the materials to mend the handrail, and it will be done as soon as possible.

**7b:** Playing Field – Cllr Price stated that the date for this year's first meeting of the Playing Field Committee will be held on the 11<sup>th</sup> of March.

**7c:** Footpaths – Cllr Kirkup Stated that quotes are being received, and the footpath Maintenance Tender will be finalised soon.

**7d:** School – Cllr Lyrick reported that the regeneration of the Gardens is ongoing and that the school are seeking for Grants to improve the Wildlife area.

Cllr Lyrick mentioned MC Grammar visiting the school and would like to thank the community for their help in fundraising this opportunity.

**7e:** Website – Cllr Kirkup reported that Suffolk one is increasing their hosting charges from £60 to £66 per year. Cllr Price stated that the contract finishes in April so he doesn't believe the price increase will affect the Council until that date.

**7f.** Other – Cllr Kirkup mentioned the purchase of a new printer, Cllr Kirkup proposed the purchase of an Epson Printer priced at £258.11, Cllr Melville seconded, all in favour.

**8. Chelmondiston village amenities:**

**8a:** Car Park

**8b:** Speed Indication Devices for Main Road – Cllr Price ran through last months Speed Indication Device findings. He also added that he will be switching the device to display mode until the poles for the solar panels have been installed.

**8c:** Jubilee Garden – Cllr Kirkup informed the council that the Gardener will be starting work for the season on Friday the 7<sup>th</sup> of March.

**8d:** Bus shelter – The council Noted that the new bin has been installed.

**8e:** Other – Cllr Price mentioned the footpath adjoining footpath 50 is very muddy and the Council have decided to monitor it.

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

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**9a:** Dinghy Park –Cllr Kirkup asked if any more boats require red stickers and Cllr Melville stated that the deadline for payment is the 30<sup>th</sup> of April. Cllr Melville reported that we have received payments for some of the Dinghy permits and that the Permit Stickers will be sent out soon. Cllr Melville proposed the purchase of 100 more permit stickers, Cllr Beacon seconded, all in favour.

Cllr Melville described the possible new lockable notice board, Cllr Melville proposed the purchase of said notice board, Cllr Cordle seconded, all in favour.

**9b:** Flood Defences – Cllr Beacon mentioned that one of the post barriers has started to rot and Cllr Kirkup suggested that it was looked at to prevent parking issues.

**9c:** Other

## **10. Pin Mill Regeneration Plan:**

**10a:** Date for Public Meeting – Cllrs Beacon and Price described the posters that will be made to show the public at the meeting on the 22<sup>nd</sup> of March. Cllr Kirkup suggested setting a budget for the meeting. Cllr Price proposed setting a budget of £200, Cllr Barwick seconded, all in favour.

**10b:** Report from working party

## **11. Recycling Centre**

**11a:** Financial position - Cllr Kirkup gave details.

Cllr Kirkup asked DCllr Potter if there will still be bottle banks once the move is made to collect mixed recyclables from residents, DCllr Potter assured that the bottle banks would still be in place. Cllr Lyrick suggested encouraging residents to continue using the bottle banks to continue to receive the revenue for charitable donations.

**11b:** Any other issues

## **12. Planning:**

**DC/2500589 – Hedge way removal Notice** – Removal of 117m of Hedgerow across 20 locations between Freston and Shotley Gate.

Cllr Beacon Proposes that the Council declare no objection, Cllr Melville seconded, all in favour.

**DC/25/00748 – Oak Lodge, Hill Farm Lane, Chelmondiston, Ipswich, Suffolk, IP91JU**

Application to carry out works to trees protected by a preservation order.

Cllr Kirkup declares an interest as the application is a property neighbouring her own.

Cllr Beacon proposes the Council declare no objection, Cllr Barwick seconds, five in favour, one abstention.

**13. Official Parish Council Logo** – Cllr Kirkup showed the meeting the proposed official logo. Cllr Kirkup proposed instating the suggested logo, Cllr Cordle seconded, all in favour.

## **14. Correspondence Report to note or to consider a response:**

**14a:** Spalding way drainage sump – Cllr Kirkup reported that the situation is ongoing to try to improve the safety of the Drainage sump.

**14b:** Update on Devolution – All counsellors have received.

**14c:** Tree works, Pin Mill Car Park - The emergency tree work located at Pin Mill carpark has been completed.

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**14d:** Speeding through the village – the speed indication device will be including the other direction as soon as the poles have been received.

**14e:** Salc News – All Counsellors have received a copy.

**14f:** Correspondence regarding new dog waste bin located at Pin Mill – Cllr Kirkup stated that if the location of the new dog waste bin proves to be an issue for residents, then the location could be rethought.

**14g:** Botanica Plant collections.

## **15. Finance To Receive update on Finance Matters**

**15a:** Bank reconciliation - Cllr Kirkup reported: Treasurer's Acc. £59,112.94; Commercial Inst. £27,929.31; Fixed-Term deposit: £20,000.00 (all as of 28 Feb 2025)

**15b:** Assign Debit card and allow clerk view only access to bank account – Cllr Kirkup discussed the findings from the Financial Advisory Group meeting and laid out the proper use of the Debit Card.

**15c:** Cllr Kirkup reported that the Financial Advisory group discussed the small charitable donations for the current financial year, the group suggested reducing the group of charities to ten – East Anglia Air Ambulance, SARS, Citizens Advice Bureau, East Anglian Children's Hospice, St Elizabeths Hospice, Holbrook Academy, Headway, Chelmondiston Primary School, Revitalise and Home-start. Cllr Kirkup proposed that each charity receives £75, Cllr Keeble seconded, all in favour.

**15d:** Assets Register Update – All counsellors approved the current version.

**15e:** Recycling Banks Income – Cllr Kirkup reported monies received: The glass bin opposite the Red Lion £248.20; The bin located at the recycling centre £241.28.

**15f:** Debit Card – Cllr Kirkup proposed the application of 2x Debit Cards as per the financial regulations, Cllr Beacon seconded, all in favour.

## **16. Documents and Policies.**

**16a:** Financial regulations – Cllr Kirkup reported that the financial Audit was completed too late last year and that this year the audit is due in May.

Cllr Kirkup proposed that the new financial regulations policy (all counsellors have been sent a copy) is approved/adopted, Cllr Beacon seconded, all in favour.

**16b:** Reserve's Policy – Cllr Kirkup discussed the Reserves Policy drafted by Cllr Gravell (all Counsellors have been sent a copy) and proposed that the new Policy is approved/adopted, Cllr Price seconded, all in favour.

**16c:** Safeguarding training – Cllr Kirkup discussed the proposed safeguarding course run by SLCC (Society for Local Council Professionals) and it was noted that the course is very affordable and that a discount is applied for multiple bookings. Cllr Kirkup proposes the purchase of the course for the Counsellors and the Clerk to take the course, Cllr Price seconded, one abstention, majority in favour.

## **16. The Parish Alliances – Nothing to Report**

## **17. Payments**

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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.

**PKF Littlejohn** – Cllr Kirkup discussed the contacts that have been made in reference to the extra charges from PKF Littlejohn and reiterated that the bill must legally be paid despite the vagueness of the charges.

No	PAYEE	INV DATE	INV NO	DETAILS	AMOUNT	VAT	TOTAL
1	Jane Every	February	Payroll	February Hours Payment	-		
2	Katie Davies-Picknell	February	Payroll	February Hours Payment	£673.10		£673.10
3	“	14.02.25		Expenses Stationery	£12.50		£12.50
	“	14.02.25		Expenses HP Ink	£3.50		£3.50
4	Nest	28.02.25	DD	Pension Contribution Employer	£26.58		£26.58
	“	28/02/25	DD	Pension Contribution Employee	£35.43		£35.43
5	HMRC		REF-245/MA19919	Period Jan 25: Account Office Ref 245PE00171813	£286.55		£286.55
6	Collins skip Hire	13.02.25	274268	Waste Transfer as @ 12.02.25	£573.80	£114.76	£688.56
7	SALC	05.02.25	29445	Clerk trg 1-3 6 <sup>th</sup> ,13 <sup>th</sup> ,20 <sup>th</sup> March 25	£96.00	£19.20	£115.20
8	Noticeboard Co LTD	10.02.25	7752	1 x External Board and Carraige	£760.37	£152.07	£912.44
9				External Auditor: Final Report: Final payment against Total Inv £1017.00 (£387 paid 07.02.25)			
10	PKF Littlejohn	16.01.25	SB20243434	PNJ Label for Dinghy stickers as per Email to Cllr Melville/Cllr Price: 100x Labels	£511.20	£127.80	£639.00
	P&J Labels LTD	18.02.25	Email 18.02.25	Various Expenses: Village Posts £39.01, Village Sign consumables £129.50, Dinghy Park £20.40	£156.00		£156.00
11	Cllr Melville	Year 24-25			£188.91		£188.91

## Payments

Cllr Kirkup Proposed to pay the RFO wages when details become available, Cllr Barwick seconded, all in favour.

Cllr Barwick proposed payment of items 2-11, Cllr Cordle seconded, majority in favour.

Cllr Melville declared pecuniary interest in item 11 and abstained.

**The next Meeting will be held on Tuesday the 1<sup>st</sup> of April 2025**

**Katie Davies** Parish Clerk

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