



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.uk

Minutes

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

on **TUESDAY the 1st of July 2025 AT 7.30PM.**

Present: Cllr Stevens Cllr Melville, Cllr Price, Cllr Cordle, Cllr Lyrick, Cllr Beacon, Cllr Barwick, Cllr Gravell, Cllr Kirkup, Cllr Newbold, Cllr Keeble.

In Attendance: K Davies (Parish Clerk)

1. Welcome

2. Apologies for absence:

3. Declarations of Interest:

3a: Cllr Barwick – Dinghy Park, he keeps a Dinghy there.

3b: No dispensations were requested.

4. To approve that the minutes of the Parish Council Meeting held on the 3rd June 2025 – It was agreed that these were a true record, and the minutes were signed by the chairman.

5. Public Participation Session: There were no members of the public in attendance.

6. Reports: To receive reports from the County Councillor and the District Councillor

6a: CCllr Harley Summarised the report.

6b: It was noted that DCllr Catchpole will be taking over from DCllr Potter, but no report was received this month.

7. Reports From: Committees/Representatives of other Committees/Groups/Meetings:

7a: Village Hall – It was reported that the Handrail has broken again and was decided that it needs to be fully replaced rather than amended and the Clerk will search for suitable contractors to provide quotes.

7b: Playing field – The Noticeboard has been installed on the playing field.

7c: Footpaths – Cllr Barwick has informed the council that the contractor is carrying out work on the footpaths as and when needed, the clerk is informing him of footpaths that need attention regularly. It was noted that the anti-slip wire has been replaced on the bridge situated on footpath 7a.

7d: School – A new Cllr Liaison is needed for the school and Cllr Melville has agreed to take on the position.

7e: Website – The need for a FAQ section on the website was discussed, it was decided that suitable questions will be collated.

8. Chelmondiston village amenities:

8a: Car Park – It was discussed if the rules need to be put in a more prominent position and was noted that there have been instances of overlarge vehicles parking and it was decided that the issue will be monitored.

8b: Speed Indication Devices – Cllr Price went over SID data from the last month. The data is sent to the Local Police for their attention and further communication will be made by the Clerk to highlight the increase of speeding with the Police.

Signed.....*R Kirkup*

Date.....*02 Sept 2025*

8c: Jubilee Gardens – It was noted that the Brown Bin is not being put out for collection, the Horticultural Society has agreed to take on the responsibility for putting the bin out for collection.

8d: Bus shelter – It was stated that the volunteer is still willing to paint the bus shelter and that the Parish Council is still happy for this to go ahead.

8e: Mini Orchard – It was reported that the Mini Orchard has been strimmed, and the contractor will be asked to attend twice more this season.

8f: Defibrillator – The need for additional Defibrillator guardians was highlighted, Cllr Lyrick and Cllr Beacon volunteered.

8g: Allotments – Cllr Kirkup informed the meeting that the Allotments may be lost due to recent events and spoke of the advantages of registering them as a site of community value. Cllr Kirkup proposed that investigations are carried out to see if that was possible, Cllr Barwick seconded, all in favour.

9. Pin Mill: Update on Pin Mill matters

9a: Dinghy Park – Dinghies are being placed along the side of the common and not on the racks, the contractor who mows the common will be asked to do the strimming around the Dinghy racks.

9b: Removal of unpaid vessels – The situation was discussed.

9c: Noticeboard – The notice board is to be erected this month.

9d: Pin Mill Bylaws and Guidelines - Cllr Newbold has produced updated guidelines for Pin Mill was decided that updating the Bylaws will be a long and lengthy process that is not yet needed. Cllr Kirkup proposed the installation of the new guidelines once the noticeboard is in situ, Cllr Melville seconded, all in favour.

9f: Other – No other issues noted.

10. Pin Mill Regeneration Plan:

10a: Report from working party – The quotes are beginning to come in for the regeneration project.

10b: Receipt of new furniture and removal/relocation of old – The purchase of the new furniture has been agreed and Cllr Melville proposed that the delivery of the new furniture should be postponed until towards the end of August to limit the interference the project has with the public enjoying the common over the school holidays, Cllr Gravell seconded, ten for and one against the delay therefore the motion to delay delivery was carried.

11. Recycling Centre

11a: Financial position - Cllr Kirkup gave details.

11b: Any other issues

12. Planning:

13. Correspondence Report to note or to consider a response:

13a: National Highways, A14 Junction 43 to 47a resurfacing – Noted.

13b: Anglian water information evening – Noted.

13c: Email from resident regarding houseboats at Pin Mill – Noted.

13d: Local Government Devolution presentation and discussion - Noted

13e: Response to email regarding parking at Pin Mill and in Chelmondiston – Response received, and more information will be sent when Babergh Council has investigated.

13f: Request for gathering to be held on Pin Mill common – Noted.

14. Finance To Receive update on Finance Matters

14a: Bank reconciliation/report from RFO – All Councillors have received copies of the bank reconciliation and Cllr Kirkup gave details.

The paperwork for external Audit has been sent to PKF Littlejohn.

14b: To approve annual infrastructure CIL report for period ending 31st March 2025 – The CIL report was discussed and will be brought for approval at the next Parish Council meeting.

Signed.....*R Kirkup*.....

Date.....*02 Sep. 2025*.....

15. Documents and Policies

15a: To review the Financial Risk Assessment – *The updated financial risk assessment was seen by all Cllrs. Cllr Kirkup proposed that the updated version was approved, Cllr Melville seconded, all in favour.*

15b: Grants and donations – *The form has been updated for Grant requests. The Grant Policy was discussed, and it was agreed that the use of the word "individual" will be changed.*

17. The Parish Alliances

The water testing has been organised by Harkstead Parish Council.

The next Parish Alliances meeting will be held on the 15th of July.

18. Payments

To consider and approve the following payments including any invoices received since the publication of the agenda.

No	Payee	ref/inv	Date		Net	Vat	Total	Details
1	J Every	Payroll	May	BACS			£365.71	June Pay
2	K Davies-Picknell	Payroll	May	BACS			£850.30	June Pay
3	HMRC						£523.87	
	Nest	Pension (ER)	May	DD			£26.58	
4	Collins Skip Hire	284326	11/6/25					Recycling
	"	284331	"		£956.16		£956.16	"
5	S Meacock							
							£224.00	Gardening
6	Horticultural Society		June	BACS			£26.97	
7	Shotley Odd Jobs	Inv 085	Mar-Jun		£150.00		£150.00	Dog Bin emptying
8	DC Gardens	Inv 09	16.05.25	BACS				2 hrs @ £27: General Maintenance at Jubilee Gardens
	Rosewood Trees & Gdns	Inv 10			£108.00		£108.00	"
9	Glasdon	Inv 1370	01/07/25		£300.00	£60.00	£360.00	Village hall oak tree
10		3173698	01/07/25		£7737.00	£1547.47	£9284.85	Pin Mill Benches

18. Cllr Price proposed agreed payment of items 1-10, Cllr Stevens seconded, all in favour.

N.B. The Payment to Glasdon (Item 10) was approved for action when the invoice is received.

The next Parish Council meeting will be held on Tuesday the 2nd September

The Meeting was closed at 20:50hrs

Katie Davies Parish Clerk

Signed R Kirkup

Date 02 Sept 2025