



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 **ANNUAL** Meeting of **CHELMONDISTON PARISH COUNCIL** held in THE VILLAGE HALL
on **TUESDAY the 3rd June 2025 AT 7.30PM.**

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

In Attendance: K Davies (Parish Clerk)

1. Welcome

2. Apologies for absence: Cllr Cordle sent apologies for their absence.

3. Declarations of Interest:

3a: Cllr Barwick – Dinghy Park, he keeps a Dinghy there. Cllr Kirkup, use of Parish Council debit card.

3b: No dispensations were requested.

4. To approve that the minutes of the Parish Council Meeting held on the 6th May 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: No report received.

6b: No report received.

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

7a: Village Hall – *The detailed expenditures of the village hall were received in November, including the electrical safety certificate, which needed three days to complete. Cllr Kirkup spoke of the management committee working very hard under difficult circumstances such as lack of hires and certain things needing attention such as the insufficient of disabled access and parking. Cllr Kirkup will be investigating possible grants that could be sought to rectify the disabled access.*

Cllr Kirkup proposed that £4000 is donated towards the village hall to cover expenditures, Cllr Melville seconded, all in favour.

7b: Playing field – *The Parish Council were informed that the old Noticeboard has been removed from Pin Mill common in readiness for the installation of the new one, and to place the old one at the Playing field in the agreed position, two quotes have been received and a third will be sought.*

An annual grant of £2152.00 was requested by the Playing field committee, Cllr Price proposed that this amount was agreed, Cllr Gravell seconded, all in favour.

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. Cllr Beacon has cut back and strimmed footpath 7a that was impassable, but it still needs some more attention.*

The bridge on the Grindle needs some attention as the anti-slip wire has started lifting, this has been reported to the Rights of Way department.

Signed.....

Date.....

7d: Mini orchard – *The Council agreed to ask the contractor that currently attends to certain areas of the village to trim the mini orchard.*

7e: School – *There have been concerns regarding the positioning of the sign advertising the school fete, that it may be causing a visual obstruction, it was agreed that a request will be made to have the sign moved slightly to rectify the issue.*

8. Chelmondiston village amenities:

8a: Village Entrance signs – *The total cost of possible Village signs are varied depending on the spec of the sign, concerns were expressed about the expense of the signs but agreed that it could reduce speeding to mark the entrance of the village and may stop people seeing it as just a through road. Cllr Gravell asked about the possible permission needed to remove signs/ install extra signs and the expense of having a highways contractor and it was agreed that more information will be sought.*

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 with the concerns of increased speeding.*

8c: Jubilee Gardens – *Cllr Kirkup informed the meeting that the horticultural society have sent a request a grant of £100 for new plants, Cllr Kirkup proposed that the money was offered from the bottle bank funds, Cllr Barwick seconded, 5 in favour, 2 against.*

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. Cllr Lyrick informed the meeting that the letterbox is due to be repainted this year.*

8e: Other – *An email has been sent to Babergh highlighting the issues with parking at Pin Mill and on St Andrews drive and that a response has yet to be received.*

9. Pin Mill: Update on Pin Mill matters

9a: Common/Dinghy Park Notice Board - *Please see item 7b.*

9b: Request to Babergh to investigate houseboat dwelling outside the permitted area – *Babergh has been contacted highlighting the issue of residential houseboats being moored in the non-designated area and that it is down to Babergh to investigate this issue.*

9c: Parking at high tide – *It was stated that the view at the annual village meeting was that residents of Pin Mill would be advised to keep a close eye on tide times.*

9d: Use of Common for parties – *There have been requests for parties on the common. Cllr Gravell asked if the Parish Council has the right to prevent gatherings on the common and reiterated the importance of the common always being available to all. Cllr Lyrick asked if a donation can be made to charity in a way of payment. It was suggested that the bylaws were checked and updated, Cllr Newbold agreed to read through the bylaws and to see if they can be updated/altered.*

9e: Report of overnight camping on Common. – *This issue has been reported.*

9f: Electric charging point – *The installation of an electric charging point has been requested.*

9g: Email from resident reporting blocked stream – *The stream is now flowing well as per the annual maintenance plan.*

10. Pin Mill Regeneration Plan:

10a: Report from working party – *The Parish Council were shown the quotes for the agreed picnic tables and benches, and it was agreed that quotes will be sought for installation. Cllr Kirkup proposed that the quoted benches and tables were purchased, Cllr Beacon seconded, all in favour.*

11. Recycling Centre

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

11b: Any other issues

12. Planning:

12a: DC/25/001192 (6 Main Rd, Chelmondiston, IP91EA) *Erection of a single-story extension Following demolition of existing) Permission has been granted*

12b: Consultation on revision of CIL charging structure *Cllr Beacon gave details.*

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12c: PROPOSED BASE STATION UPGRADE AT DOUBLES FIELD, FIELD OF EAST OF LINGS LANE, CHELMONDISTON, SUFFOLK, IP9 1DX – *Cllr Beacon gave details.*

13. Councillor training – *Cllr Kirkup gave details about the available Councillor training available through SALC. All details will be sent to Councillors.*

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

14a: *Anglian water – opportunity for a visit to discuss works.*

14b: *Email from Pin Mill resident expressing concern about dingy park vessels not following guidelines.*

14c: *Tree on the corner of Pin Mill Carpark entrance.*

14d: *List of Nationally Significant Infrastructure Projects*

14e: *Request for 30th birthday party on Pin Mill Common on the afternoon of the 28th June.*

14f: *Capital funding element to this year's Local Authority Bus Grant*

14g: *Local Government Reorganisation Town and Parish Liaison meetings; Meeting of Arthur Charvonia with Parishes Alliance Monday 9th June 10.30am.*

14h: *Re-opening of Chelmondiston Pre-School*

14i: *Email from resident regarding speeding/traffic calming measures*

14j: *Email regarding Orwell Bridge closures for repair work*

14k: *Response from Suffolk Highways regarding reports of potholes in Pin Mill Road.*

14l: *Email regarding allotments on Pin Mill Road.*

14m: *Email from resident reporting hole in pavement.*

15. Finance To Receive update on Finance Matters

15a: *Bank reconciliation/report from RFO – All Councillors have received copies of the bank reconciliation and Cllr Kirkup gave details.*

15b: *To review back-up systems for financial data following recommendation from Internal Audit – Cllr Kirkup gave details of possible backups, and these were discussed and considered.*

15c: *To consider opening a Unity Bank savings account following recommendation from Internal Audit – Cllr Kirkup spoke of the possibilities and these were discussed and considered.*

15d: *To consider which charities/village groups should receive bottle bank money in 2025-6 – Please see item 8c.*

16. Documents and Policies *To review the Financial Risk Assessment format - It was decided that this will be deferred to the July meeting.*

17. The Parish Alliances *Report from meeting held on 15th May – The meeting was discussed, included in the meeting were: possible improvements of Freston crossroads and the strand, and the volume of traffic on the road. A meeting has been planned with Babergh to express the importance of understanding that developments effect all Parishes on the Peninsula.*

18. 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.

	Payee	ref/Inv	Date		Net	Vat	Total	Details
1	J Every	Payroll	May	BACS	£ 372.38		£372.38	Mth2
2	K Davies-Picknell	Payroll	May	BACS	£ 1,027.36		£ 1,027.36	Mth2 (correct code from BR, means tax rebate)
	Nest	Pension (ER)	May	DD			£ -	Mth2 : contribution

Signed.....

Date.....

		Penson (EE)						Mth2 - contribution
3	Playing Field Committee	Annual Grant	As agreed	BACS	£ 2152.00		£ 2152.00	As agreed
4	Village hall Committee	Annual Grant	As agreed	BACS	£ 4000.00		£ 4,000.00	As agreed
5	Grant to Brave Futures	Donation	As agreed	BACS	£ 75.00		£ 75.00	As agreed
6	Chelmondiston Village Hall	1780	15.05.25	BACS	£ 46.00		£ 46.00	Dates 04.03.25@ £15/01.01.25@£23
7	DC Gardens	8	16.05.25	BACS	£ 54.00		£ 54.00	2 hrs @ £27: General Maintenance at Jubilee Gardens
8	PJB Garden Maintenance	2025/210CMPC	19.04.25		£ 210.00			Serviced 17.04.25: Pathways 25 & 47: Strimming and cleared as per photos
		2025/211CMPC	19.04.25	BACS	£ 210.00			Serviced 18.04.25: Pathways 1 & 24: Strimming and cleared as per photos
		2025/213CMPC	30.05.25	BACS	£ 210.00			Services provided 15 May 2025 @ Chelmondiston parish pathways: Strimming and clear footpaths numbers: 8 & 19 (per photos provided as requested)
		2025/214CMPC	30.05.25	BACS	£ 210.00		£ 840.00	Services provided 16 May 2025 @ Chelmondiston parish pathways: Strimming and clear footpaths numbers: 9 & 62 (per photos provided as requested)
9	SLCC	QL206836-1	16.05.25	BACS	£ 275.00	£ 55.00	£ 330.00	Safeguarding Qual Level 1 for all Councillors
10	Steve Meacock			BACS	£ 224.00		£ 224.00	Garden Maintenance
Total					£ 7,391.00	£ 55.00	£ 7446.00	
	Royal British Legion		10.04.25	Debit card paid	£ 219.99		£ 219.99	As agreed at April meeting Item 7f
	Hollingsworth	32415	15.05.25	Debit card paid	£ 9.68		£ 9.68	Annual meeting : refreshments

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

The Meeting was closed at 21:12hrs

Katie Davies Parish Clerk

Signed.....

Date.....