A sign with a sailboat and yellow keys

AI-generated content may be incorrect.**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)**.uk**

A Meeting of CHELMONDISTON PARISH COUNCIL will be held IN THE VILLAGE HALL on TUESDAY the 3rd of June 2025 AT 7.30PM.

All Council Members are summoned to attend. Parishioners and members of the public are very welcome.

**AGENDA**

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming.

**1.Welcome**

**2. Apologies for absence:** To receive and approve apologies for absences.

**3. Declarations of Interest:**

**3a:** to receive declarations of pecuniary and non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.

**3b:** to receive requests for dispensations.

**4. To approve that the minutes of the Parish Council Meeting held on the 6thMay 2025.**

**5. Public Participation Session:** For the public to talk to the Councillors about items on the agenda.

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

**6a:** County Councillor Report

**6b:** District Councillor Report

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

**7a:** Village Hall – to discuss annual grant; consider use of CIL funds for renovating frontage

**7b:** Playing Field – to discuss positioning notice board retrieved from Pin Mill; annual grant.

**7c:** Footpaths

**7d:** Mini orchard – to discuss need for strimming.

**7e:** School – summer fete; position of sign for fete.

**8. Chelmondiston village amenities:**

**8a:** Village Entrance signs – discuss possible use of CIL funds.

**8b:** Speed Indication Devices

**8c:** Jubilee Gardens – request from Horticulture Society for funds for new plants

**8d:** Bus shelter -painting

**8e:** Other -parking issues St Andrew’s Drive

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

**9a:** Common/Dinghy Park Notice Board

**9b:** Request to Babergh to investigate houseboat dwelling outside the permitted area.

9c: Parking at high tide - view of Annual Village meeting.

9d: Use of Common for parties – do we need guidelines?

**9e:** Report of overnight camping on Common.

**10. Pin Mill Regeneration Plan:**

**10a:** Report from working party.

**11. Recycling Centre**

**11a:** Financial position

**11b:** Any other issues

**12. Planning:**

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

**12.b Consultation on revision of CIL charging structure**

**13. Councillor training**

**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.*

**15. Finance To Receive update on Finance Matters  
15a:** Bank reconciliation/report from RFO

**15b:** To review back-up systems for financial data following recommendation from Internal Audit.

**15c:** To consider opening a Unity Bank savings account following recommendation from Internal Audit.

**15d:** To consider which charities/village groups should receive bottle bank money in 2025-6

**16. Documents and Policies** *To review the Financial Risk Assessment format*

**17. The Parish Alliances** *Report from meeting held on 15th May*

**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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **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) |
| 3 | Nest | Pension (ER) | May | BACS |  |  | £ - | Mth2 : contribution |
|  |  | Penson (EE) |  |  |  |  |  | Mth2 - contribution |
| 4 | Playing Field Committee | Annual Grant | As agreed | BACS | £ 3,099.87 |  | £ 3,099.87 | As agreed |
| 5 | Village Hall Committee | Annual Grant | As agreed | BACS | £ 4,000.00 |  | £ 4,000.00 | As agreed |
| 6 | Grant to Brave Futures | Donation | As agreed | BACS | £ 75.00 |  | £ 75.00 | As agreed |
| 7 | Chelmondison Village Hall | 1780 | 15.05.25 | BACS | £ 46.00 |  | £ 46.00 | Dates 04.03.25@ £15/01.01.25@£23 |
| 8 | DC Gardens | 8 | 16.05.25 | BACS | £ 54.00 |  | £ 54.00 | 2 hrs @ £27:  General Maintenance at  Jubilee Gardens |
| 9 | PJB Garden Maintenance | 2025/210CMPC | 19.04.25 |  | £ 210.00 |  |  | Serviced 17.04.25:  Pathways 25 &47:  Strimming and cleared as per photos |
| 10 |  | 2025/211CMPC | 19.04.25 | BACS | £ 210.00 |  | £ 420.00 | Serviced 18.04.25:  Pathways 1 & 24:  Strimming and cleared as per photos |
| 11 | SLCC | QL206836-1 | 16.05.25 | BACS | £ 275.00 | £ 55.00 | £ 330.00 | Safeguarding  Qual Level 1 for all Councillors |
|  |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  | **£ 9,369.61** | **£ 55.00** | **£ 9424.61** |  |
|  | Royal British Legion |  | 10.04.25 | Debit card paid | **£ 219.99** |  | **£ 219.99** | As agreed at meeting April Item 7f |
|  | Hollingsworth | 32415 | 15.05.25 | Debit card paid | **£ 9.68** |  | **£ 9.68** | Annual meeting : refreshments |

**Katie Davies** Parish Clerk