**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**

The ANNUAL MEETING of

**CHELMONDISTON PARISH COUNCIL** will be held

IN THE VILLAGE HALL on

**Tuesday 6TH May 2025 at 7.30PM.**

All 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. **Election of Chairman for 2025-2026** and signing Declaration of Acceptance of Office.
2. **Election of Vice-Chairman for 2025-2026**
3. **Confirmation of Clerk’s continued employment.**
4. **New Councillor Acceptance of Office.**
5. **Confirmation of Councillor roles on Planning Committee and other groups.**
6. **Apologies for absence:** to receive and approve apologies for absences.
7. **Declarations of Interest**:

**7a**: to receive declarations of pecuniary and non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.

 **7b:**  to receive requests for dispensations.

1. **To approve the minutes of the Parish Council Meeting held on the 1st April 2025.**
2. **Public Participation Session:** For the public to talk to the Councillors about items on the agenda.
3. **Reports:** to receive reports from the County Councillor and the District Councillor:

 **10a**. County Councillor Report

 **10b**. District Councillor Report

1. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports/proposals/requests and considerations and agree on any actions needed:

 **11a**: Village Hall

 **11b**: Playing Field

 **11c**: Footpaths

 **11d**: Mini-orchard

**11e:** School

 **11f**: Website

1. **Chelmondiston village amenities:**

**12a:** *Installation of new SID Posts.*

**12b:** *VE Day.*

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

 **13a:** *Dinghy Park****,*** *new noticeboard and any other current issues.*

 **13b:** *Email from concerned resident re the parking at high tide.*

**13c:** *Email regarding houseboat Adrianto.*

1. **Pin Mill Regeneration Plan:**
2. **Recycling Centre**

 **15a:** Financial position.

 **15b:** Any other issues inc. Shotley PC request for financial information.

1. **Finance**

**16a:** Bank reconciliation; Financial position. Note Part 1 of precept received.

**16b:** To approve Statement of Receipts and Payments for year ending 31 March 2025 - Explanation of variances (for audit paperwork).

**16c:** AGAR Sections 1 and 2 – to review and approve.

**16d:** To approve Assets Register for year ended 2025.

**16e:** To note – Annual Internal Audit Report for year 2024-2025 completed with following comments/recommendations:

*\*****Recommendation (1): To update Standing Orders and Financial Regulations to incorporate reference to the current Public Contracts Regulations 2015 value of £30,000.***

*\*****Recommendation (2): To include reference to GDPR in the Council’s Risk Assessment.***

***\*Recommendation (3): The Council should consider the limits of the Financial Services Compensation Scheme.***

***\*Recommendation (4): When applicable, the Council’s response to the Internal Audit recommendations should be contained in the Minutes of the meeting.***

 **16f:** To Approve appointment of Heelis and Lodge as internal auditors for year 2025-2026

1. **Planning:**

**17a: *DC/25/01217*** *Application for non-material amendment relating to DC/23/01376 (1 Rectory field, Chelmondiston, IP91HY)*

**17b: DC/25/01124** *Notification of non-objection to tree works (Saltings, Orwell Rise, Chelmondiston, IP91JL).*

**17c: DC/25/01491** *Discharge of Conditions Application for DC/25/00075 (Oak Lodge, Hill Farm Lane, Chelmondiston, IP91JU).*

**17d:** *Response to request for information on irregular parking area created.*

 **17e:** *Costs application in relation to Appeal Ref:* ***APP/D3505/W/24/3351382***

 *Land Adjacent 30 Collimer Close, Collimer Close, Chelmondiston IP9 1HX*

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

**18a:** *SARS – Donation thanks.*

**18b:** *EACH -Donation thanks.*

**18c:***East Anglian Air Ambulance – Donation thanks.*

**18d:** *Anglian water community information evening.*

**18e:** *Facebook Post concerning marks in village hall car park.*

**18f*:*** *Suffolk County Council to learn more about our response to the government's proposal for local government reorganisation in Suffolk.*

**18g:** *Important roadworks information: A14 Orwell Bridge westbound joints replacement.*

**18h:** *Notification of price increase for litter and dog bin emptying (Babergh).*

**18i:** *Letter from resident re Crow’s Nest.*

**18j:** *Contact re Councillor vacancy.*

 **18k:** *Devolution and LG - update and next steps for SALC*

1. **Statutory Review of Policies/Confirmation of approval: (and note advice from Internal Auditor)**

 **19a**: Review of Standing Orders and confirm acceptance.

 **19b:** Review of Financial Regulations 2025 and confirm acceptance.

 **19c:** Review of Financial Risk Assessment and confirm acceptance.

 **19d:** Review of Internal Control Statement and Report.

 **19e:** Review of Code of Conduct.

 **19f:**  Review and approve of Assets Register.

 **19g:** Review Reserves Policy

 **19h:** Confirm appointment of Responsible Finance Officer to be responsible for administering the Council’s finances (in accordance with Section 151 of the Local Government Act 1972 (d)

 **19i:** To review Council’s expenditure under 137a of Local Government Act 1972 – Grant funding.

 **19j:** Confirmation of scheduled Meeting dates for 2025-2026.

1. **Payments**

**20a:** To consider and approve the following payments including any invoices received since the publication of the agenda for expenditure approved in the 24-25 Budget.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Payee | ref/Inv | Date |   |  Net  |  Vat  |  Total  | Details |
| 1 | J Every | Payroll | April |  |  £ 406.50  |   |  £ 406.50  | Mth1 |
|   |   | Expenses | Oct-April | BACS |  £ 20.00  |   |  £ 20.00  | Printing plan |
| 2 | K Davies-Picknell | Payroll | April | BACS |  £ 673.30  |   |  £ 673.30  | Mth1 |
|   |   | Expenses | April |   |  £ 22.10  |   |  £ 22.10  | Stamps |
| 3 | Nest | Pension | April |   |  £ 62.04  |   |  £ 62.04  | Mth1 |
| 4 | SALC Mem bership | SALC | Inv29876 | BACS |  £ 431.00  |   |  £ 431.00  | Membership for 2025-26 : 01.04.25 |
| 5 | Payroll Services | SALC | INv29620 | BAC |  £ 72.00  |  £ 14.40  |  £ 86.40  | Date 31.03.26 : period 6 mths to 31.03.25 |
| 6 | DC Gardens | Jubilee Gardens | INv07 | BAC S |  £ 54.00  |   |  £ 54.00  | 31.03.25 : 2 x hrs @ £27ph |
| 7 | Shotley Odd Jobs | Dog bins | INv078 | BACS |  £ 165.00  |   |  £ 165.00  | 30.03.25 : period 17.12.24 - 25.03.25 |
| 8 | Collins Skip Hire | Recycling | Inv280359 | BACS |  £ 492.60  |  £ 98.52  |  £ 591.12  | 24.04.25 : Chelmo 0O1 |
| 9 | Heelis & Lodge Auditors | Internal Audit | HLD2417 | BACS |  £ 260.00  |   |  £ 260.00  | 28.04.25  |
| 10 | CAS | PAID 04.04.25 | Inv0722 | BACS |  £ 12.00  |   |  £ 12.00  | 1 additional entry |
| 11 | SND Electrical | Solar Camera | Paid 07.04.25 | DEBIT |  £ 153.59  |   |  £ 153.59  |   |
| 12 | P&J Labels | Balance | 25918 | BACS |  £ 31.20  |   |  £ 31.20  | Dinghy labels |
|   |  |  |  |  |  |  |  |   |
|   |  |  |  |  | £2,855.33 |  ######  | £2,968.25 |   |

**20b: Completed Debit card Payments:**

 11.04.25 – Stamps £8.50

 22.04.25 – Stamps £27.20

 29.04.25 – Stationary £11.25

Chairman…………………………………. Meeting Date 6th May 2025