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 2nd of September 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 the minutes of the Parish Council Meeting held on the 1st of July 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:** to receive reports/proposals/requests and considerations and agree on any actions needed:

**7a:** Village Hall – *Mending of Handrail*

**7b:** Playing Field – *Allocation of the benches.*

**7c:** Footpaths

**7d:** School

**7e:** Website – *Audit items to be posted.*

**8. Chelmondiston village amenities:**

**8a:** Speed Indication Devices – *Latest Data*

**8b:** Jubilee Gardens

**8c:** Bus shelter

**8d:** Mini Orchard – *Review quote for strimming*

**8e:** Defibrillator – Update on new guardians

**8f:** Allotments – *Update on possible purchase*

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

**9a:** Dinghy Park **–** *Positioning of Dinghies – Strimming and clearing of racks*

**9b:** Dinghy Permits – *Removal of unpaid vessels*

**9c:** Common/Dinghy Park Notice Board – *Update on possible faulty lock*

**9d:** Other *– Clearing of grindles, finding suitable and knowledgeable contractor*

**9e:** Trees – *Planting of the gifted tree.*

**9d:** Pin Mill Bay CIC – *Sign removal/replacement*

**10. Pin Mill Regeneration Plan:**

**10a:** Report from working party

**10b:** Receipt of the new furniture and the removal/relocation of the old.

**11. Recycling Centre**

**11a:** Financial position

**11b:** Any other issues *– Letter to Shotley resident*

**11c:** CCTV *– the need for an official notice*

**12. Planning:**

**12a:** DC/25/03308 Wychwood, Hill farm Lane, IP91JU

**12b:** DC/25/03154 Crantock, Church Rd, IP91HS (related to DC24/02292)

**12c:** DC/20/01040 30 Collimer Close, IP91HX

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

**13a**: Sudbury & South Suffolk AGM Invitation

**13b:** Email from resident regarding parking in Collimer Close

**13c:** Water Quality Email

**13d:** Email regarding street sign, Spalding Way.

**14. Finance To Receive update on Finance Matters  
14a:** Bank reconciliation/report from RFO

**14b:** *To approve annual Infrastructure CIL report for period ending 31st March 2025 to be filed with Babergh District Council*

**14c:** *To note -* Receipt of external Audit Report from PKF Littlejohn LP for year ending 31st March 2025 providing assurance of proper practices.  Raised "except for matter" regarding responses from previous years "except for" the assets figure in the AGAR of 2023-24 and advise to ensure Asset figure is adjusted in "prior figure for 2024-25" when completing next year's AGAR (2025-26).

**14d:** To note - Notice of Conclusion of Audit for year ended 31st March 2025" to be published on website and noticeboard, which details rights of inspection, in line with statutory requirements***.*****14e:** Local Government Pay Scale Award for year 2025-26  agreed at increase of .46p ,  to be formally approved, retrospectively calculated from 1st April 2025

**14f:** To discuss the new savings account required

**14g:** To approve the Statement of reserves for year 25/26

**15.** To consider quotations for Parish Council Insurance renewal and agree which to choose.

**16. Documents and Policies**

**16a:** Financial Risk Assessment *– To Approve*

**16b:** Grants and donations *- To Approve*

**17: The Parish Alliances**

*Minutes of the last meeting of the Parish Alliances*

**18. Payments**

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.

July Payments (for approval at Sept Meeting)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | PAYEE | INV. DATE | INV. NO | DETAILS | AMOUNT |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Jane Every | July | Payroll | Payroll | £311.59 |
| 2 | Katie Davies-Picknell | July | Payroll | Payroll | £850.30 |
| 3 | Chelmondiston Village Hall | 04.07.25 | Inv1793 | Hirex4 | £92.00 |
| 4 | IPIT Services | July | Inv25009 | Annual renewal Microsoft | £84.99 |
| 5 | DC Gdns | 04.07.25 | Inv11 | Jubilee Gdns 2hr@ £27 |  |
|  | “ | 11.07.25 | Inv12 | “ |  |
|  | “ | 27.07.25 | Inv 13 | “ | £162.00 |
| 6 | SA Meacock Gdn Serv | 01.07.25 | Inv79 | Pin Mill Common |  |
|  | “ | “ | “ |  | £224.00 |
| 6 | Holtech Fencing | 25.07.25 | Inv 12 | 2 x Noticeboards as agreed | £452.00 |
| 7 | Babergh DC | 25.07.25 | Inv SA934231 | Dog Bin Emptying Annual |  |
|  | “ | “ | Inv SA934221 | Litter Bin Emptying Annual | £1892.40 |
|  | **TOTAL** |  |  |  | **£4069.28** |
|  | Viking Direct |  | Debit | Stationary | £38.22 |
|  | NEST |  | DD | Pension | £26.58 |

August Payments

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | PAYEE | INV. DATE | INV. NO | DETAILS | AMOUNT |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Jane Every | August | Payroll | Payroll | £338.00 |
| 2 | Katie Davies-Picknell | August | Payroll | Payroll | £850.30 |
| 3 | Community Action Suffolk | 21.08.25 | Inv0843 | 1 yr host Support (13 gov mail boxes) | £312.00 |
| 4 | PFK LittleJohn | 15.08.25 | InvSB20250775 | External Audit | £378.00 |
| 5 | SA Meacock Gdn Serv | 01.09.25 | Inv81 | Pin Mill Common | £112.00 |
|  | **TOTAL** |  |  |  | **£1099.30** |
|  | Nest | Aug | DD | Pension ER |  |
|  | “ | Aug | DD | “ | £62.01 |
|  | Viking Direct |  | Debit | Stationary | £38.22 |

**Katie Davies** Parish Clerk