



Chelmondiston Parish Council

The Village Hall, Main Road, Chelmondiston IP9 1DX
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 5th of **May 2026** AT 7.30PM.

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

In Attendance: K Davies (Parish Clerk)

- 1. Election of Chairman for year 2026/27.** Cllr Kirkup asked for nominations for the position of Chairman for the upcoming year. Cllr Kirkup Nominated Cllr Beacon, this was seconded by Cllr Gravell, seven for and one abstention, therefore the motion was carried.
The declaration of acceptance was signed by Cllr Beacon and was counter signed by the Proper Officer.

Election of Vice-Chairman for the year 2026/27. Cllr Beacon nominated Cllr Kirkup, this was seconded by Cllr Melville, all in favour.

The declaration of acceptance was signed by Cllr Kirkup and was counter signed by the Proper Officer. It was agreed that Cllr Kirkup would chair this meeting.

- 2. Confirmation of Clerks continued employment.** Cllr Kirkup proposed the clerk's continued employment was confirmed, this was seconded by Cllr Keeble, all in favour.
- 3. Confirmation of RFO's continued employment.** Cllr Kirkup proposed the RFO's continued employment was confirmed, this was seconded by Cllr Stevens, all in favour.
- 4. Confirmation of Councillor roles on Planning Committee and Other roles.** Cllr Kirkup ran through the allocation of roles, and all were agreed.
 - i. Cllr Kirkup proposed adding Cllr Barwick as an additional user with full online access to the bank accounts, to provide cover if needed. Cllr Cordle seconded; all were in favour.**
 - ii. Cllr Kirkup proposed authorising the RFO to set up payments on the bank account. Cllr Beacon seconded; all were in favour.**

- 5. Apologies for absence:** DCllr Potter, Cllr Lyrick

- 6. Declarations of Interest:**

6a: None Noted.

6b: None noted.

- 8. Minute Approval**

8a: To approve the minutes of the Annual Parish Council Meeting held on the 6th of May 2025. It was agreed that these were a true record, and the minutes were signed by the Chair.

Signed.....

Date.....

Cllr Barwick asked if the Annual Meeting minutes can be signed at the following months meeting and Cllr Kirkup replied that the Yearly meeting must be signed annually according to guidelines.

8b: To approve the minutes of the Parish Council Meeting held on the 7th of April 2026. It was agreed that these were a true record, and the minutes were signed by the Chair.

9. Public Participation Session: No Members of the Public were in attendance.

10. Reports: to receive reports from the County Councillor and the District Councillor:

10a: County Councillor Report - Cllr Kirkup ran through the report, which included: School active travel funding, Visa extensions and A12 improvements at Woodbridge

10b: District Councillor Report – *No report was received this month.*

11: 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 – *Cllr Kirkup suggested removing the damaged handrail to negate the need for the hazard tape, and this was agreed to be a good idea.*

11b: Playing Field – *Cllr Stevens reported that the football has finished and there will be a request for the team to clear the area.*

11c: Footpaths – *The contractor has made a start on the footpaths that need attention. Cllr Beacon has cleared the area by the style at footpath 7a.*

11d: Mini Orchard – *The Mini-Orchard has been strimmed recently.*

11e: Website – *The Clerk has fixed the outstanding issues with the website and now all archive document and policies are posted in the correct locations.*

12. Chelmondiston village amenities:

12a: Speed Indication Devices for Main Road – *No information received this month.*

13. Pin Mill: Update on Pin Mill matters:

13a: Cllr Beacon reported that the planters beside the disabled parking site need some attention, the clerk will contact the Jubilee Gdns contractor to seek advice on possible solutions.

14. Recycling Centre

14a: Financial position - *Cllr Kirkup gave details.*

14b: Any other issues – *Cllr Kirkup reported that the cost to process the recycling has gone up and there will be a small increase in cost to users to reflect this.*

Cllr Kirkup also reported that the final grant for recycling paper, textiles and glass has been paid prior to the new household collections beginning

15. Finance:

15a: Bank reconciliation – *Cllr Kirkup ran through the bank reconciliation.*

15b: Statement of receipts and payments 2025/26 – *Cllr Kirkup ran through the statements of receipts and payments 2025/26 and reported the receipt of part one of the Annual Precept 2026 – 2027*

15c: To receive and approve the Annual CIL report for the financial year 2025/26 – *Cllr Kirkup ran through the total CIL funds, and this information was agreed by the Council and signed by Cllr Kirkup.*

15d: Approval of Direct Debits and standing Orders – *The NEST Pension Direct Debit was approved by the Council. There are currently no other Direct debits and there are no Standing Orders.*

15e: Bank access and signatory confirmation – *The bank signatories were confirmed (More details Item 5)*

15f: Review of expenditure under section 137 of the local government act 1972 for the financial year 2025/26 – *The information was reviewed.*

15g: Review of the Reserves Statement and the Reserve's Policy – *Cllr Kirkup proposed that the statement of reserves is approved, Cllr Barwick seconded, all in favour.*

Signed.....

Date.....

Cllr Kirkup proposed that the Reserves Policy was approved and the approval dates will be updated, Cllr Stevens seconded, all in favour.

15h: Review and consider recommendations of the internal Audit report for 2025/26 – *The Council reviewed the internal audit recommendations, including producing an IT policy and updating the Data Protection Policy. In future the amount of precept requested will be recorded when approval is minuted. The Re-declaration to the Pensions Regulator was not submitted to the internal auditor in time, but is now available for the external auditor.*

15i: Annual Governance and Accountability Return (AGAR 2025/26)

- i. To receive the internal Auditors report for 2025/26 and note its findings*
- ii. To consider and approve the AGAR statement (section 1)*

Cllr Kirkup presented the information, which the Parish Council approved. The Council then approved AGAR Section 1.

iii. To Consider and approve the accounting statements of the AGAR (section 2)

iv. To Authorise the Chairman to sign the approved AGAR on behalf of the Council

Cllr Kirkup presented the information, and the Council authorised Cllr Kirkup to sign on its behalf. The Parish Council then approved AGAR Section 2, and Cllr Kirkup signed AGAR Sections 1 and 2.

16. Planning:

There was no planning business

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

17a: Email regarding SALC exhibition at Suffolk Show - *Noted*

17b: Email regarding County Council Elections - *Noted*

17c: Bus Partnership Passenger Forum - *Noted*

17d: Email from resident re Collimer Close Road surface – *Resident was advised by clerk to report the issue to Highways.*

17e: Email from Holbrook Clerk re the emergency briefing film to be shown at Holbrook Village Hall. – *Noted.*

17f: Babergh Town and Parish Council Briefing – *noted.*

17g: Email regarding Suffolk Community Awards – *noted.*

17h: Thanks from Brave Futures for recent donation – *noted*

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

18a: Review of Standing Orders and confirm acceptance – *The Standing Orders were approved, subject to removing unnecessary brackets.*

18b: Review of Financial Regulations 2026 and confirm acceptance – *The Finance Committee reviewed the Financial Regulations and proposed minor amendments, which were approved.*

18c: Review of Financial Risk Assessment and confirm acceptance. *The Financial Risk Assessment was reviewed and will be forwarded to the RFO for comment before final approval at the June Parish Council meeting.*

18d: Review of Internal Control Statement and Report – *Cllr Kirkup outlined the Internal Control Statement, including the minor amendments made. The Internal Report and Statement were approved.*

18e: Review of Code of Conduct – *The Code of Conduct was discussed and there have been no changes since the previous review therefore the document was approved as it stands.*

18f: Review and approve of Assets Register – *The Asset register was agreed to be correct and up to date.*

18g: Confirm appointment of Heelis and Lodge as internal auditors for the financial year 2026/27 (*Minute reference 13c, meeting held on the 3rd of March 2026*).

18h: To review and approve the Data Protection Policy – *The Data Protection Policy will be updated and agreed at a later meeting.*

Signed.....

Date.....

18i: Confirmation of scheduled meeting dates for 2026/2027 – Meeting dates for 2026/27 were confirmed, including that planning meetings will be only be convened as needed and that no Parish Council meeting is scheduled for August 2026 unless exceptional circumstances require one.

20. Payments

No	Payee	Ref/Inv	Date	Type	Details	Amount
	To Pay					
1	J Every	Payroll	March	BACS	Mth 1	£475.38
2	K Davies-Picknell	Payroll	March	BACS	Mth 1	£896.17
3	SALC	31131	01.04.26	BACS	Half Yearly Membership	£449.09
4	Collins	313158	22.04.26	BACS	Waste Collection	£755.04
5	Collins	313157	22.04.26	BACS	“	£568.56
6	Viking	4410640755	22.04.26	BACS	Stationary Supplies	£40.77
7	Matt Annis	17.04	20.04.26	BACS	Jubilee Gdns 2xhrs @£25ph	£50.00
8	Heelis and Lodge	HLD2512	03.05.26	BACS	Internal Audit	£285.00
TOTAL						£3,520.01
	DD					
9	NEST	Pension ER		DD	Pension ER Contribution	£27.49
	“	Pension EE		DD	Pension EE Contribution	£36.65
	Paid					
10	AVG	AGP2124447845	13.04.26	Debit	3years renewal price	£50.04
11	Amazon	234726	15.04.26	Debit	Pen for below	£7.95
	“	550146	“	Debit	Dinghy Park Stickers	£31.89
12	Post Office Shotley	Receipt 106130	21.04.26	Debit	Dinghy Park Permit Postage	£23.74

Items 1-8 Proposed to be approved by Cllr Barwick, Seconded by Cllr Stevens, all in favour.

Meeting closed at 2135hrs

The Annual Village Meeting will be held on Tuesday the 19th of May 2026

The next Parish Council Meeting will be held on Tuesday the 2nd of June 2026

Katie Davies Parish Clerk

Signed.....

Date.....