

# Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 07984733352

## Minutes of the Meeting of CHELMONDISTON PARISH COUNCIL held In the Village Hall on TUESDAY THE 4<sup>th</sup> of April 2023 at 7.30pm.

**Present:** Councillors: David Cordle, D Barwick, R Bareham, S Lyrick, P Ward, Dot Cordle C Keeble and I Melville

**Parish Clerk:** Jill Davis

**Public:**4

**Babergh and Suffolk Councillors:** SCCllr Harley and DCllr Gould

**Abbreviations:** Cllr: Councillor. PC: Parish Council. BDC: Babergh District Council. SCC: Suffolk County Council. B/MSDCs: Babergh /Mid Suffolk District Councils. CAS: Community Action Suffolk.

**SALC:** Suffolk Association of Local Councils.

**RoW:** Rights of Way. **AONB:** Area of Outstanding Natural Beauty.

The Council and members of the public were reminded by notice and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded.

1. **Welcome by the Chairman:**  
The Chairman opened the meeting at 7.30pm and welcomed everyone.
2. **Apologies for absence:** to receive and note apologies  
Not applicable – All in attendance
3. **Dispensations:** to consider requests  
No dispensations requested  
**Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.  
14.e Cllr Bareham – Partner of the Parish Clerk  
17.aa -cc Cllr Bareham – Partner of the Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 7TH OF March 2023**  
Cllr Ward queried item 10 concerning the reserves and grants of the recycling centre. It was agreed to amend the minutes and present them for consideration at the May full council meeting. Parish Clerk to action
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda  
**Items:**  
12.a – Jubilee Garden – updated information  
12.b – Jubilee Garden – updated information  
12.c – Jubilee Garden – updated information  
14.c – Village Hall - considerations  
14.d – Village Hall - considerations
6. **Reports:** to receive reports  
**6.a County Councillor Report**  
Simon Harley delivered his report. His report has been circulated to the members.  
**SCC- Annual Parish Report 2022/2023**  
Simon Harley informed the members that his annual report has been emailed. However, he may not be able to attend the annual meeting of the parish/village due to other parishes holding their event on the same date.  
**6.b District Councillor Report**  
Jane Gould delivered her final report and thanked the parish council for their support. The parish council thanked Jane Gould for all her help and wished her well for the future.
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:  
**7.a Planning Committee**  
Cllr Bareham reported on the following:  
One planning application. 1 Rectory Field – supported by the committee  
Two planning decisions. Dawn House, Main Road – granted by BDC and Brookside, Pin Mill Road – granted by BDC.  
Woodlands - BDC has released the site to the developers. The land agent has provided the names and details of the developers and the members agreed to ask the developers for an informal meeting.  
**7.b Village Hall**  
No meeting

**7.c Playing Field**

Cllr Barwick informed the members that the tree work on the playing field has now been completed.

**7.d Village Amenities**

No report

**7.e Primary School**

Cllr Lyrick informed the members that the school were on holiday for Easter but would liaise with the head teacher when the school reopens.

**7.e1 To inform members that the plaque to the buddy table has been ordered**

Parish clerk informed the members that the plaque for the school bench has been ordered.

8. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion

**8. Report circulated to members**

The report has been circulated to the members. There were no further items since the publication of the agenda.

9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion

**9. Correspondence circulated to members**

The report has been circulated to the members.

9.a Shotley Peninsula Cycling Campaign – emailed a thank you to the parish council for confirming that the ring-fenced funds of £10k can be used to upgrade the surface of the Church Lane bridleway.

10. **Recycle Centre:** to inform

**10.a To inform members of the year-end information**

Parish clerk informed the council of the year-end financial information. The running total (reserves and grants) is £24,955.66 and the profit for 2022-2023 is £2,553.33

**10.b For members to consider ways in thanking the volunteers**

The council discussed the item. Resolved – to send a thank you letter. Parish clerk to action.

11. **Dinghy Park/Pin Mill:**

**11.a Bridge Railing over the Common – Have asked Paul to quote (Re emergency powers)**

Parish clerk informed the members that the footbridge railing is loose. Paul the footpath contractor has been asked to quote.

12. **Jubilee Garden:**

**12.a To inform members that the grass cutter contractor has agreed to the Annual contract of £450.00**

Parish Clerk informed the members that the grass cutter contractor has agreed to the annual contract of £450.00. The amount will be paid in arrears at the end of the season.

**12.b To inform members that I have asked the grass cutter to contact the Horticultural Society direct to discuss the work that is needed.**

Parish Clerk informed the members that the grass cutter has been put in contact with the members of the horticultural society. Members of the horticultural society were in attendance at the meeting and discussed with the council how to move forward with the jubilee garden. Parish Clerk to update when required.

**12.c To inform the members that the grass cutter agreed to the hourly rate of £20.00 to prepare the garden for the start of the season**

Parish Clerk informed the members that the grass cutter has agreed to the hourly rate of £20.00 to prepare the garden for the start of the season.

13. **Administration Matters:**

**13.a For members to consider approving the Terms of Reference for the Complaints Committee**

Resolved – the item was approved

**13.b To update the members with the Storage Facility**

Parish Clerk informed the council that having several conversations concerning the storage facility and VAT, VAT has now been requested to pay. The overall payment of £500.00 remains the same as the VAT can be claimed back.

**13.c For members to consider approving the amended Storage Facility Contract (if applicable)**

The members discussed the item. Resolved – the motion was approved and the Chairman signed the contract. It was suggested going forward any further contracts use a contract template or similar.

**13.d For members to consider approving the Annual Invoice Galliform Ltd (Storage Facility)**

Resolved – the motion was approved.

14. **Financial Matters:**

**14.a To update the members with the financial Information - February's Bank Statements £64,697.51**

To update members with the financial information from February's 2023 Bank Statement

**14.b To update members with the financial information End of February 2023**

Parish Clerk informed members of the financial information from 01/04/200 through to 27/02/2023. With ring-fenced items and payments and receipts outstanding, the approx year-end figure was £27,691.73.

**14.c For members to consider the Village Hall grant request - £2000.00 – difficult trading conditions.**

This item was discussed with item 14.d. Resolved – the motion was rejected by the council.

**14.d For members to consider the Village Hall grant request - £2000.00 – replacement oil tank**

This item was discussed with item 14.c. Members of the Village Hall Committee were in attendance at the meeting and questions were asked and raised. – Resolved the motion was approved with an amendment by a majority. Two members voted to approve a grant of £2,000.00, One member voted to approve no grant and Five members approved a grant award of £4,000.00. The grant awarded was £4,000.00. Parish Clerk to action.

**14.e For members to consider approving Parish Clerk's overtime £35.85 (per line)**

Resolved – the motion was approved

**14.f To inform members that the External Auditor has emailed all the documents for the 2022 -2023 audit**

To inform members that the external auditor has emailed all the documents for the 2022 -2023 external audit.

**14.g To inform members that the 2022 -2023 Internal Audit is booked for w/c 06/06/2023**

To inform members that the 2022 -2023 Internal Audit is booked for w/c 06/06/2023

**14.h For members to consider approving the Change of the Address for Lloyds Bank: To: 'Trelowena', Hill Farm, Chelmondiston. IP9 1JU (Lloyds Bank request) and for the bank form to be signed**

Resolved – the motion was approved.

**14.i For members to consider approving a grant request from The Basic Life Charity**

The item was discussed by the council. Resolved – the motion was approved. The amount awarded was £50.00. Parish Clerk to action

**15. Budget 2023 -2024:****15.a For members to consider approving the £25.00 for the Annual Meeting of Parish/Village refreshments (budget)**

Resolved – the motion was approved.

**16. End of Year Matters 2022 - 2023:****16.a To inform members of the Ring-fenced items for 2022 – 2023**

Parish Clerk informed the members of the ring-fenced items for 2022 -2023

£1030.00 – MOP's funds for a memorial bench

£10,000 – SPCC

£24,955.99 – Recycling Centre

£1020.12 – CIL

Parish Clerk informed the members that the figures were approx.

**17. Payments to Consider: April 2023**

Number	Payee	Reason	Amount	VAT	Amount
A 002581	Anglia Foilblocking Ltd T/A P&J Labels	Dinghy Permits 2023	£131.00	£26.20	£157.20
B 002582	Chelmondiston Playing Fields Committee	Annual Grant	£3380.00		£3380.00
C 002583	Eastern Savings and Loan	Good Neighbours Donation	£173.00		£173.00
D 002584	HM Revenue and Customs Only	Quarter 4 Payment	£1024.67		£1024.67
E 002585	Jill Davis	March Salary 2023	£1274.59		£1274.59
F 002586	SA Garden Services	Completed Work – Village Hall	£300.00		£300.00
G 002587	Carl Sterling	Annual Tree Inspection	£260.00		£260.00
H 002588	Suffolk Assn. of Local Councils	6-month Payroll Service	£48.00	£9.60	£57.60
I 002589	Collins Skip Hire	Invoice 217204	£594.10	£118.82	£712.92
J 002590	Collins Skip Hire	Invoice 217206	£329.20	£65.84	£395.04
K DD	Government Nest - Pension	Jill Davis March Pension 2023	£99.88		£99.88
L 002591	SARS	Donation S137	£50.00		£50.00
M 002592	Home-Start in Suffolk	Donation S137	£50.00		£50.00
N 002593	East Anglia's Children's Hospices	Donation S137	£50.00		£50.00
O 002594	St Elizabeth Hospice	Donation S137	£50.00		£50.00
P 002595	East Anglian Air Ambulance	Donation S137	£50.00		£50.00
Q 002596	The Befriending Scheme	Donation S137	£50.00		£50.00

R 002597	Suffolk Family Carers Limited	Donation S137	£50.00		<b>£50.00</b>
S 002598	Revitalise	Donation S137	£50.00		<b>£50.00</b>
T 002599	Magpas	Donation S137	£50.00		<b>£50.00</b>
U 002600	Suffolk Neighbourhood Watch Association	Donation S137	£50.00		<b>£50.00</b>
V 002601	Holbrook Academy	Donation S137	£50.00		<b>£50.00</b>
W 00262	St Edmundsbury and Ipswich MAT	Donation S137	£50.00		<b>£50.00</b>
X 002603	Citizens Advice Ipswich	Donation S137	£50.00		<b>£50.00</b>
Y 002604	Suffolk's Libraries IPS Limited	Donation S137	£50.00		<b>£50.00</b>
Z 002605	Realise Futures CIC	Invoice 4323	£1401.00	£280.20	<b>£1681.20</b>
AA 002606	Galliform Ltd	Annual storage Facility Invoice	£500.00	£100.00	<b>£600.00</b>
BB 002607	Jill Davis	March 2023 Expenses	£35.85		<b>£35.85</b>
<b>TOTAL:</b>			<b>£10,251.29</b>	<b>£600.66</b>	<b>£10,851.95</b>

Payments – A – BB Resolved by the members. Cllr Bareham abstained.  
Payment – CC arrived after the publication of the agenda.  
Cheque number 002608 Shotley Odd Jobs £105.00  
CC – Resolved by the members.

18. **The Next Parish Council Meeting:  
Annual Meeting of the Parish Council  
Tuesday 16<sup>th</sup> of May 2023 at 7.30pm in the Village Hall**
19. **Temporary exclusion of press and public:** Pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed
20. **Complaints Committee:**  
20. **To update the members with the meeting of the Complaints Committee**  
The members updated the parish council. Correspondence to be actioned.
21. **Employment Matters:**  
21. **To inform members of working authorised overtime for the External Audit - to be worked in May**  
Parish Clerk informed the members of working overtime which has been approved will be worked in May.

**There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.17pm.**

**R. Kirkup**

**Signed:**.....

**02 August 2025 (approved for signature on 4<sup>th</sup> July 2023)**

**Dated:**.....

**These minutes were approved each page initialled and signed as indicated. The original signed copy is held by the Clerk in the Minute Book and can be seen on request.**