

**Chelmondiston Parish Council**  
Chairman: Cllr Rosie Kirkup  
Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info)

**CHELMONDISTON PARISH COUNCIL**

**MINUTES of the MEETING held in the VILLAGE HALL  
on TUESDAY 04 July 2023 at 7.30PM**

**Present:** Cllrs Beacon, Cordle, Keeble, Kirkup, Lyrick, Melville, Stevens, Ward.  
3 members of the public were present from 7.30pm, 1 joined later.

District Cllr. Potter and County Cllr. Harley were in attendance.  
**The Clerk was not in attendance so minutes were taken by the Chairman.**

1. **Welcome**  
The Chairman welcomed all present and read out the notice regarding recording/filming/photographing the meeting.
2. **Apologies for Absence:**  
Received from Councillors Barwick and Price. The Council voted unanimously to accept their apologies.  
(Proposer: Cllr. Kirkup, second: Cllr. Cordle, vote: all in favour.)
3. **Dispensations and Declarations of Interest:**  
None declared.
4. **To Approve the Minutes of the Meeting of 04 April 2023**  
Councillors had received a draft copy. These were agreed to be a true record of the meeting by those 5 Councillors who were present on that date and the Chairman was mandated to sign the Minutes when a fair copy is available.  
(Proposer: Cllr. Cordle, second: Cllr. Ward, 5 votes in favour).
5. **To Approve the Minutes of the Annual Parish Council Meeting held on the 16<sup>th</sup> of May 2023**  
The Minutes presented in Draft form were agreed to be a true record of the meeting and the Chairman was mandated to sign a fair copy of those minutes when one is available.  
(Proposer: Cllr. Ward, second: Cllr. Lyrick, vote: all in favour)
6. **To Approve the Minutes of the Extraordinary Meeting of the Parish Council held on 20<sup>th</sup> June 2023.**  
The Council agreed the following endorsements to be made to the record:
  - that item 2 of the draft Minutes be struck out and that it should be noted that the Clerk was not in attendance.
  - That in regard to item 12a. the Council ratified the wording of the Clerk/RFO Job Vacancy advertisement, which had been agreed by all councillors via email prior to being posted.  
(Proposer: Cllr Kirkup, second: Cllr. Beacon, Vote: all in favour)

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- That also regarding item 12a. it be noted that the Council's intention was not clearly stated in the proposal. The Council agreed that the offer of appointment to any candidate chosen by the Interview Panel would be conditional upon ratification by the full Council at their next meeting following that offer. (proposer: Cllr. Ward, second: Cllr. Beacon, vote: all in favour).
- Item 12d. reference to "Section 108 monies" should read "Section 106..."
- Addendum 1 was discussed with regard to when a role in the Council should be declared on a Member's Declaration of Interest form. The Monitoring Officer's advice was that that should be in cases where the body to which a Councillor was attached was not a parish Council body. There was also a change of role in respect of Village Hall liaison (Cllr. Steven NOT Cllr Ward.)

With the above added comments, the Council voted to accept the draft minutes as a true record of the meeting and the Chairman was mandated to sign a fair copy when one was available.

(Proposer: Cllr. Melville, second: Cllr Ward. Vote: All in favour)

## 7. Public Participation Session

A member of the public asked whether there was any update from the bus company about the missing stop sign outside what was once the Foresters' Arms public house. The Chairman had no more information since the Annual Village meeting where she reported that the bus company had informed its drivers that there was still a stop at that point regardless of the missing sign, which would be replaced in due course.

## 8. Reports

### a. County Councillor:

Cllr. Harley said he noted that we were a largely new Council and that both County and District Councillors were willing to support us wherever they were able.

In addition to what is mentioned in his report (attached), Cllr. Harley mentioned a large budget deficit which the County Council has plans to deal with next year. He also mentioned the consultation on two new offshore windfarms off the Suffolk and Essex coasts, largely in Essex and the need for upgrades to the existing power lines to bring the power ashore. This will mean some new overhead power lines would be needed on the Suffolk Essex border. Dedham Vale would be protected by having the lines underground. Cllr. Melville asked whether Suffolk was acceding to this rather than putting the case for offshore routes where possible. Cllr. Harley said that Suffolk was a consultee and Essex County Council would foot the bill, so cost implications were part of the reason it looked as though the land routes might be chosen.

### b. District Councillor:

Cllr. Potter (whose report is attached) said that the Green Party was the largest partner in a 3-party system, so were looking forward to being able to implement much of their agenda. He mentioned plans for Electric Vehicle rapid charging points in three of the district towns: Hadleigh, Sudbury and Lavenham, hopefully appearing later this year.

In response to Cllr. Kirkup's question about how Babergh and Mid Suffolk Councils operated together, Cllr. Potter said that they were still separate, with separate agendas and council make-up but had some shared activities.

Cllr. Ward asked how many cars could use a charging point at one time. Cllr. Potter was not sure but believed it to be more than one at a time. Cllr. Keeble raised the issue of the recent increase in the charge for emptying brown bins.

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**9. Reports from Committees/Groups/Meetings.**

There were no reports for 9b. Village hall, 9g. Pin Mill, and 9g. Website

**9a. Planning Committee**

Cllr. Ward outlined the proceedings of the meeting held before the full Council meeting this evening:

The application for a replacement dwelling at Southfields, Main Road was supported by the committee.

The application for two additional dwellings on the Little Barnes nursery site was also supported with the request that there be a Planning Condition that a footway be provided along the North side of the B1456 to join with the footway outside White House Farm.

**9c. Playing Field**

There are three charity football matches booked for the playing field in the near future.

**9d. Village Amenities, Chelmondiston**

It was reported that a tree at the entrance (west side) to the Parish Council car park needs pruning. Its ownership first needs to be established. The Chairman will speak to the residents whose house is alongside and ask if it is their tree.

**9f. Footpaths**

It was reported that FP34 which goes from opposite the Foresters' Arms has a great deal of vegetation encroaching from both sides where it passes between two houses/gardens.

**ACTION: Clerk to ask householders on each side to trim back their hedges.**

**9h. School**

It was reported that the School raised about £2,130 at the recent fete and that they would be holding a coffee morning in aid of Age UK on Thursday 6<sup>th</sup> July, 10.30am. to which all were invited.

**9i. Playing Field Rep to provide a report on the funds raised for MIND**

It was reported that the Playing Field committee was not responsible for collecting the funds, which were thought to have been in the region of £300. The Playing Field's contribution was to allow the event to go ahead without charge for the use of the field.

**9j. Pop-Up Shop**

There was a discussion of the Pop-up Shop between Councillors and members of the public who had knowledge of the issue. It appears that the shop will soon cease to operate through lack of volunteers. It was agreed that a plan by a volunteer to replace this with a Community Kitchen or Community Fridge would need to be presented to the Council with full costings and details of the implications for other village amenities before the Councillors could make any decision about whether or not to support it. It was suggested that the volunteer might be invited to a Parish Council meeting to present her views and that she should liaise further with District Cllr. Potter.

**N.B. At this point c. 20.07 there was a brief power cut and all the lights were off for about a minute.**

Discussion continued and it was proposed that the issue be dropped until such time as someone approaches the Council with a well-thought out and detailed plan for a charitable food source.

(Proposer: Cllr. Kirkup, Second: Cllr. Ward, vote: All in favour).

**10.****The Clerk's Report.**

The Clerk had itemised for the Agenda actions taken since the previous meeting of the Council:

- Lack of road studs ("cats' eye") was reported to Suffolk County Highways and to Cllr Harley who suggested that we let him know if we are dissatisfied with the County Council's response.
- Cllr Harley reported that he has sent the Clerk a link so that we can ask for Chelmondiston to be included in its round of temporary placement of Automatic Number Plate Reading equipment.

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11. **Correspondence Report:** Nothing received by the meeting.
12. **Recycling Centre**  
a. The Clerk has received on behalf of the Council two grants towards running costs:  
Suffolk County Council: £1,500 and Shotley Parish Council: £750.  
b. It was proposed that the Clerk be asked to write to both the above with thanks from the Parish Council for their donations:  
Proposer Cllr. Kirkup, Second: Cllr. Ward, Vote: all in favour  
**Action: Ask the Clerk to write the above letters.**  
c. Cllr Price was not available and no report had been received.  
d. There was an objection from one of the Councillors to the term "ring-fenced" in reference to the monies currently in the budget of the recycling Centre on the grounds that some of it may be classed as "surplus" and only some of it (an unknown amount and probably the majority of the money) is for projects such as providing better welfare facilities and replacing the fencing.
13. **Dinghy Park/Pin Mill**  
Cllr. Melville had no information to report other than that he is waiting for the Clerk to hand over all records and information that she has relating to the Dinghy Park.  
**ACTION: To ask the Clerk to provide this information without delay.**
14. **ADMINISTRATION MATTERS**  
a. As the Clerk was not present it was not possible to ask her if she could help locate the handwritten Parish Council Minute book from early last century.  
b. Addendum 1 to the Minutes of 20<sup>th</sup> June 2023 was discussed. Councillor Price will remain as the Councillor who will investigate equipment etc for the recycling Centre. The Chairman will also act as liaison with the volunteers at the Recycling Centre.  
c. **Handover from Clerk.** It was reported that the Clerk had on Monday 26<sup>th</sup> June given to Cllrs. Kirkup and Ward, for the Council, an address and an email contact for when she is no longer our Clerk. She had said that she would give other information as requested in Addendum 2 of the Minutes of 20<sup>th</sup> June, but as she was not present at this meeting we need to take advice on where we go in order to have access to Parish Council records, bank accounts etc.
15. **FINANCIAL MATTERS**  
a./b. It is hereby minuted that all Councillors have received a copy of the bank statements for April and May 2023.  
c. **Clerk's Expenses**  
The Clerk's note of recent expenses totalling £137.59 was received. It was proposed that the Council agree to payment of these expenses:  
Proposer: Cllr. Ward, second: Cllr. Cordle, Vote: 5 in favour, 2 abstainers. The proposal was therefore carried.  
d. The Chairman explained what she had researched suitable door furniture to provide a Parish Council letterbox at the Village Hall, and reported that a resident who has carpentry skills had offered to do the work for free. The Chairman proposed that the Council mandate expenditure to a maximum of £150 for her to go ahead and commission the work with purchase of suitable items on the advice of the workman who had offered to do the work.  
Proposer: Cllr. Kirkup, Second: Cllr. Lyrick, Vote: All in favour.

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**16. STORAGE FACILITY**

It was explained to the Council by the Chairman that she was investigating an incident brought to her attention on 26<sup>th</sup> June by the Clerk. The incident involved the changing of locks on the Parish Council's storage unit in the garden of Mr. and Mrs. Chicken. The Clerk had found that she could not put items into the storage because one or more Councillors had changed the locks. The Chairman, while in no way condoning the unilateral action of the Councillor(s) who had been involved, acknowledged that there were legitimate concerns, and was shocked at what she found when visiting the storage unit the day after the Clerk's reporting the change of locks. The Chairman has discovered that this matter is more complex than first appeared to be the case and will defer further explanation for the time being, while she seeks advice on how to proceed. In the meantime, the Chairman has a key to the new lock and is happy to let the Clerk in herself or instruct another Councillor to do so when required or to give the Clerk a temporary key.

At this point a Councillor raised a query as to when there might be a meeting of the Finance Advisory group, given unresolved issues relating to the Council's financial interests. The Chairman said that this issue would be taken into consideration with other issues relating to the handover process following the Clerk's resignation.

**17. PAYMENTS CONSIDERED BY THE COUNCIL:**

It was proposed that all payments listed (items 17A-17F) be approved.

Proposer: Cllr. Cordle, Second: Cllr. Beacon, Vote: All in favour.

- 18. It was proposed that the date of the next Parish Council meeting be moved by one day to the day following the date previously advertised because the Chairman had a prior commitment dating from before her election to the Council in May 2023. Proposer: Cllr. Kirkup, Second: Cllr. Ward, Vote: All in favour.**

**DATE OF NEXT PARISH COUNCIL MEETING : WEDNESDAY 02 AUGUST 2023  
TO BE HELD IN THE VILLAGE HALL AT 7.30PM**

There being no further business, the Chairman closed the meeting at 8.55pm.

(Minutes Compiled by Cllr Rosie Kirkup in the absence of the Clerk.)

Signed:.....

*R Kirkup*

Dated:.....

*02 August 2023*