## **Chelmondiston Parish Council**

Chairman: Cllr Rosie Kirkup chairman@chelmondistonpc.info Interim Parish Clerk: Ms Jo Hazlewood

MINUTES of the Meeting of CHELMONDISTON PARISH COUNCIL held In the Village Hall on Tuesday 5<sup>th</sup> September 2023 AT 7.30PM.

**Present:** Cllr R. Kirkup (Chairman), Cllr D. Barwick, Cllr A. Beacon, Cllr D. Cordle, Cllr C. Keeble, Cllr S. Lyrick, Cllr C. Price, Cllr M. Stevens

In Attendance: Jo Hazlewood (Interim Clerk) and 6 members of the public

1. Welcome by the Chairman: the Chairman welcomed everyone to the meeting and read out the	Action by
notice regarding recording/filming/photographing at the meeting.	
2. Apologies for absence: Cllr Melville and Cllr Ward sent apologies as both were away. Cllrs	
unanimously <b>consented</b> to these absences. County Cllr Simon Harley also sent his apologies.	
3. Declarations of Pecuniary and local non-pecuniary interest	
3.(a): to receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda	
and their nature including gifts of hospitality exceeding £25. Cllr Morley declared a non-pecuniary	
interest in Agenda item 13 and Cllr Barwick declared a non-pecuniary interest in Agenda item 10	
3(b): to receive requests for dispensations – no requests for dispensations were received.	
4. To approve the minutes of the Parish Council Meeting held on 2 <sup>nd</sup> August 2023:	
It was proposed that the minutes of the meeting held on 2 <sup>nd</sup> August be approved and signed.	
Councillors unanimously agreed and the minutes were duly signed by the Chairman.	
5. Public Participation Session: 5 members of the public were present and were invited to contribute	
to Agenda item 16: Jubilee Gardens. A 6 <sup>th</sup> member of the public joined the meeting later.	
6. Reports: to receive reports from	
7(a) the County Councillor – Cllr Harley was unable to be present at the meeting, but his September	
report had been circulated and was on the website.	
7(b) the District Councillor. Cllr Potter was not at the meeting; his report had been circulated and	
was on the website.	
There were no questions to be passed on to the County and District Councillors.	
7. Reports from Committees/Representatives of other Committees/Groups/Meetings: to receive	
reports and proposals/requests and considerations and to agree on any actions needed	
7(a) Planning Committee: a list of planning decisions had been circulated prior to the meeting,	
together with a new planning application DC/23/04027, Little Barnes, Cllr Beacon reported that this	
new application was submitted for outline planning for a single dwelling at Little Barnes. The previous	
application for 2 houses at Little Barnes had been refused by the planning authority. It was proposed	
by Cllr Beacon that the Council recommend approval of application DC/23/04027, with the proviso that	
the footpath is extended. Councillors unanimously agreed.	
7(b) Village Hall: no report	
7(c) Playing Field: no report	
7(d) Village Amenities – Chelmondiston – the position and visibility of village sign in the corner of	
the school field was discussed as it is currently obscured and incomplete. Cllrs were asked for their	
views on the best siting for the sign. Cllr Lyrick said that Council must consider SCC Highways'	
restrictions on the positioning of signs when choosing an appropriate site. Some options were	Cllr
discussed. It was agreed that the current sign needs removing, refurbishing and re-siting from its	Stevens
current position at the school. Cllr Stevens agreed to contact a local craftsman to see if he was able to	
undertake the renovation once the sign was removed. It would be necessary to liaise with the school	
for the removal. It was agreed that the east side of the grass verge at the junction of Main Road and	
Woodlands close to, but not impinging on, the newly planted tree, would be a suitable location.	
7(e) Village Amenities – Councillor Beacon updated councillors on the following:	Clerk
<b>Pin Mill Common</b> : the benches and tables at Pin Mill Common: two memorial benches are ready to	
be replaced and new benches had been ordered as part of an order of 5. The Clerk will send Realise	
futures the wording for the commemorative plaques. It was agreed that the request for the new	
memorial bench, if agreed, should be a table instead of a bench. Agenda item 11b: was discussed at	1

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this juncture which was an application for a new memorial bench. Following a discussion about this	Clerk
and future requests, the clerk was asked to contact the applicant to find out what their specific	CIGIN
connection to Pin Mill was before taking this further.	
<b>Picnic Area</b> : the clerk was asked to inform Babergh that the benches on the picnic area and car park	Clerk
were in a very poor state and the grass needed cutting.	OICIK
<b>Graffit</b> i: there is graffiti on the wall of the driveway to Halcyon and Crows Nest.	
<b>Landfill/fly tipping</b> : the road between the floating jetty and the sailing club is constantly being filled up	Chair
with rubble which could possibly be fly tipping. The Chair agreed to try and establish who is responsible	Chair
for that part of the road.	
<b>Demolition of the Golden Fleece</b> : this appears to be being demolished, with the possible view to a	
new shed being built. It was agreed that Babergh needs to be informed	0.11
<b>The dog bin</b> which has been knocked could be replaced at the cost of £65.00. <b>Councillors</b>	Cllr
unanimously agreed for this work to go ahead.	Beacon
<b>7(f) Footpaths</b> : Cllr Barwick reported they would be monitoring the footpaths at the end of this month.	0.1
It was reported that footpath 25 behind the boatyard along the back of the common is almost	Cllr
impassable and that the bridleway at the back of 41 Woodlands is becoming quite dangerous.	Barwick
<b>7(g) Website</b> – Clir Price invited residents and councillors for feedback on the website, including	
suggestions for changes/additions	<b>C</b> ''
<b>8(h) School</b> – Clir Lyrick will be consulting with the school about access to the village sign, their	Cllr
biodiversity plans and the upgrading of the Early Years playground.	Lyrick
sisterers, plane and the approximy of the Early route playground.	
8. Correspondence report:	
8(a) Biodiversity Project - the contents of the email from the Biodiversity Project at SCC were noted.	
The Chairman reported that the project could supply some free plants which might be useful for the Pin	
Mill plan. <b>Councillors unanimously agreed</b> to have a public consultation for residents on the plan for	
the common. The consultation would be multiple choice and could include an online survey, together	
with flyers through residents' doors.	
8(b) SNT - The contents of the minutes of the SNT meeting were noted and the date and venue of the	
next meeting were noted.	
<b>8(c)</b> The response from Highways re road studs had been circulated to all Councillors and was noted.	
Since the agenda had been published, further correspondence had been received:	
	<b>.</b>
Grant funds from Babergh for groups and communities - the clerk was asked to forward this information to local groups	Clerk
<ul> <li>information to local groups.</li> <li>District CIL Bid Round 12. For projects over £10,000 applications can be made from 1<sup>st</sup> October</li> </ul>	
<ul> <li>District CIL Bid Round 12. For projects over £10,000 applications can be made from 1<sup>st</sup> October up to 31<sup>st</sup> October.</li> </ul>	
<ul> <li>An update from Coasts and Heaths, including an opportunity to access volunteer working parties to undertake work to enhance areas within AONB.</li> </ul>	
9. Banking issues:	
<b>9(a) Bank mandate:</b> The Chairman reported the difficulties encountered when trying to communicate with the bank. Eveny effect was being made to resolve this matter which is new becoming urgent	
with the bank. Every effort was being made to resolve this matter, which is now becoming urgent.	
<b>9(b) Board Resolution:</b> to consider signing the form for a Board Resolution to expedite access to the	
Council's bank accounts: this was now unnecessary.	
Cllr Beacon reported receiving an email from the bank asking him to register for online banking which he agreed to forward to the Chairman	Cllr
9(c) Online Banking: to review the guidelines for online banking. The SALC guidelines had been	Beacon
circulated to Councillors prior to the meeting. Councillors unanimously agreed that online banking	
should be implemented as soon as practicable.	
<b>10. Dinghy Park Pin Mill:</b> to receive an update on the Dinghy Park. In Cllr Melville's absence, the	
Chairman reported that several dinghy fees remained unpaid but a strategy is in place to address this.	
11. Other Pin Mill issues	
<b>11(a)</b> The letter sent to Babergh DC re houseboats/work at Pin Mill had been circulated to all councillors and a reply had been received from Mark Emms in response to Cllr Melville's question about perceived	
stakeholders. This reply had also been circulated.	
<b>11(b)</b> To consider a request for a memorial bench on Pin Mill Common – this item had been discussed under Agonda Item 7(a)	
under Agenda Item 7(e)	
<b>11(c)</b> – Next steps following the letter and reply from Babergh DC re the work to be undertaken at Pin Mill deformed	
Mill – deferred.	
<b>12. To receive an update on the request for an ANPR camera and a SID</b> . Cllr Lyrick explained that	
there are instructions on how to apply for ANPR cameras and suggested applying for two cameras for	
the village. The suitability of the position of the poles has to be assessed. For the position of the poles	2

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to be agreed, the Council must obtain consent from the households next to the proposed sites. The					
Clerk will write to the residents to seek their approval once the sites have been chosen. The Clerk was asked to write to Cllr Harley to ask him who to approach to access the money allocated for road safety					Clerk Clerk
from the S106 agreement f					Olerk
13. The Archive Storage					
returning to the container o					
use whilst applying for fu					
Councillors unanimously					
clerk was asked to write a	-				Clerk
Council's decision.			Tone otorago laonity to h		CIEIK
14. Recycling Centre: see	curity: to recei	ve an update on	the purchase of:		
14(a) PPE for the personne		•	•	volunteers to look	
out for suitable equipment					
14(b) CCTV Cllr Price repo	rted that camer	as have been in	stalled and the cost had	come in under the	
agreed budget. He also re	ported that the	data connection	needs to be set up, whi	ich should also be	
under budget. Cllr Cordle	reported there h	ad been fly tippi	ng near her. Cllr Price a	greed to follow up	<b>Cllr Price</b>
a contact provided by Cllr			he above. If no funds v	were available the	
resources from the Recyclin	-				
15. To receive an update					
clerk, agreed at the last me			orked in August were <b>una</b>	inimously agreed	Chair
and the Chairman would fo					
16. Jubilee Gardens: to c					
redesign and revamp of th					Clerk
funds could be used to pay					
up to 4 days labour at £200					
be needed but this had no maintenance, eco-friendly					
backing onto the Jubilee					Clerk
unanimously agreed to as				les. Councilors	
17, Financial Matters			inon roquirou.		
17(a) A current balance st	atement. provid	ded by Foreshore	e accounting, had been c	irculated. showing	
the following balances, whi					
Treasurer's Accourt		£ 5,622.27			
Business Savings A		£47,192.92			
Total Bank Balance		£52,815.19			
17(b) For members to cons			ernal Auditors for the 202	3/24 financial vear	
Cllr Kirkup proposed and (					
2023/2024 financial year.					
17(c) For members to cons	ider and, if appr	opriate, agree th	e hours worked by the in	terim clerk up until	
and including 30 <sup>th</sup> August.	A time sheet	was included wi	th the supporting papers	s – <b>agreed</b> under	
Agenda item 15.					
<b>17(d)</b> To agree a date for a			<b>o o</b>		
<b>17(e)</b> To consider and, if ap	propriate, agree	e the following pa	ayments		
Payee	Inv Date	Inv no	Detail	Amount	
				£	
Mrs J M Hazlewood	31/08/2023	To be agreed	Hours: 26/7/23-	278.85	
(clerk)		_	30/8/23		
Mr Meacock	01/08/2023	69	Pin Mill	206.80	
			Common/Chelmo VH		
PJB Garden	30/07/2023	2023-	"Woodlands"	200.00	
Maintenance	30,07,2023	160CMPC	completion	200.00	
PJB Garden	30/07/2023	2023-		160.00	
	50/07/2023		Strimming f/paths 23	160.00	
Maintenance	42/22/2222	161CMPC	& 24	4 6 9 9 9	
PJB Garden	12/08/2023	2023-	Strimming f/paths	160.00	
Maintenance		162CMPC	25, start 47		
PJB Garden	12/08/2023	2023-	Strimming f/paths 1	160.00	
Maintenance		163CMPC	and end 47		

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Babergh District Council	29/08/23	1000171600	Parish Council Elections	1973.26
In addition to the payments paid: Invoice for emptyin Room Hire for 8 me Cllr Cordle proposed and C unanimously agreed.	g the dog bin r eetings at the v	not undertaken by village hall - £154	/ Babergh - £120	
<b>18.</b> Date of the next Paris Tuesday 3 <sup>rd</sup> October 2023 a the members of the public p Council meeting, to David O ex-councillors and interester	at 7.30 p.m. at present that the Cordle, who ha	the Village Hall. ere would be a pr d served as Chai	The Chairman reminded esentation at 6.30 p.m., p rman of the Council for m	councillors and prior to the
Rosie Kirkup			3 <sup>rd</sup> (	October 2023
Chairman			Date	

The Meeting finished at 9.09p.m.

SCC: Suffolk County Council SNT: Safer Neighbourhood Team ANPR: Automatic Number Plate Recognition SID: Speed Indicator Device AONB: Area of Outstanding Natural Beauty

These minutes were signed as a true record of the meeting held on 5<sup>th</sup> September 2023. The original copy is held in the Chelmondiston Parish Council minute book and can be viewed by request.