

# Chelmondiston Parish Council

Chairman: Cllr David Cordle/Cllr Rosie Kirkup

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

## Minutes of the Annual Meeting of CHELMONDISTON PARISH COUNCIL held In the Village Hall on TUESDAY THE 16<sup>th</sup> of May 2023 at 7.30pm.

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

**Parish Clerk:** Jill Davis

**Public:** 4

**Babergh and Suffolk Councillors:** 0

**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. **Election of Chairman 2023 - 2024:** and to sign Declaration of Acceptance of Office  
The incumbent Chairman opened the meeting and explained that he was not standing as Chairman.  
Cllr David Cordle – Proposed Cllr Ward for Chairman. Cllr Ward declined.  
Cllr Ward – Proposed Cllr Kirkup for Chairman. Cllr Kirkup wished to stand. Cllr Stevens seconded the proposal.  
Cllr Dot Cordle – Proposed Cllr Lyrick. Cllr Lyrick wished to stand. Cllr Keeble seconded the proposal.  
Cllr Kirkup – Votes for Six. Cllr Lyrick Votes for Two. Cllr David Cordle did not vote.  
Cllr Kirkup was voted as Chairman for the 2023 - 2024 year.  
Cllr David Cordle announced that his time as a parish councillor had come to an end after 43 years and he wished to attend church meetings on Tuesday evenings. He wished the new council well, thanked previous councillors and also thanked Jill Davis and left the meeting.  
Cllr Kirkup thanked the councillors for their support and signed the Declaration of Acceptance of Office for Chairman.
2. **Declaration of Acceptance of Office:**  
**For members to sign the Declaration of Acceptance of Office document**  
The Parish Councillors signed their Declaration of Office with the Proper Officer in attendance.
3. **Election of Vice-Chair for 2023– 2024:**  
Cllr Cordle proposed Cllr Lyrick. Cllr Lyrick declined.  
Cllr Kirkup proposed Cllr Ward. Cllr Melville seconded. Cllr Ward was voted as Vice-Chair for the 2023 -2024 year.
4. **Apologies for absence:** to receive and note apologies  
SCC Harley – prior engagement.
5. **Dispensations:** to consider requests  
No requests were offered.  
**Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
6. **To approve the amended minutes of the Parish Council Meeting held on the 7th of March 2023**  
Resolved – the members approved for the minutes to be signed. The Chairman signed the minutes.
7. **To consider approving the minutes of the Parish Council Meeting held on the 4th of April 2023**  
Deferred – not received within the required legal time frame.
8. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda  
Item 15.b – Recycling Centre
9. **Statutory Documents to sign for 2023 – 2024:**  
**Register of members' Interests, Councillors Data Protection Checklist and Method of Service of Summons**  
Parish Clerk minuted that all documents have been completed and signed at the meeting.
10. **Reports:** to receive reports

- 10.a County Councillor Report** – No report received.  
**10.b District Councillor Report** – No report received
- 11. Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:
- 11.a Planning Committee**  
 Cllr Melville gave an overview of the earlier meeting. Planning minutes will be uploaded to the website in due course.
- 11.b Village Hall**  
 No report
- 11.c Playing Field**  
 Cllr Barwick reported that the Planning Committee were raising funds for Mind on Sunday the 21<sup>st</sup> of May 2023.
- 11.d Village Amenities**  
 No report
- 11.e Primary School**  
**Cllr Lyrick reported on the following:**  
 The school's birthday is the 10<sup>th</sup> of June.  
 The school thanked the parish council for all the support and the gift of the school bench.  
 The children are working with the church to learn about biodiversity.
- 11.f To inform members that the groups/committees/representatives for 2023 -2024 will be itemised for the next meeting.**  
 Cllr Kirkup requested that all members contact her directly with which groups they were interested in.
- 12. Correspondence Report:** Items received after publication of the agenda or for items needing discussion
- 12. Items circulated to the members:**
- 12.a Email received from Suffolk Accident Rescue Service – Thank you for the donation  
 12.b Email received from The Befriending Scheme – Thank you for the donation  
 12.c Email received from Orwell Stores – Confirmation of cheque received and thank you  
 12.d Email received from Suffolk Libraries – Thank you for the donation  
 12.e Email received from MAGPAS – Thank you for the donation  
 12.f Email received from EACH – Thank you for the donation  
 12.g Email received from Suffolk Neighbourhood Watch Association – Thank you for the donation  
 12.h Emails received from residents – grass-cutting requirements – actioned  
 Parish Clerk informed the members that she had just received further correspondence concerning item 15.b. The members asked for the correspondence to be discussed with item 15.b.
- 13. Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
- 13. Items circulated to the members:**
- 13.a National Lottery Grant – Unsuccessful**  
 Parish Clerk informed the members that the grant was to improve and replace benches and plant a tree for the Coronation event.
- 13.b BDC locality Feedback Form completed for 2022 -2023 – grant for outdoor seating**  
**DCllr Gould**
- 13.c Update from Anglian Water:**  
 'In Summer last year we completed investigative digs in over 25 different locations along the B1456 and in surrounding fields. These helped us to understand the ground conditions, plan the work and expose any existing underground utilities. We've also completed various surveys of the area including an ecology survey. The ecology survey makes sure the work we're planning won't have an effect on any important habitats or species.  
 We have nearly finished a large programme of archaeological digs. We needed to do these digs along the whole planned route as it's considered an area of archaeological interest. During the digs we found prehistoric features along the route and lots of interesting things in Woolverstone, including artefacts linked to the Late Neolithic and Bronze Age periods. I'll share more information about our findings once everything is inspected.  
 We're aiming to start the main work in October 2023, and we expect to finish in 2024, but as with any engineering scheme there is always the potential for unforeseen delays. I will be in touch as this project progresses with updates to confirm our plans.'
- 13.d Buddy bench has been delivered to the Primary School  
 13.e Quote requested from M & D Cordle (Contractors) concerning an outdoor bench that needs removing from the slabs – the bench is welded. Delegated Power to Parish Clerk.  
 13.f Memorial bench Pin Mill Common has been made and waiting to be delivered – please see item 13.e.  
 13.g Memorial benches x2 should be ready to be delivered in the next few weeks.  
 Cllr Melville informed the council that an error had been made by the Parish Clerk regarding the numbering of the of items. Parish Clerk apologised to the council.
- 13.ah Quotation requested – Stile at Pin Mill (delegated power)**  
 Parish Clerk informed the members that a quote had been requested.
- 13.bi To inform members of a party on Pin Mill Common – Sunday 08/05/2023**

Parish Clerk informed the members that a report had been received of an unauthorised party on Pin Mill Common.

**13.cj To inform members of an incident in the parish. While walking near Clamp House a couple of parishioners came across an aggressive dog.**

Parish Clerk requested to be informed of any further incidents.

**14. Code of Conduct:** to inform

**14.a To inform members of the LGA Model Councillor Code of Conduct 2020. This will be itemised in detail for discussion and consideration at the next meeting.**

Parish Clerk minuted that the Model Councillor Code of Conduct document has been circulated to the members.

**14.b To minute that councillors have received a copy of the Local Suffolk Code of Conduct**

Parish Clerk minuted that the Local Suffolk Code of Conduct has been circulated to the members

**15. Recycle Centre:** to inform

**15.a To update the members with the Financial Information for April 2023**

Parish Clerk informed the members of the financial information for April 2023. No questions were raised.

**15.b For members to consider any action from transferring funds (not allocated grants) from the recycling centre to the general reserves (Cllr Ward)**

Cllr Ward proposed transferring funds from the recycling centre to the parish council general funds. The members discussed the proposal. A resident informed the members that a letter had been given to the Parish Clerk earlier in the day explaining that the funds had been raised due to the hard work of the volunteers and that the funds were needed to support with various needs of the volunteers such as a welfare hut, hand washing facilities. Cllr Stevens explained that when the Recycling Centre was set up it was agreed that any funds that were made or given to the recycling centre stayed in the recycling centre. Cllr Kirkup requested the Parish Clerk to look into the statement made by Cllr Stevens and provide the information for the next meeting. Furthermore, the letter had not yet been received by the council and so the item was deferred until the next meeting.

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

**16. Pin Mill Road – Quiet Lanes – members please see the supporting papers.**

Cllr Kirkup suggested discussing the item at the Annual Meeting of the Parish. The members agreed.

**17. Administration:**

**17.a For members to consider the date of the Annual Meeting of the Parish/Village 2023 (due to the publication of the agenda) the dates are Thursday 25<sup>th</sup> of May or Tuesday 30<sup>th</sup> of May 7.30pm Village Hall (Parish Clerk unable to attend).**

Resolved – The members agreed on the date of Tuesday the 30<sup>th</sup> of May. Cllr Ward and Parish Clerk informed the council that they were unable to attend and would send apologies.

**17.b To minute that the Standing Orders, Financial Regulations, Councillor privacy policy and the meeting dates for 2023 have been given to councillors at this meeting.**

Parish Clerk minuted the Standing Orders, Financial Regulations, Councillor Privacy Policy and the meeting dates for 2023 have been circulated to the members.

**17.c To inform members of the On-going Projects that are still outstanding**

**Parish Clerk informed the members of the following ongoing projects:**

**Replacement of outdoor picnic benches Pin Mill Common – damaged**

The Parish Clerk explained that there were only two picnic benches to replace.

**Repositioning and refurbishment of the village sign**

Cllr Kirkup suggested that the item be discussed at the Meeting of the Parish. The members agreed.

**To further discuss the implementation of an ANPR in the parish (Peninsula)**

Cllr Kirkup suggested that the item be discussed at the Annual Meeting of the Parish. The members agreed.

**To further discuss the implementation of a SID in the parish**

Cllr Kirkup suggested that the item be discussed at the Annual Meeting of the Parish. The members agreed.

**To discuss further 'village gates' at either end of the parish**

Cllr Kirkup suggested that the item be discussed at the Annual Meeting of the Parish. The members agreed.

**To complete the shelving for the storage facility**

Parish Clerk informed the members that the storage facility needed shelving. The locks have been purchased and the door is secure and once the shelving is installed the facility will be fully functional. Cllr Kirkup suggested that an archivist maybe needed.

**CIL Policy**

Parish Clerk informed the members that CIL funds would be coming available due to the commencement of the Woodlands Development and perhaps a CIL Policy can be considered at a later meeting.

**CIL application form**

Parish Clerk informed the members that CIL funds would be coming available due to the commencement of the Woodlands Development and perhaps a CIL Policy can be considered at a later meeting.

**17.d To inform members that due to my long service, the annual leave entitlement is now 178 hours.**

Parish Clerk informed the members that due to her long service her annual leave entitlement is 178 hours.

**18. Finance:**

**18.a For members to consider approving the Post – Election councillor training cost. 11 councillors at £60.00 = £660.00 and select the dates if required.**

Resolved – the motion was approved. Parish Clerk to contact her if wishing to attend the training.

**18.b To inform members that the 1<sup>st</sup> Precept Amount of £14,507.50 has been received**

Parish Clerk minuted that the 1<sup>st</sup> Precept Amount of £14,507.50 has been received.

**18.c To inform members that BDC has been chased concerning an outstanding recycling payment. BDC has confirmed payment of £600.18 will be received in May.**

Parish Clerk informed the members that £600.18 had been chased from BDC. The Parish Clerk informed the members that the funds were expected to be received in May.

**18.d To inform members that BDC has been chased for outstanding CIL payments (Foresters' Arms). BDC has confirmed that the payment of £336.98 will be received in May**

Parish Clerk informed the members that £336.98 had been chased from BDC. The Parish Clerk informed the members that the funds were expected to be received in May.

**18.e For members to consider approving a grant to support a parishioner (Cllr Lyrick)**

Cllr Lyrick requested members consider a grant request to support a parishioner who is due to embark on an expedition to Tanzania. The parishioner is a year 11 student at Holbrook Academy. The request was rejected due to the parish council being unable to allocate funds/allocate grants to individuals. Cllr Kirkup asked Cllr Lyrick to speak with Holbrook Academy to research whether the parish council maybe able to help in other ways. Cllr Lyrick to report back when the information has been received.

**18.f To inform members that the Budget for 2023 – 2024 will need to be reset due to a large grant allocation**

Parish Clerk informed the members that the budget would need to be reset due to large grant allocation.

**18.g For members to consider approving the Parish Clerk's expenses for April and May 2023 £159.53**

Resolved – The motion was approved by the members.

**18.h To inform the members that overtime (24 hours) has been approved in the budget for 2023 -2024 for overtime relating to the year-end.**

Parish Clerk informed and minuted that overtime had been approved in the budget for 2023 - 2024 for overtime relating to year-end.

**19. Items for Agenda:**

**The Parish Clerk requested the following:**

The cut-off date for the July Agenda – is 17<sup>th</sup> of June 2023

Method of items – Please email any items for all meetings.

**20. Payments to Consider: May/June 2023**

		Payments			
A 002609	M & D Cordle (Contractors)	Repairing handrail at the Village Hall	£40.00	£8.00	<b>£48.00</b>
B 002610	PJB Garden Maintenance Ltd Invoice 139	Jubilee Garden/ Support with moving the archives	£20.00		<b>£20.00</b>
C 002611	PJB Garden Maintenance Ltd Invoice 141	Meeting with the Horticultural Society	£35.00		<b>£35.00</b>
D 002612	PJB Garden Maintenance Ltd Invoice 142	Clearing and cleaning the area of Jubilee Garden NOT the beds	£160.00		<b>£160.00</b>
E 002613	PJB Garden Maintenance Ltd Invoice 144	Carrying out the work recommended by the Horticultural Society – Jubilee Garden (Still needs to be finished)	£160.00		<b>£160.00</b>
F 002614	PJB Garden Maintenance Ltd Invoice 145	Carrying out the work recommended by the Horticultural Society – Jubilee Garden (Completed)	£200.00		<b>£200.00</b>
G 002615	Chelmondiston Village Hall	Replacement Oil Tanker	£4000.00		<b>£4000.00</b>
H 002616	PJB Garden Maintenance Ltd Invoice 146	Footpaths 24, 25 and a third of 47	£200.00		<b>£200.00</b>
I 002617	The Basic Life Charity	Grant Donation approved 04/04/2023	£50.00		<b>£50.00</b>
J 002618	SA Meacock Garden Services	Monthly Payment	£206.80		<b>£206.80</b>

K 002619	SA Meacock Garden Services	Monthly Payment	£206.80		<b>£206.80</b>
L 002620	Realise Futures CIC	Primary School – Picnic bench	£531.05	£106.21	<b>£637.26</b>
M 002621	Jill Davis	April/May 2023 Expenses	£149.16	£10.37	<b>£159.53</b>
N 002622	Jill Davis	April 2023 Salary	£1274.59		<b>£1274.59</b>
O DD	Government Nest	April 2023 payment	£99.88		<b>£99.88</b>
<b>TOTAL:</b>			<b>£7333.28</b>	<b>£124.58</b>	<b>£7457.86</b>

Cllr Cordle abstained from 20.a.

A -O Resolved. Payments approved by the members.

21.

**The next meeting of the Parish Council:  
Tuesday 04th of July 2023 at 7.30pm in the Village Hall  
The Chairman called for an extraordinary meeting for 20/06/2023  
7.30pm in the Village Hall.**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.46pm.

**Cllr R. Kirkup (Chairman)**

**Signed:**.....

**Approved on 4<sup>th</sup> July, signed on 2<sup>nd</sup> August 2023**

**Dated:**.....

These minutes were signed by the Chairman of Chelmondiston Parish Council on 2<sup>nd</sup> August, each page was initialled. The original signed copy of the minutes is held by the Clerk in the Minute Book and can be seen on request.