

# Chelmondiston Parish Council

Chairman: Rosie Kirkup  
[clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info)

The Village Hall, Main Road, Chelmondiston, Suffolk IP9 1DX

## A Meeting of CHELMONDISTON PARISH COUNCIL held in THE VILLAGE HALL on Tuesday 1<sup>st</sup> October 2024 at 7.30PM.

### MINUTES

*Attendees – Cllr A Beacon, , Cllr R Gravell, Cllr C Keeble, Cllr R Kirkup, Cllr S Lyrick, C, Cllr C Price, Cllr M Stevens.*

*Additionally : County Cllr S Harley, District Cllr D Potter, Cllr Barwick, Locum Clerk J Every*

#### 1. Welcome by the Chairman

#### 2. Apologies for absence: to receive and approve apologies for absences.

*Cllr D Cordle, Cllr I Melville, Cllr P Ward, Cllr Barwick*

#### 3. Declarations of Interest:

**3a:** to receive declarations of pecuniary and non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.

**3b:** to receive requests for dispensations.

*None received. Chairman Kirkup declared regarding payments Item 18.*

#### 4. To approve the minutes of the Parish Council Meeting held on the 3<sup>rd</sup> September 2024.

*Members agreed Minutes to be approved and signed at meeting.*

#### 5. Public Participation Session: For the public to talk to the Councillors about items on the agenda.

*No members of public present.*

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

**6a.** County Councillor Report - *Report distributed to members and published on website. Includes changes in recycling processes to be implemented.*

**6b.** District Councillor Report - *Reported to be distributed and published on website. Includes monitoring the tide levels regarding the Strand historic issues, given how it affected other areas last year.*

#### 7. Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports/proposals/requests and considerations and agree on any actions needed:

**7a:** Village Hall - *No further updates to report. Holly trees still await pollarding.*

**7b:** Playing Field – Parking Plan – *has been drafted to improve the visitor parking for football matches. No decision was made regarding improvement of bridleway.*

**7c:** Footpaths - *Resident complained regarding overgrown hedge going along bridleway into playingfield, Chairman has checked ownership, await confirmation, meantime has been suggested the hedging is trimmed to improve access. Chairman Kirkup proposed, Cllr Lyrick seconded to agree for work, will await Suffolk Highways Rights of Way's response*

**7d:** School. - *Nothing to report*

**7e:** Website - Migration to .gov.uk addresses – *To be confirmed when new email fully operational.*

**7f.** Other - *No other business*

#### 8. Chelmondiston village amenities:

**8a:** Car Park - *Cllr Stevens reported one vehicle has been parked since August. Will attempt to locate owner.*

**8b:** Speed Indication Devices for Main Road – *Chairman Kirkup confirmed grant received from Suffolk County Council towards installation. Cllr Price reported Order has been placed at £5,014.78 inclusive of VAT, which will be due on receipt of item.*

**8c:** Village Sign - *No update.*

**8d:** Jubilee Gardens – *Nothing to report other than regular maintenance being undertaken successfully.*

**8e:** Bus shelter – handrail; offer f received from resident to decorate.

Hand rail is loose, quotes received both £450 plus VAT, one includes further work, Chairman Kirkup proposed Haltech Fencing UK Ltd as contractor, Cllr Price seconded, all in favour. Local resident's grandson has offered to paint some pictures reflecting village, a sketch will be requested, thereon members agreed to go ahead with suggestion. All in favour.

**8f:** Community Orchard: weed clearance – Chairman Kirkup requested two quotes to remove fruit trees in Pin Mill Road. Contractors provided quotes £60 as straightforward work, or £145 to include removal of debris, Chairman Kirkup proposed £60 @ 2 hrs work to be agreed, Cllr Keeble seconded, all in favour.

**9. Pin Mill:** Update on Pin Mill matters:

**9a:** Dinghy Park - No issues to report

**9b:** Dead oak tree – Chairman Kirkup has been advised following inspection, that tree needs to be removed, note has been pinned to tree to inform residents. Two quotes received, Chairman Kirkup proposed work is undertaken as soon as possible, accepting lower quote Rosewood Trees and Gardens @ £400 inclusive of VAT, Cllr Keeble seconded, all in favour.

**9c:** Grindle Clearance and FP50 - Resident has offered to clear Grindle at a charge, Chairman Kirkup has approached ....Probation Scheme, paperwork has been completed in anticipation, Chairman Kirkup proposed ...undertake the work, Cllr Keeble seconded, all in favour. Resident reported concern regarding the flood boards, which had recently been inspected, Chairman Kirkup communicated with the Environment Agency requesting an inspection and advice. Members agreed to arrange a working party to check the flaps are fully operational

**10. Pin Mill Regeneration Plan:**

**10a:** Residents and Users Survey. Update – Cllr Price reported there is a plan to utilise the feedback from residents questionnaire – to resource trees for planting, improve path and bridge accessway, renew flowerpots, review the signage, and review benches with a view to agree a budget once costs are investigated. Will seek public meeting to obtain ideas, and social media work. It has been suggested that the benches presently installed on Common could be moved elsewhere possibly to the Playingfield, after consultation with residents.

**11. Recycling Centre**

**11a:** Financial position. - £30,000 = £321 to September 2024.

**11b:** Any other issues. – Nothing further to report.

**12. Planning:**

**12a.** Planning consultation - DC/24/03956 - 81 Woodlands, Chelmondiston, Ipswich, Suffolk IP9 1DU. Change windows at front of property. Deadline 02.10.2024

Cllr Beacon discussed with members, it was suggested there is a restrictive covenant relating to the development. Members agreed no objection.

**12b.** Planning Decision - DC/24/03017 Irvine House, Main Road, Chelmondiston, Ipswich Suffolk IP9 1EE  
Noted.

**12c.** Planning Decision - DC/24/0299112 Collimer Close, Chelmondiston, Ipswich, Suffolk IP9 1HX  
Noted.

**12d.** Planning Decision - DC/24/03564 Crantock, Church Road, Chelmondiston, Ipswich Suffolk IP9 1HS  
Noted

**13. Correspondence Report to note or to consider a response:**

**13a:** EP Passenger Interest Group meeting minutes – circulated to all councillors

**13b.** ANPR schedule received October – December 2024

Chairman Kirkup reported the above, in addition;

- result for water testing received, anything under 5 was considered good, report under 2, which is good
- Heart of Suffolk Big Weekend flyer will be circulated on noticeboards
- hedge along St Andrews drive was reported, residents responded that work will be undertaken shortly, having previously been trimmed
- donation request received from Air Ambulance
- Babergh Parish Town and Parish liaison meeting coming up, 15<sup>th</sup> October 2025.

**14. Finance**

**14a:** Receive update on finance matters - Treasurer's Account £44,354.18, Business Instant account £27,811.77, Fixed term deposit £20,000.

**14b:** Finance Advisory Group meeting report-change of RFO – Meeting on 11<sup>th</sup> September 2024, agreed to appoint RFO separately from outsourced accountant, due to the complications relating to Parish Council Internal and External Audit. Chairman Kirkup proposed to appoint J Every as an experience Clerk/RFO to undertake role until a new person has been appointed, for a period of 3 months to cover, Cllr Price seconded, all in favour. Chairman Kirkup proposed raising requirement to increase the signatories, with Cllr Gravell as

additional person, Cllr Beacon seconded, all in favour. Suggested a debit card will await decision for new appointment of Clerk.

**14c:** AUDIT report on progress – Chairman Kirkup updated the status which still awaits final external report. Internal Report has been completed, with some minor recommendations. Chairman Kirkup confirmed receipt of second part of Parish Precept £14,750.

**14d :** Parish Council Insurance - Zurich Insurance has been appointed, renewal fee £596.00.

**15. Clerk Resignation/RFO position** - Interviews will be scheduled following close of deadline, thereafter interviews will take place in early November.

**16. Policy Review** - Safeguarding Policy – To be updated, await further advice.

**17. The Parish Alliances** - Group met on 25<sup>th</sup> September, discussed the drafting of a document outlining the request for a “group response” in planning matters going forward.

**18. Payments**

To consider and approve the following payments including any invoices received since the publication of the agenda for expenditure approved in the 23-24 Budget.

| No. | PAYEE                  | Inv. DATE | Inv. Number  | DETAILS                             | Amount |
|-----|------------------------|-----------|--------------|-------------------------------------|--------|
| 1   | PJB Gardening Services | 10.09.24  | 2024-201CMPC | Footpaths cleared - 18,19,37 and 35 | 200.00 |
|     |                        | 10.09.24  | 2024-202CMPC | Footpaths cleared - 33, 32 & 34     | 200.00 |
| 2   | DC Gardens             | 20.09.24  | 03           | Gardening Services                  | 54.00  |
| 3   | L Brazill              | 30.09.24  |              | September Salary                    | 830.27 |
| 4   | Foreshore Accountancy  |           |              | September Accountancy services      | 352.50 |
| 5   | CAS Ltd                | 19.09.24  | INV-0552     | IT Services – domain name & Mailbox | 304.00 |
| 6   | SA Meacock             | 01.09.24  | No. 33       | Gardening services                  | 206.80 |
| 7   | R Kirkup               | 05.09.24  |              | 4xleaflet boxes for newsletters     | 36.54  |
| 8   |                        |           |              |                                     |        |
| 9   |                        |           |              |                                     |        |
| 10  |                        |           |              |                                     |        |
| 11  |                        |           |              |                                     |        |
| 12  |                        |           |              |                                     |        |
|     |                        |           |              |                                     |        |

**19. Date of next** Tuesday 5<sup>th</sup> November 2024 at 7.30pm.

Chairman Kirkup reported NEST pension administration has still not be processed by them, when administered Clerk will be credit pension contributions. Cllr Price 1-6 proposed, Cllr Beacon , all in favour, Cllr Price 7 proposed, Cllr Lyrick , all in favour except Chairman Kirkup.

Cllr Lyrick raised the memorial wreath to be ordered and to arrange bugle player. Chairman Kirkup will order the wreath.

Meeting closed 21.13pm

Chairman : R Kirkup  
Clerk : L Brazill