



Chelmondiston Parish Council

The Village Hall, Main Road, Chelmondiston IP9 1DX

Chairman: Cllr Rosie Kirkup

Parish Clerk: Ms Katie Davies e-mail: clerk@chelmondiston-pc.gov.uk

Minutes

Of the Meeting of **CHELMONDISTON PARISH COUNCIL** held in THE VILLAGE HALL

on **TUESDAY** the 7th of **April 2026** AT **7.30PM**.

Present: Cllr Melville, Cllr Kirkup, Cllr Lyrick, Cllr Beacon, Cllr Barwick, Cllr Gravell, Cllr Keeble, Cllr Stevens, CCllr Harley,

In Attendance: K Davies (Parish Clerk)

	To be actioned by
<p>1. Welcome by the Chairman: the Chairman welcomed everyone to the meeting and read out the notice regarding recording/filming/photographing at the meeting.</p>	
<p>2. Apologies for absence: DCllr Potter, Cllr Cordle, Cllr Newbold</p>	
<p>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 – <i>None Declared</i> 3b: To receive requests for dispensations- <i>None Requested</i>.</p>	
<p>4. To approve the minutes of the Parish Council Meeting held on the 3rd of March 2026. <i>The Minutes were agreed to be a true record and were signed by the Chairman.</i></p>	
<p>5. Public Participation Session: <i>No Members of the public were in attendance</i></p>	
<p>6. Reports: <i>To receive reports from the County Councillor and the District Councillor.</i> 6a: The County Councillor – <i>CCllr Harley summarised the report which included details on the upcoming unitary government, extra funding for rights of way and the future of the library service.</i> 6b: The District Councillor - <i>Cllr Kirkup summarised the report which included devolution, neighbourhood plans and the customer and community improvement funds.</i></p>	
<p>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 7a: <i>Playing Field – The Playing field committee are trialling having no bin out for a short time to try to encourage users to remove their own litter.</i> 7b: <i>Footpaths. To discuss the collected quotes for the 2026/27 Tender and agree cutting schedule - Cllr Kirkup proposed awarding the footpath cutting contract to last year's contractor; Cllr Keeble seconded, and all agreed.</i> 7c: <i>School – It was reported that the school has been awarded the highest Ofsted report in Suffolk.</i> 7d: <i>IT/website matters. To discuss the need for extra Anti-virus protection on the Clerk laptop – Cllr Kirkup proposed that the extra antivirus is purchased at £50 for three years protection, Cllr Barwick seconded, all in favour.</i> 7e: <i>Village Hall – Architectural plans have been received, which include features to ensure wheelchair accessibility. A grant may cover 75% of the cost for paving the front area. The public will be given a presentation on these plans in the near future. Cllr Barwick asked about the broken handrail, to which Cllr Kirkup responded that it would be addressed in the new plans, as it is not yet clear whether two sets of steps are required or will remain.</i></p>	

Signed by Chair.....

Date.....

<p>8. Chelmondiston village amenities: 8a: Speed Indication Devices – <i>Cllr Kirkup ran through the latest data.</i> 8b: Jubilee Gardens – <i>The Gardener has begun his seasonal fortnightly work.</i> 8c: Mini Orchard – <i>No new information.</i> 8d: Defibrillator – <i>No new information.</i> 8e: Allotments – <i>The application to make the allotments an asset of community value was successful and confirmation has been received.</i> 8f: EV Charging – <i>Possible installation of new charging points – No new information</i> 8g: Road safety issues on the B1456 - <i>The council discussed the meeting with the highway’s representative. Cllr Kirkup suggested clearing a larger area for the bus stop, but there were concerns it might encourage unsafe road crossing. Adding white lines was considered but dismissed due to potential safety risks for school bus passengers standing in the road. While there are worries about heavy traffic, the highways official pointed out that higher traffic volumes often cause vehicles to slow down, resulting in a safer environment. Cllr Lyrick proposed that the matter is now closed and that the clerk will report the faded centre lines on the road to highways, Cllr Stevens seconded, all in favour.</i> <i>The Clerk has reported the uneven and damaged pavement near the school, but the highways department has determined that the damage is not currently severe enough to warrant repair.</i> 8h: Red Lion bus stop dog waste bin – <i>The post has been fixed by the contractor.</i></p>	Clerk
<p>9. Pin Mill: Update on Pin Mill Matters 9a: Dinghy Permits. Final status on unpaid vessels before the new permit season – <i>Warning stickers have been placed on the final unpermitted vessels, and these will be posted on social media before removal.</i></p>	Clerk
<p>10. Recycling Centre 10a: Financial Business – <i>Cllr Kirkup gave details.</i> 10b: Any other Business – <i>The clerk will send the request letter to Shotley PC requesting the yearly grant.</i></p>	
<p>11. Planning: 11a: DC/26/01178 5 Rectory Field, Chelmondiston IP91HY – <i>The planning committee raised concerns about the size of the windows in the proposed plans, Cllr Beacon proposed that these concerns will be formally communicated, Cllr Stevens Seconded, all in favour.</i></p>	
<p>12. Correspondence Report to note or to consider a response: 12a: Email regarding Housing and Employment Land data. - <i>Noted</i> 12b: Email regarding Road Closure U4143 - <i>Noted</i> 12c: Notice of Election to be held on May 7th2026 - <i>Noted</i> 12d: Local Government reorganisation - <i>Noted</i> 12e: Request for information on the disused Wind Turbine located at the Recycling Centre – <i>Noted and responded confirming that the turbine is not ours.</i> 12f: Correspondence regarding signage at Spalding Way – <i>Noted and directed to District Council.</i> 12g: SARS -Acknowledgement and thanks for £75 Donation - <i>Noted</i></p>	
<p>13. Finance To Receive update on Finance Matters 13a: Bank reconciliation/report from RFO – <i>No figures available, Cllr Kirkup will email bank balances to all Cllrs.</i> 13b: To discuss small dotation to “Brave Futures” - Cllr Kirkup proposed donating £75 to Brave Futures. Cllr Beacon seconded. 6 voted for, 2 abstained, therefore motion carried. 13c: Clerk’s subsistence payment - <i>Cllr Kirkup explained that the working from home allowance had not been paid since the Clerk began working for us, so the back payment was included in tonight’s payment list.</i></p>	

Signed by Chair.....

Date.....

14. Documents and Policies <i>The Clerk will be emailing all Cllr's with the Standing Orders; Financial regulations and the Assets register in readiness for the upcoming Annual Meeting of the Council.</i>	Clerk
15.The Parish Alliances – <i>The meeting was attended by a PC representative and amongst items discussed were; Planning at Jimmy's Farm, plans for land in Wherstead the re-opening of Holbrook Sports Centre.</i>	

16. Payments To consider and approve the following payments including any invoices received since the publication of the agenda.						
NO	PAYEE	INV NO	DATE	TYPE	DETAILS	AMOUNT
1	J Every	Payroll	March	BACS	Payroll	£419.30
2	K Davies-Picknell	Payroll	March	BACS	Payroll	£1138.78
3	HMRC	Q4	05.04.26	BACS	Q4 ending 05.04.26	£580.97
4	Jason Harward	067	17/03/26	BACS	Dog Bin Post	£85.00
5	SALC	30857	10/03/26	BACS	Payroll Provision	£86.40
6	Matt Annis		06.03.26	BACS	Jubilee Gdns 2xhrs work	£50.00
7	“		20.03.26	BACS	“	£50.00
8	C Village Hall	1829	06.01.26	BACS	Hall Hire	£92.00
9	Shotley Odd Jobs	4	05.03.26	BACS	Dog bin emptying Dec25-Feb26	£210.00
10	Brave futures		April 26	BACS	Small donation	£75.00
Total						£2787.45
DD	Pension EE		February 26	DD		£36.65
DD	Pension ER		February 26	DD		£27.49
Paid	SALC	30769	05.02.06	Cheque no. 002703	Introduction to CILCA (correction of previous payee)	£48.00
	Good Neighbours		2026/27	Cheque no. 002704	Good neighbours scheme insurance	£207.00
Cllr Keeble proposed payment of items 1 – 10, Cllr Barwick seconded, all in favour						

The Meeting was closed at 8:38pm

Katie Davies Parish Clerk

Date of next meeting: 5th of May 2026

Signed by Chair.....

Date.....