



# 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](mailto:clerk@chelmondiston-pc.gov.uk)

## Minutes

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

on **TUESDAY the 6th of January 2025 AT 7.30PM.**

**Present:** Cllr Price, Cllr Melville, Cllr Lyrick, Cllr Beacon, Cllr Barwick, Cllr Gravel, Cllr Cordle, CCllr Harley.

**In Attendance:** K Davies (Parish Clerk), One Member of the Public

<p><b>1. Welcome by the Chairman:</b> the Chairman welcomed everyone to the meeting and read out the notice regarding recording/filming/photographing at the meeting.</p>	<p>To be actioned by</p>
<p><b>2. Apologies for absence:</b> CCllr Harley, DCllr Potter, Cllr Newbold, Cllr Keeble, Cllr Stevens</p>	
<p><b>3. Declarations of Interest:</b>  <b>3a:</b> 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>  <b>3b:</b> to receive requests for dispensations- <i>None Requested</i></p>	
<p><b>4. To approve the minutes of the Parish Council Meeting held on the 2<sup>nd</sup> of December 2025.</b> <i>The Minutes were agreed to be a true record and were signed by the Chairman.</i></p>	
<p><b>5. Public Participation Session:</b> <i>See Item 14c.</i></p>	
<p><b>6. Reports:</b> <i>To receive reports from the County Councillor and the District Councillor</i>  <b>6a: the County Councillor</b> – <i>Cllr Kirkup summarised the report which included warm homes, Suffolk Rivers and the 2026 Elections.</i>  <b>6b: the District Councillor</b> - <i>Cllr Kirkup summarised the report which included Locality Grant Awards, emergency accommodation during the cold weather and refuse collections dates.</i></p>	
<p><b>7. Reports from Committees/Representatives of other Committees/Groups/Meetings:</b> to receive reports and proposals/requests and considerations and to agree on any actions needed  <b>7a:</b> Playing Field –            (i) To approve purchase of a replacement seesaw, from grants, if possible, otherwise from PC CIL funds – <i>Cllr Kirkup explained the reason for the increase in grant request and reported that the Playing field has been awarded a locality grant to aid in the purchase of the new seesaw. Cllr Gravel proposed that the full grant requested is paid, Cllr Lyrick seconded, all in favour.</i>            (ii) Progress on provision of Litter Bin – <i>The litter bin will be purchased by the Clerk and collections will be managed by the Playing Field Committee.</i>  <b>7b:</b> Footpaths – <i>There has been a report of a tree blocking footpath 35, Cllr Price has volunteered to clear the path.</i>  <b>7c:</b> School – <i>Nothing to report</i>  <b>7d:</b> IT/Website Matters – <i>Nothing to report</i></p>	<p>Clerk  CP</p>

Signed by Chair.....

Date.....

<p><b>7e:</b> Village Hall – <i>Cllr Kirkup gave details of the meeting held with an Architect who is providing services Pro-Bono through Community Action Suffolk and more details will be collected when measurements are taken later this month.</i></p>	
<p><b>8. Chelmondiston village amenities:</b>  <b>8a:</b> Speed Indication Devices – <i>Cllr Price ran through the latest data with some indications of worrying speeds including an incident of 90mph; the Rural Police representative will be contacted and Babergh will be contacted regarding when the speed camera will be next deployed in Chelmondiston.</i>  <b>8b:</b> Jubilee Gardens  (i) <i>To review compiled quotes for repairs to sleepers in Jubilee Gardens – Cllr Kirkup ran through the quotes collected by the clerk. Cllr Price proposed that the contract is offered to C M Carpentry for six sleepers to be replaced, Cllr Barwick seconded, all in favour.</i>  (ii) <i>Footpath at Jubilee Gardens area of St Andrews Drive – There have been reports of the grass being churned up and it was suggested that the Clerk contact Babergh to raise the issue.</i>  <b>8c:</b> Mini Orchard – <i>No issues reported</i>  <b>8d:</b> Defibrillator - <i>New pads will need to be ordered next month.</i>  <b>8e:</b> Allotments – <i>No Update</i>  <b>8f:</b> EV Charging – <i>Possible installation of new charging points – No Update.</i>  <b>8g:</b> Good neighbour Scheme – <i>Cllr Kirkup proposed the payment of the good neighbour’s scheme Insurance, Cllr Gravell seconded, all in favour.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>9: Collimer Close:</b> <i>Continued Road surface evaluation – This issue will continue to be reported on a regular basis.</i></p>	
<p><b>10: Pin Mill: Update on Pin Mill Matters</b>  <b>10a:</b> <i>Removal of unpaid vessels – The Clerk will investigate ways of removal of the unpaid vessels.</i>  <b>10b:</b> <i>Required Maintenance of flood flaps – Cllr Kirkup reported that Kings yard staff are due to attend to the flood flaps. Cllr Kirkup will follow this up with them.</i></p>	<p>Clerk</p> <p>RK</p>
<p><b>11. Village Hall regeneration Plan:</b> <i>See item 7e</i></p>	
<p><b>12. Recycling Centre</b>  <b>12a:</b> <i>Financial Business – Cllr Kirkup gave details.</i>  <b>12b:</b> <i>Any other Business</i></p>	
<p><b>13. Planning:</b>  <b>13a: DC/25/05048 – Greenacres, Lings Lane, IP91HJ</b> <i>The Planning Committee have responded, and have chosen to support the application providing he development fully complies with the Chelmondiston Neighbourhood Development Plan (Chelpin Plan) and the Babergh &amp; Mid Suffolk Joint Local Plan, the development has no adverse effect on biodiversity and a suitable construction management plan is in place to minimise disruption to residents and other users of Lings Lane during the construction. The plan should include permitted hours of working, vehicle management, no burning on-site etc</i>  <b>13b: DC/25/05144 – Red House Farm, Main RD, IP91DX</b> <i>The Planning Committee have responded, and have chosen to support the application providing the concerns of the positioning of the oil tank are investigated and the tank is screened from view once moved.</i></p>	
<p><b>14. Correspondence Report to note or to consider a response:</b>  <b>14a:</b> <i>Email regarding the sale of Property on the river Orwell – The correspondence was noted.</i>  <b>14b:</b> <i>Email from Cllr Hicks regarding devolution – The correspondence was noted.</i>  <b>14c:</b> <i>Correspondence regarding the issue of damage to parked car at the top of Pin Mill Rd – A member of the Public attended the meeting and spoke of the repeated damage to her car when parked on the road due to high speeds and dangerous driving. It was mentioned that construction traffic has increased and high speeds have been witnessed on numerous occasions by said vehicles. The Clerk will contact the current representative from the County Council and</i></p>	

Signed by Chair.....

Date.....

<p><i>the rural policing team to investigate possible solutions to tackle the issue of speeding and dangerous driving through the village.</i></p> <p><b>14d:</b> Transport Made Simple, Possible grant funding available to improve bus services and infrastructure across the county – <i>The correspondence was noted.</i></p> <p><b>14e:</b> Email concerning possible development on site HE23162 – <i>The correspondence was noted.</i></p> <p><b>14f:</b> Request for small donation to St Elizabeth’s Hospice – <i>The correspondence was noted and the small donation requests will be discussed in February’s meeting.</i></p>	<b>Clerk</b>																																																																																				
<p><b>15. Finance To Receive update on Finance Matters</b></p> <p><b>15a:</b> Bank reconciliation/report from RFO – <i>Cllr Kirkup gave details</i></p> <p><b>15b:</b> Budget Planning for year 2026-27 – <i>The budget will be discussed in February’s meeting.</i></p> <p><b>15c:</b> To agree the amount of precept to be requested – <i>Cllr Kirkup gave details of the tax base increase options and discussed the precept needs for the next year, keeping in mind the cost increases of running the Parish. Cllr Lyrick proposed that the increase was set at 4.27%, Cllr Melville seconded, five for, one against, one abstention. Therefore, the motion was carried.</i></p>																																																																																					
<p><b>16. Documents and Policies</b></p> <p><b>16a:</b> Memorial Policy redraft – <i>A time limit for Memorial plaques to be kept on the benches was suggested, and the appropriate length of time was discussed along with a suitable donation amount. Cllrs will be reviewing the document and imputing for review at the next meeting.</i></p>	<b>All Cllrs</b>																																																																																				
<p><b>17: The Parish Alliances – No Update</b></p>																																																																																					
<p><b>18. Payments</b></p> <p>To consider and approve the following payments including any invoices received since the publication of the agenda for expenditure approved in the 24-25 Budget.</p> <table border="1" data-bbox="108 981 1318 1447"> <thead> <tr> <th>NO</th> <th>PAYEE</th> <th>INV NO</th> <th>DATE</th> <th>TYPE</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>J Every</td> <td>Payroll</td> <td>Dec</td> <td>BACS</td> <td>Dec Pay</td> <td>£405.23</td> </tr> <tr> <td>2</td> <td>K Davies-Picknell</td> <td>Payroll</td> <td>Dec</td> <td>BACS</td> <td>Dec Pay</td> <td>£879.50</td> </tr> <tr> <td>3</td> <td>HMRC</td> <td>PAYEP30</td> <td>05.01.26</td> <td>CS</td> <td>Q3</td> <td>£463.42</td> </tr> <tr> <td>4</td> <td>Shotley Odd Jobs</td> <td>Inv100</td> <td>23.11.25</td> <td>BACS</td> <td>25.08.25-18.11.25</td> <td>£210.00</td> </tr> <tr> <td>5</td> <td>Glasdon UK Ltd</td> <td>51927675</td> <td>15.12.25</td> <td>BACS</td> <td>Bin as agreed item 7b Nov Minutes</td> <td>£185.96 (inc VAT)</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td></td> <td></td> <td></td> <td><b>£2144.11</b></td> </tr> <tr> <td></td> <td><b>DD</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Nest</td> <td>Pension ER</td> <td>Dec</td> <td>DD</td> <td>Mth 9 ER Contribution</td> <td>£36.65</td> </tr> <tr> <td></td> <td>“</td> <td>Pension EE</td> <td>Dec</td> <td>DD</td> <td>Mth 9 EE Contribution</td> <td>£27.49</td> </tr> <tr> <td>7</td> <td>ICO</td> <td>Renewal</td> <td>05.12.25</td> <td>DD</td> <td>Annual Renewal</td> <td>£47.00</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td></td> <td></td> <td></td> <td><b>£2,255.25</b></td> </tr> </tbody> </table> <p>Items 1 – 5 payment proposed by Cllr Beacon, seconded by Cllr Gravell, all in favour</p>	NO	PAYEE	INV NO	DATE	TYPE	DETAILS	AMOUNT	1	J Every	Payroll	Dec	BACS	Dec Pay	£405.23	2	K Davies-Picknell	Payroll	Dec	BACS	Dec Pay	£879.50	3	HMRC	PAYEP30	05.01.26	CS	Q3	£463.42	4	Shotley Odd Jobs	Inv100	23.11.25	BACS	25.08.25-18.11.25	£210.00	5	Glasdon UK Ltd	51927675	15.12.25	BACS	Bin as agreed item 7b Nov Minutes	£185.96 (inc VAT)		<b>Total</b>					<b>£2144.11</b>		<b>DD</b>						6	Nest	Pension ER	Dec	DD	Mth 9 ER Contribution	£36.65		“	Pension EE	Dec	DD	Mth 9 EE Contribution	£27.49	7	ICO	Renewal	05.12.25	DD	Annual Renewal	£47.00		<b>Total</b>					<b>£2,255.25</b>	
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The Meeting was closed at 21.02pm

**Katie Davies** Parish Clerk

Date of next meeting: 3<sup>rd</sup> February 2026

Signed by Chair.....

Date.....