



Chelmondiston Parish Council

The Village Hall, Main Road, Chelmondiston IP9 1DX
 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 2nd of **June 2026** AT 7.30PM.

Present: Cllr Beacon, Cllr Kirkup, Cllr Lyrick, Cllr Barwick, Cllr Gravell, Cllr Keeble, Cllr Stevens, Cllr Newbold, CCllr Armstrong, DCllr Potter

In Attendance: K Davies (Parish Clerk), five members of the public

1. Welcome by the Chairman: the Chairman welcomed everyone to the meeting and read out the notice regarding recording/filming/photographing at the meeting.	To be actioned by
2. Apologies for absence: Cllr Melville, Cllr Cordle	
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> .	
4. To provisionally approve the minutes of the Annual Parish Council Meeting held on the 5th of May 2026. <i>The Minutes were agreed to be a true record and were signed by the Chairman.</i>	
5. Public Participation Session: <i>Please see items 8e and 11d</i>	
6. Reports: <i>To receive reports from the County Councillor and the District Councillor.</i> 6a: The County Councillor – <i>No report was received this month.</i> 6b: The District Councillor – <i>DCllr Potter summarised the report which included the new recycling scheme and the locality budget.</i>	
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 representative stated that the benches have been moved, and a small bonfire had been lit near the pavilion, members of the committee will check the area but if the issue persists there may be need to fix the benches in place.</i> 7b: <i>Footpaths – Cllr Barwick will be updating the clerk on footpaths that need attention. Cllr Kirkup met with the Rights of way representative and the landowner to discuss the resurfacing of the footpath off Richardsons Lane and the works will begin in due course.</i> 7c: <i>School – No issues raised</i> 7d: <i>IT/website matters – A Data stick has been purchased to back up the finance documents.</i> 7e: <i>Village Hall – Cllr Kirkup reported that there has been a meeting with the Architect and although the improvements to the Village Hall will be a slow process, it is ongoing.</i>	

Signed by Chair.....

Date.....

8. Chelmondiston village amenities: 8a: Speed Indication Devices – <i>Cllr Beacon ran through the latest data.</i> 8b: Jubilee Gardens – <i>The Gardener continues his fortnightly work, and the gardens are well maintained and tidy.</i> 8c: Mini Orchard – <i>No new information.</i> 8d: Defibrillator – <i>Cllr Gravell proposed the purchase of new pads to be kept as spares, Cllr Kirkup seconded, seven in favour, one abstention. It was decided that the new pads will be kept in the defibrillator box.</i> 8e: Allotments – <i>Two members of public mentioned that although the allotments are an asset of community value, they are still unsure of the future security of them. The caretaker is moving on, and a committee will be set up to care for the allotments (contact details will be passed onto the clerk). The Parish Council reassured that they are interested in aiding the allotments to continue.</i> 8f: EV Charging – Possible installation of new charging points – <i>Although the clerk has contacted for an update, there has been none received.</i>	Clerk
9. Pin Mill: Update on Pin Mill Matters 9a: Dinghy Permits – <i>Reminder letters will be sent in the coming week to those who have not paid for their 2026/27 permit.</i>	Clerk
10. Recycling Centre 10a: Financial Business – <i>Cllr Beacon gave details of the latest financial data.</i>	
11. Planning: 11a: Appointment of Chair of Planning Committee – <i>Cllr Newbold nominated herself as the Chair of the Planning Committee with Cllr Kirkup seconding and all in favour.</i> 11b: Appointment of Vice Chair of Planning Committee – <i>Cllr Gravell nominated herself as Vice Chair with Cllr Newbold seconding, all in favour.</i> 11c: DC/26/2025 Greenacres, Lings Lane, Chelmondiston, IP91HJ – <i>Cllr Beacon proposed that the Parish Council raise no objections, Cllr Kirkup seconded, all in favour.</i> 11d: DC/26/01876 Land adjacent to Collimer Close, Chelmondiston IP91HX - <i>The member of the public spoke of the neighbours' lodge that has made changing the plans on the application a necessity by moving the original planned structure and changing the internal layout. Cllr Kirkup proposed that the Parish Council be in support of the alterations to the application, Cllr Gravell seconded, seven for, one abstention.</i>	
12. Correspondence Report to note or to consider a response: 12a: Email from resident regarding parking in Pin Mill – <i>Noted</i> 12b: Update on the position in respect of the better Recycling Scheme ahead of the commencement of the new waste collection services – <i>Noted</i>	
13. Finance To Receive update on Finance Matters 13a: Bank reconciliation/report from RFO – <i>Cllr Beacon ran through the figures.</i> 13b: To review and approve updated Risk Management Policy – <i>Cllr Gravell proposed accepting the document subject to any concerns raised by Friday the 5th of June 2026. Cllr Barwick seconded, all in favour.</i> 13c: To consider the Internal Audit Report and recommendations – <i>The Parish Council have taken note of the recommendations and will be following up on them.</i>	

Signed by Chair.....

Date.....

14. Documents and Policies 14a: To review and update terms of reference – <i>The Clerk will be researching all required and will bring findings to the July meeting.</i> 14b: To review IT Policy – <i>Cllr Newbold is reviewing and updating the IT Policy and the Data Protection Policy where needed, both policies will be brought to a later meeting for review and adoption by the Parish Council.</i>	Clerk Cllr Newbold
15.The Parish Alliances – No information received.	

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	K Davies-Picknell	Payroll	May	BACS	Payroll	£896.17
2	J Every	Payroll	May	BACS	Payroll	£475.18
3	M Annis	20.05.26	20.05.26	BACS	Jubilee Gdns May	£50.00
4	Playing field			BACS	Locality grant (agreed Jan6th item7a(i)) Including £500 grant from CCllr Harley	£5,762
5	SA Meacock	41	01.05.26	BACS	Pin Mill Orchard	£56.00
Total						£7,239.35
DD	Pension EE		May 26	DD		£36.65
DD	Pension ER		May 26	DD		£27.49
Paid	Shotley Post Office		19.05.26	Debit	Refreshments for Annual Village Meeting	£5.49
	Hellis and Lodge	HLD2512	03.05.26	BACS	Internal Audit yr end 31.03.26	£285.00
	Amazon		19.05.26	DEBIT	Flashdrive	£18.75
Cllr Kircup proposed payment of items 1 – 5, Cllr Barwick seconded, seven in favour, one abstention						

The Meeting was closed at 8:48pm

Katie Davies Parish Clerk

Date of next meeting: 7th of July 2026

Signed by Chair.....

Date.....