



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 3rd of March 2026 AT 7.30PM.**

Present: Cllr Kirkup, Cllr Lyrick, Cllr Beacon, Cllr Barwick, Cllr Gravel, Cllr Cordle, Cllr Keeble, Cllr Stevens, CCllr Harley, Cllr Newbold

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

	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 Melville</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 February 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>See item 8g.</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 the elections in May, trials of vehicle removal that are blocking works and the news that the Chief Executive will be stepping down at the end of March. A full copy of the report is available on the PC website.</i> 6b: The District Councillor - <i>Cllr Kirkup summarised the report which included the Budget, biodiversity, and the play area in Hadleigh. A full copy of the report is available on the PC website.</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, Progress on provision of Litter Bin – The Litter Bin has been delivered and will be put in place at the playing field by Cllr Stevens.</i> 7b: <i>Footpaths</i> (i) <i>Resurfacing of Bridleway 27/28 – Cllr Kirkup, Cllr Barwick and the Clerk met with the representative from Rights of Way and were reassured that there are no costs to the PC for installation or upkeep. The surface will comply with British Horse Society standards for a bridleway, the entrance on Richardsons Lane will be broadened to increase visibility, and arrangements to prevent run-off carrying away the surface material. They have contacted the landowner for discussion.</i> <i>Cllr Stevens mentioned that the pavement from Woodlands to the Shop is needing attention and the Clerk will report to Highways.</i></p>	<p>MS</p> <p>Clerk</p>

Signed by Chair.....

Date.....

<p>11. Planning: 11a: DC/26/00452 – Notice of approval to amendment relating to DC/23/02001, Land west of Woodlands, Chelmondiston - <i>The PC made note of the approval.</i> 11b: DC/26/00099 – Notice of consent to carry out works to trees covered by a preservation order – <i>The PC made note of the approval.</i> 11c: DC/26/00731 – Application for Hedge Removal. Removal of roadside boundary hedge Location: Greenacres, Lings Lane, Chelmondiston, IP9 1HJ – <i>The planning committee will be asking for more information on the hedge removal as the plans were unclear.</i></p>	AB
<p>12. Correspondence Report to note or to consider a response: 12a: Funding available for environmental projects – <i>The PC noted the information.</i> 12b: Babergh better recycling briefing pack - <i>The PC noted the information.</i> 12c: Road stud enquiry update – <i>Highways informed the PC that there are currently no plans to reinstall the road studs.</i> 12d: Planning Reform consultation and information - <i>The PC noted the information.</i> 12e: Traffic issues outside Woodlands 1-7 – <i>See item 8g.</i> 12f: Confirmation that the statutory period for requesting an election following the resignation of Cllr Price has expired, the PC is now free to commence the co-option process to fill the casual vacancy - <i>The PC noted the information and will now advertise the vacancy as a co-option.</i> 12g: Email regarding parking permit to be able to park in the public car park – <i>Due to high demand for parking in the village and the public car park being used for the village hall, the Parish Council is unable to offer permits the clerk will inform the resident that they are unable to issue permits.</i> 12h: Increase prices for dog and litter bin emptying – <i>The PC noted the increase.</i> 12i: The water testing has been conducted and paid for – <i>The PC noted the information.</i> 12j: Various Emails/letters confirming receipt of Charitable donations - <i>The PC noted the letters/emails of thanks.</i></p>	Clerk Clerk
<p>13. Finance To Receive update on Finance Matters 13a: Bank reconciliation/report from RFO – <i>Cllr Kirkup ran through the information.</i> 13b: To agree budget figures from RFO – <i>Cllr Kirkup ran through the budget forecast. Cllr Kirkup proposed that the budget is approved, Cllr Barwick seconded, all in favour.</i> 13c: Audit 2025-2026 – To appoint auditors for upcoming audit – <i>Cllr Kirkup proposed that the Council appoint Heelis and Lodge as the external Auditors as last year, Cllr Keeble seconded, all in favour.</i> 13d: To approve continuation of Jane Every as locum RFO – <i>Cllr Kirkup proposed the continuation of the RFO, Cllr Stevens seconded, all in favour.</i> 13e: In light of Revitalise closing, a different charity for small donations will be considered. 13f: Confirmation that Holbrook Academy is still pursuing award funding – <i>The donation will be addressed closer to the award date.</i></p>	
<p>16. Documents and Policies 16a: <i>The assets register will be checked and updated if required.</i></p>	
<p>17. The Parish Alliances – <i>The next quarterly meeting will be held on the 12th of March at 3.30pm. A member if the Parish Council will try to attend.</i></p>	

Signed by Chair.....

Date.....

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18. 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		Feb 26	Payroll		£419.30
2	K Davies		Feb 26	Payroll		£879.50
3	SALC	30769	05.02.26	INV	Course fee for Introduction to CILCA	£48.00
4	CM Carpentry	027	Feb 26	BACS	Remaining balance for sleeper works, Jubilee Gardens.	£228.00
5	SA Meacock	33	Feb 26	BACS	Pin Mill Orchard Cutting	£56.00
6	Glasdon	SI1932512	27/02/26	BACS	Wheely bin for Playing field	£169.27
7	Collins skip hire	307439	25/02/26	BACS	Recycling centre skips	£438.00
	TOTAL					£2,238.07
DD	Pension EE		February 26	DD		£36.65
	Pension ER		February 26	DD		£27.49
PAID	Defib Warehouse		10/02.26		New pads to replace those out of date	£77.94
	Suffolk Pro Help		February 26			£50.00

Cllr Gravell proposed payment of items 1 -7, Cllr Cordle seconded, all in favour.

The Meeting was closed at 8:52 pm.

Katie Davies Parish Clerk

Date of next meeting: 7th April 2026

Signed by Chair.....

Date.....