



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 2nd of September 2025 AT 7.30PM.**

Present: Cllr Stevens, Cllr Price, Cllr Cordle, Cllr Lyrick, Cllr Beacon, Cllr Barwick, Cllr Gravell, Cllr Kirkup, Cllr Keeble.

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

1. Welcome

2. Apologies for absence: Cllr Newbold, Cllr Melville, DCllr Potter

3. Declarations of Interest:

3a: No declarations of interest were reported.

3b: No dispensations were requested.

4. To approve that the minutes of the Parish Council Meeting held on the 1st of July 2025 – It was agreed these were a true record, and the minutes were signed by the chairman.

5. Public Participation Session: The members of public had interest in items on the agenda, and they were offered the chance to speak at the relevant points of the meeting.

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

6a: CCllr Harley Summarised the report and mentioned the progress on devolution, and Cllr Beacon offered to attend a meeting organised by our MP regarding devolution on the 12th September in Hadleigh.

6b: No report received this month.

7. Reports From: Committees/Representatives of other Committees/Groups/Meetings:

7a: Village Hall – *The mending of the handrail was discussed, and decided that a new installation is required, the clerk will seek quotes from suitable contractors.*

7b: Playing field – *The diagram for the benches preferred locations has been received in preparation for their installation.*

7c: Footpaths – *Cllr Barwick has informed the council that the footpath between the Red Lion and Rence Park needs attention, and it was decided that the contractor will be asked to increase to three x visits per month when required.*

7d: School.

7e: Website/I.T. – *The Council laptop's lack of storage was discussed, and it was decided that there is a need to update it to a newer model with more storage. Cllr Price proposed that a budget of upto £550 was set, Cllr Beacon seconded, all in favour.*

8. Chelmondiston village amenities:

8a: Speed Indication Devices – *Cllr Price went over SID data from the last month. It was discussed that many Councils across the peninsula have highlighted the issue of speeding, and it was asked if the community*

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Speedwatch could be started up again and highlighted that lack of volunteers is the issue. It was suggested that the matter is brought up at the next parish alliance meeting and police and parish forum.

8b: Jubilee Gardens – *The Horticultural Society has agreed to take on the responsibility for putting the bin out for collection.*

8c: Bus shelter - *Nothing new raised.*

8d: Mini Orchard – *The quote for the maintenance of the mini orchard was reviewed and it was agreed to accept the quote from the contractor and Cllr Kirkup proposed that it is set at set at 4 x visits per season, Cllr Price seconded, all in favour.*

8e: Defibrillator – *Cllr Beacon is now successfully a Defibrillator guardian.*

8f: Allotments – *Several members of the Public voiced concern at the possible loss of the allotments due to the land going into probate, the inheritors of the properties are currently discussing the next steps and will inform the council as soon as able. Cllr Kirkup is still investigating the possibility of the allotments being listed as an Asset of Community Value.*

9. Pin Mill: Update on Pin Mill matters

9a: Dinghy Park – *Volunteers have been contacted about whether they might assist with the clearance of the branches dumped by the dinghy racks.*

9b: Removal of unpaid vessels – *Cllr Beacon proposed that the unpaid vessels are now moved as they have had a lengthy notice period, Cllr Lyrick seconded, all in favour.*

9c: Noticeboard – *The faulty lock on the noticeboard has been highlighted and images have been sent to the supplier.*

9d: Clearing of the Grindles – *A suitable and knowledgeable contractor will be found.*

9f: Planting of the gifted tree – *The clerk will seek quotes for the planting of the gifted tree, the removal of a dead tree at the location and the coppicing of another existing tree.*

9g: Pin Mill Bay CIC – *The sign will be removed by volunteers.*

10. Pin Mill Regeneration Plan:

10a: Report from working party – *A contractor has been agreed and are waiting on the arrival of the benches to start. Glasdon has delayed delivery and have no date as yet but are being chased.*

11. Recycling Centre

11a: Financial position - *Cllr Kirkup gave details.*

11b: Letter to Shotley Resident – *A letter has been sent to a Shotley resident following the tampering with the closure of the paper bank and dumping of excessive cardboard boxes*

11c: Any other issues – *The need for CCTV signage was discussed.*

12. Planning:

12a: DC/25/003308 Wychwood, Hill farm Lane – *A letter has been sent highlighting no objections from the Parish Council but requesting that the positioning of the heat pump was taken into consideration.*

12b: DC/2503154 Crantock, Church rd, IP91HS (related to DC/2402292) – *The Planning Committee have no objections.*

12c: DC/20/1040 30 Collimer Close, IP91HX – *The Planning Committee has sent a letter highlighting concerns.*

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

13a: Sudbury and South Suffolk AGM – *Noted.*

13b: Email from resident regarding parking in Collimer Close – *Noted that it is Babergh property so the resident should put their concerns towards them.*

13c: Water quality testing – *Noted and the results are now up on the Pin Mill notice board.*

13d: Spalding way request for road sign – *The Parish Council have applied for the installation of a road sign on the resident's behalf.*

13e: Dead tree in Babergh picnic area – *Confirmation that the tree has now been coppiced.*

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13f: Seminar in Shotley on Grant funding – *Noted and will be attended by a representative of the PC.*

13g: Funding 4 Suffolk newsletter – *Noted.*

13h: Suffolk on Board meeting – *Noted.*

13i: Parish Town and Council briefing notes – *Noted.*

N.B. Cllr Cordle mentioned that the trimming of the hedges on the B1456 was carried out before the 1st of September as landowners were complying with letters that had been received informing them that they must carry out the works within a fortnight of receipt of the letter.

14. Finance To Receive update on Finance Matters

14a: Bank reconciliation/report from RFO – *All Councillors have received copies of the bank reconciliation and Cllr Kirkup gave details.*

14b: To approve annual infrastructure CIL report for period ending 31st March 2025 – *The CIL report was discussed, approved and signed by the Chair and the Vice Chair.*

14c: External Audit – *The External Audit was completed with only minor comments raised by the auditors. The noted the advice given by the external auditor.*

14d: Local Government pay scale award 25-26 agreed at an increase of £0.45p – *Cllr Kirkup proposed the backdated pay increase accepted, Cllr Barwick seconded, all in favour.*

14e: To discuss new savings account required – *Cllr Kirkup outlined the details of a suitable savings account and will investigate the need of dual authority in order to comply with our financial regulations.*

14f: To approve Statement of Reserves for year 25/26 - *The Statement of Reserves was outlined. Cllr Kirkup proposed it to be accepted and signed, Cllr Gravell seconded, eight for, one abstention.*

15: To consider collected quotes for Parish Council Insurance renewal – *Cllr Lyrick will look over collected quotes for suitability and advise.*

16. Documents and Policies

16a: Financial Risk assessment – *The Financial Risk Assessment was outlined and approved.*

16b: Grants Policy – *The Grants Policy was discussed and approved after minor corrections were made.*

17. The Parish Alliances

The minutes from the latest Parish Alliances were discussed. The issue of the current upgrading of the interned facilities on the peninsula was raised and suggested as a topic for discussion by the alliance. CCllr Harley will be asked for any information he has on the matter.

18. Payments: To consider and approve the following payments including any invoices received since the publication of the agenda.

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Date.....

Aug (payments listed below and made in August were formally approved by the Council)

	PAYEE	INV. DATE	INV. NO	DETAILS	AMOUNT
1	Jane Every	July	Payroll	Payroll	£311.59
2	Katie Davies-Picknell	July	Payroll	Payroll	£850.30
3	Chelmondiston Village Hall	04.07.25	Inv1793	Hirex4	£92.00
4	IPIT Services	July	Inv25009	Annual renewal Microsoft	£84.99
5	DC Gdns	04.07.25	Inv11	Jubilee Gdns 2hr@ £27	
	"	11.07.25	Inv12	"	
	"	27.07.25	Inv 13	"	£162.00
6	SA Meacock Gdn Serv	01.07.25	Inv79	Pin Mill Common	
	"	"	"		£224.00
6	Holtech Fencing	25.07.25	Inv 12	2 x Noticeboards as agreed	£452.00
7	Babergh DC	25.07.25	Inv1000019996	Brown Bin for Jubilee Gdns	£69.00
8	PJB Garden Maintenance	18.07.25	216CMPC	Pathways 23&25	
	"	"	217CMPC	Pathways 49&32	£420.00
TOTAL					£4438.28
	Viking Direct		Debit	Stationary	£38.22
	NEST		DD	Pension	£26.58

Sept

	PAYEE	DATE	INV. NO	DETAILS	AMOUNT
1	Jane Every	August	Payroll	Payroll	£338.00
2	Katie Davies-Picknell	August	Payroll	Payroll	£850.30
3	Community Action Suffolk	21.08.25	Inv0843	1 yr host Support (13 gov mail boxes)	£312.00
4	PFK LittleJohn	15.08.25	InvSB20250775	External Audit	£378.00
5	SA Meacock Gdn Serv	01.09.25	Inv81	Pin Mill Common	
	"		Inv24	Mini Orchard	£280.00
6	DC Gardens				£54.00
7	PJB Gardens			Footpaths	£420.00
8	Babergh District Council	25.07.25	Inv1000016780	Dog/Litter Bin Emptying	£1892.40
9	Shotley Odd Jobs			Dog Bin emptying	£150.00
TOTAL					£2,851.30
	Nest	Aug	DD	Pension ER	
	"	Aug	DD	"	£62.01
	Euro Office Supplies	Debit Card		Stationary	£4.34

19. Cllr Gravell proposes that payments 1-9 are made, Cllr Keeble seconded, all in favour.

The next Parish Council meeting will be held on Tuesday the 7th October

The Meeting was closed at 21:40hrs

Katie Davies Parish Clerk

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Date.....