

# Chelmondiston Parish Council

Chairman: Cllr Rosie Kirkup  
[chairman@chelmondistonpc.info](mailto:chairman@chelmondistonpc.info)  
Interim Parish Clerk: Ms. Jo Hazlewood  
[chelmondistonpc@gmail.com](mailto:chelmondistonpc@gmail.com)

A Meeting of **CHELMONDISTON PARISH COUNCIL** will be held IN THE VILLAGE HALL on **Tuesday September 5<sup>th</sup> 2023 AT 7.30PM.**

All Committee Members are summoned to attend. Parishioners and members of the public are very welcome.

## AGENDA

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming

Of

1. **Welcome by the Chairman:**
2. **Apologies for absence:** to receive and note apologies
3. **Dispensations:** to consider requests and **Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
4. **To approve the minutes of the Parish Council Meeting held on the 2<sup>nd</sup> August 2023.**
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
6. **Reports:** to receive reports
  - 6a. County Councillor Report
  - 6b. District Councillor Report
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:
  - 7a: Planning – to consider application DC/23/04027, Little Barnes, re-submission of DC/23/02992 and to receive updates on previous applications (see supporting papers)
  - 7b: Village Hall
  - 7c: Playing Field
  - 7d: Village Amenities – Chelmondiston: position and visibility of village sign
  - 7e: Village Amenities – Pin Mill
  - 7f: Footpaths
  - 7g: Website
  - 7h: School
  - 7i: Playing field Rep
8. **Correspondence Report:**
  - 8a: Biodiversity Project – to consider the contents of the email from SCC
  - 8b: To note the contents of the minutes of the SNT meeting and to note the date and venue of the next meeting.
  - 8c: Response from Highways re road studs
9. **Banking – to receive an update on banking issues:**
  - 9a: Bank mandate – to receive an update on the progress of revising the bank mandate

**9b:** To consider signing the form for a Board Resolution to expedite access to the Council's bank accounts

**9c:** Online banking – to review the guidelines for online banking (see supporting papers)

**10. Dinghy Park, Pin Mill:** to receive an update on the Dinghy Park

**11. Other Pin Mill Issues:**

**11a:** Update on the letter sent to Babergh DC re houseboats/work at Pin Mill

**11b:** To consider a request for a memorial bench on Pin Mill Common (see supporting papers)

**11c:** To discuss the next steps to be taken in respect of the letter sent to Babergh DC re work to be carried out at Pin Mill

**12. To receive an update on the request for an ANPR camera and a SID**

**13. The archive storage:** to receive ideas from councillors for future storage solutions

**14. Recycling Centre: security** to receive an update on the purchase of:

**14a** PPE for the personnel working at the Centre

**14b** CCTV cameras.

**15. To receive an update on appointment of a permanent clerk**

**16. Jubilee Gardens:** to consider the options detailed in Cllr Lyrick's report

**17. Financial Matters:**

**17a:** To note the balance at the bank as per statement at 31<sup>st</sup> July 2023

**17b:** For members to consider appointing SALC as the Internal Auditors for the 2023/24 financial year

**17c:** For members to consider and, if appropriate, agree the hours worked by the interim clerk up until and including 30th August (timesheet in supporting papers)

**17d:** To agree a date for a Finance Advisory Group meeting

**17e:** To consider and, if appropriate, agree the following payments:

Payee	Inv Date	Inv no	Detail	Amount £
Mrs J M Hazlewood (clerk)	31/08/2023	To be agreed	Hours: 26/7/23-30/8/23	278.85
Mr Meacock	01/08/2023	69	Pin Mill Common/Chelmo VH	206.80
PJB Garden Maintenance	30/07/2023	2023- 160CMPC	"Woodlands" completion	200.00
PJB Garden Maintenance	30/07/2023	2023- 161CMPC	Strimming f/paths 23 & 24	160.00
PJB Garden Maintenance	12/08/2023	2023- 162CMPC	Strimming f/paths 25, start 47	160.00
PJB Garden Maintenance	12/08/2023	2023- 163CMPC	Strimming f/paths 1 and end 47	160.00
Babergh District Council	29/08/23	1000171600	Parish Council Elections	1973.26

**18. Date of the next Parish Council Meeting: Tuesday 3<sup>rd</sup> October 2023, at 7.30 p.m. in the Village Hall.**

*Jo Hazlewood*  
Clerk/Proper Officer

31<sup>st</sup> August 2023

*SCC: Suffolk County Council*  
*SNT: Safer Neighbourhood Team*  
*ANPR: Automatic Number Plate Recognition*  
*SID: Speed Indicator Device*