Chelmondiston Parish Council

Chairman: Cllr Rosie Kirkup chairman@chelmondistonpc.info
Interim Parish Clerk: Ms Jo Hazlewood

MINUTES of the Meeting of CHELMONDISTON PARISH COUNCIL held In the Village Hall on Tuesday 5th September 2023 AT 7.30PM.

Present: Cllr R. Kirkup (Chairman), Cllr D. Barwick, Cllr A. Beacon, Cllr D. Cordle, Cllr C. Keeble, Cllr S. Lyrick, Cllr C. Price, Cllr M. Stevens

In Attendance: Jo Hazlewood (Interim Clerk) and 6 members of the public

1. Welcome by the Chairman: the Chairman welcomed everyone to the meeting and read out the	Action by
notice regarding recording/filming/photographing at the meeting.	ļ
2. Apologies for absence: Cllr Melville and Cllr Ward sent apologies as both were away. Cllrs	
unanimously consented to these absences. County Cllr Simon Harley also sent his apologies.	
3. Declarations of Pecuniary and local non-pecuniary interest	
3.(a): to receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda	
and their nature including gifts of hospitality exceeding £25. Cllr Morley declared a non-pecuniary	
interest in Agenda item 13 and Cllr Barwick declared a non-pecuniary interest in Agenda item 10	
3(b): to receive requests for dispensations – no requests for dispensations were received.	
4. To approve the minutes of the Parish Council Meeting held on 2 nd August 2023:	
It was proposed that the minutes of the meeting held on 2 nd August be approved and signed.	
Councillors unanimously agreed and the minutes were duly signed by the Chairman.	
5. Public Participation Session: 5 members of the public were present and were invited to contribute	
to Agenda item 16: Jubilee Gardens. A 6 th member of the public joined the meeting later.	
6. Reports: to receive reports from	
7(a) the County Councillor – Cllr Harley was unable to be present at the meeting, but his September	
report had been circulated and was on the website.	
7(b) the District Councillor. Cllr Potter was not at the meeting; his report had been circulated and	
was on the website.	
There were no questions to be passed on to the County and District Councillors.	
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	
7(a) Planning Committee: a list of planning decisions had been circulated prior to the meeting,	
together with a new planning application DC/23/04027, Little Barnes, Cllr Beacon reported that this	
new application was submitted for outline planning for a single dwelling at Little Barnes. The previous	
application for 2 houses at Little Barnes had been refused by the planning authority. It was proposed	
by Cllr Beacon that the Council recommend approval of application DC/23/04027, with the proviso that	
the footpath is extended. Councillors unanimously agreed.	
7(b) Village Hall: no report	
7(c) Playing Field: no report	
7(d) Village Amenities - Chelmondiston - the position and visibility of village sign in the corner of	
the school field was discussed as it is currently obscured and incomplete. Cllrs were asked for their	
views on the best siting for the sign. Cllr Lyrick said that Council must consider SCC Highways'	
restrictions on the positioning of signs when choosing an appropriate site. Some options were	Cllr
discussed. It was agreed that the current sign needs removing, refurbishing and re-siting from its	Stevens
current position at the school. Cllr Stevens agreed to contact a local craftsman to see if he was able to	
undertake the renovation once the sign was removed. It would be necessary to liaise with the school	
for the removal. It was agreed that the east side of the grass verge at the junction of Main Road and	
Woodlands close to, but not impinging on, the newly planted tree, would be a suitable location.	
7(e) Village Amenities – Councillor Beacon updated councillors on the following:	Clerk
Pin Mill Common : the benches and tables at Pin Mill Common: two memorial benches are ready to	
be replaced and new benches had been ordered as part of an order of 5. The Clerk will send Realise	
futures the wording for the commemorative plaques. It was agreed that the request for the new	
memorial bench, if agreed, should be a table instead of a bench. Agenda item 11b: was discussed at	

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and future requests, the clerk was asked to contact the applicant to find out what their specific connection to Pin Mill was before taking this further. Picnic Area: the clerk was asked to inform Babergh that the benches on the picnic area and car park were in a very poor state and the grass needed cutting.	Clerk
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	Clerk
Graffiti: there is graffiti on the wall of the driveway to Halcyon and Crows Nest.	
with rubble which could possibly be fly tipping. The Chair agreed to try and establish who is responsible	Chair
for that part of the road.	
Demolition of the Golden Fleece : this appears to be being demolished, with the possible view to a new shed being built. It was agreed that Babergh needs to be informed	
The dog bin which has been knocked could be replaced at the cost of £65.00. Councillors	CIIr Beacon
unanimously agreed for this work to go ahead.7(f) Footpaths: Cllr Barwick reported they would be monitoring the footpaths at the end of this month.	
It was no said at the first said to the first at the first and the first said of the common is almost	Cllr Barwick
suggestions for changes/additions	
C/b) Cohool Clin Lucial will be accounting with the actual about account the village sign that	Cllr Lyrick
8. Correspondence report:	
8(a) Biodiversity Project - the contents of the email from the Biodiversity Project at SCC were noted.	
The Chairman reported that the project could supply some free plants which might be useful for the Pin	
Mill plan. Councillors unanimously agreed to have a public consultation for residents on the plan for	
the common. The consultation would be multiple choice and could include an online survey, together	
with flyers through residents' doors.	
8(b) SNT - The contents of the minutes of the SNT meeting were noted and the date and venue of the next meeting were noted.	
8(c) The response from Highways re road studs had been circulated to all Councillors and was noted.	
Since the agenda had been published, further correspondence had been received:	
	Clerk
 District CIL Bid Round 12. For projects over £10,000 applications can be made from 1st October up to 31st October. 	
An update from Coasts and Heaths, including an opportunity to access volunteer working	
parties to undertake work to enhance areas within AONB.	
9. Banking issues:	
9(a) Bank mandate: The Chairman reported the difficulties encountered when trying to communicate	
with the bank. Every effort was being made to resolve this matter, which is now becoming urgent. 9(b) Board Resolution: to consider signing the form for a Board Resolution to expedite access to the	
Council's bank accounts: this was now unnecessary.	
Cllr Beacon reported receiving an email from the bank asking him to register for online banking which	Cllr Beacon
9(c) Online Banking: to review the guidelines for online banking. The SALC guidelines had been	. 5
circulated to Councillors prior to the meeting. Councillors unanimously agreed that online banking	
should be implemented as soon as practicable.	
10. Dinghy Park Pin Mill: to receive an update on the Dinghy Park. In Cllr Melville's absence, the Chairman reported that several dinghy fees remained unpaid but a strategy is in place to address this.	
11. Other Pin Mill issues	
11(a) The letter sent to Babergh DC re houseboats/work at Pin Mill had been circulated to all councillors	
and a reply had been received from Mark Emms in response to Cllr Melville's question about perceived	
stakeholders. This reply had also been circulated.	
11(b) To consider a request for a memorial bench on Pin Mill Common – this item had been discussed	
under Agenda Item 7(e)	
11(c) – Next steps following the letter and reply from Babergh DC re the work to be undertaken at Pin Mill – deferred.	
12. To receive an update on the request for an ANPR camera and a SID. Cllr Lyrick explained that	
12. To receive an update on the request for an ANPR camera and a SID . Cllr Lyrick explained that there are instructions on how to apply for ANPR cameras and suggested applying for two cameras for	

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to be agreed, the Council must obtain consent from the households next to the proposed sites. The Clerk will write to the residents to seek their approval once the sites have been chosen. The Clerk was asked to write to Cllr Harley to ask him who to approach to access the money allocated for road safety from the S106 agreement from The Ganges development so that the Council could purchase a SID,	Clerk Clerk
13. The Archive Storage - to discuss future plans: storage options were discussed, including	
returning to the container on the playing field and, in the longer term renovating a container for council	
use whilst applying for funds for improvements to the playing field. Following the discussion,	
Councillors unanimously agreed to move back to the storage facility at the Playing Field and the	
clerk was asked to write and inform the Lessor of the current storage facility to inform them of the	Clerk
Council's decision.	
14. Recycling Centre: security: to receive an update on the purchase of:	
14(a) PPE for the personnel working at the Centre - the Chairman has asked the volunteers to look	
out for suitable equipment which the Council will fund.	
14(b) CCTV Cllr Price reported that cameras have been installed and the cost had come in under the	
agreed budget. He also reported that the data connection needs to be set up, which should also be	
under budget. Cllr Cordle reported there had been fly tipping near her. Cllr Price agreed to follow up	Cllr Price
a contact provided by Cllr Potter for grants to help fund the above. If no funds were available the	
resources from the Recycling Centre would be used.	
15. To receive an update on the appointment of a permanent clerk: the contract of the interim	
clerk, agreed at the last meeting, was signed, The hours worked in August were unanimously agreed	Chair
and the Chairman would forward the information to SALC.	
16. Jubilee Gardens: to consider the options detailed in Cllr Lyrick's report: the plan is for a complete	
redesign and revamp of the Gardens. The clerk will investigate whether the Council's existing CIL	Clerk
funds could be used to pay for the cost of the plants which is £250. Cllr Lyrick reported it might take	
up to 4 days labour at £200 per day to get the basic work. It was agreed that some good topsoil would	
be needed but this had not yet been costed. Members of the Horticultural Group reported that low maintenance, eco-friendly plants had been picked, The clerk was asked to send a letter to a resident	
backing onto the Jubilee Gardens, asking them to remove their scaffolding poles. Councillors	Clerk
unanimously agreed to ask Paul B. to go ahead with the work required.	
17. Financial Matters	
17, I mancial matters	

17(a) A current balance statement, provided by Foreshore accounting, had been circulated, showing the following balances, which included a deduction for the September payments:

Treasurer's Account: £ 5,622.27
 Business Savings A/c £47,192.92
 Total Bank Balances and cash £52,815.19

17(b) For members to consider appointing SALC as the Internal Auditors for the 2023/24 financial year Cllr Kirkup proposed and Cllr Cordle seconded that SALC be appointed as Internal Auditors for the 2023/2024 financial year. **Councillors unanimously agreed**

17(c) For members to consider and, if appropriate, agree the hours worked by the interim clerk up until and including 30th August. A time sheet was included with the supporting papers – **agreed** under Agenda item 15.

17(d) To agree a date for a Finance Advisory Group meeting – date to be agreed.

17(e) To consider and, if appropriate, agree the following payments

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

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Babergh District Council	29/08/23	1000171600	Parish Council	1973.26		
			Elections			
In addition to the payments listed above the following invoices had been received and were due to be paid:						
Invoice for emptying			Babergh - £120			
 Room Hire for 8 me Cllr Cordle proposed and C unanimously agreed. 			above payments be agr	reed. Councillors		
18. Date of the next Parish Council Meeting ; the next Parish Council Meeting will be held on Tuesday 3 rd October 2023 at 7.30 p.m. at the Village Hall. The Chairman reminded councillors and the members of the public present that there would be a presentation at 6.30 p.m., prior to the Council meeting, to David Cordle, who had served as Chairman of the Council for many years. All ex-councillors and interested parties were welcome to attend.						
Rosie Kirkup			3 rd (October 2023		
Chairman			Date			

The Meeting finished at 9.09p.m.

SCC: Suffolk County Council SNT: Safer Neighbourhood Team

ANPR: Automatic Number Plate Recognition

SID: Speed Indicator Device

AONB: Area of Outstanding Natural Beauty

These minutes were signed as a true record of the meeting held on 5th September 2023. The original copy is held in the Chelmondiston Parish Council minute book and can be viewed by request.