

Chelmondiston Parish Council

Chairman: Cllr Rosie Kirkup
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 Interim Parish Clerk: Ms Jo Hazlewood
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MINUTES of the Meeting of **CHELMONDISTON PARISH COUNCIL** held In the Village Hall on **Tuesday 3rd October 2023 AT 7.30PM.**

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

In Attendance: Jo Hazlewood (Interim Clerk), Lucy Whiting (observer), County Councillor Simon Harley and 0 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.	Action by
2. Apologies for absence: Cllr Barwick was away and sent apologies. Cllrs unanimously consented to this absence. District Councillor Daniel Potter also sent his apologies.	
3. Declarations of Pecuniary and local non-pecuniary interest 3a: 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 Price and Cllr Kirkup declared an interest in item 12f as they were both listed as payees 3b: to receive requests for dispensations – no requests for dispensations were received.	
4. To approve the minutes of the Parish Council Meeting held on 5th September 2023: It was proposed that the minutes of the meeting held on 5 th September 2023 be approved and signed. Councillors unanimously agreed and the minutes were duly signed by the Chairman.	
5. Public Participation Session: no members of the public were present	
6. Reports: to receive reports from 6a: the County Councillor – Cllr Harley's October report had been circulated to councillors Cllr Harley highlighted an overspend of 3.2% of the budget at SCC - savings and possible increase in council tax will have to be made. The Fire and Rescue Service is going to be based back in Suffolk. Water testing for E Coli and nitrate and phosphates is going to take place on the Stour and Orwell with a group of volunteers. Results will feed into the University of East Anglia from testing across Suffolk. In response to a question from Cllr Ward, Cllr Harley said that the results would enable pressure to be put on the water companies. 6b: the District Councillor. Cllr Potter was unable to attend the meeting; but his report had been circulated and was on the website. Cllr Melville highlighted a section of the report from Cllr Potter about the houseboats suggesting a lack of action from the environmental agency. Cllr Melville stated that Babergh are responsible for the houseboats and so far little action had been taken. It was proposed by Cllr Melville and seconded by Cllr Cordle that the Parish Council send another letter to Babergh about the issue. Agreed by a majority. Cllr Melville agreed to draft a letter.	Cllr Melville
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; Village Hall: - Cllr Stevens will represent the PC at a meeting on 9 th October. 7b: Playing Field: Cllr Stevens reported that the tennis courts have had to be locked due to vandalism. Cllr Ward suggested that existing tennis club funds could be used for security measures and this would be investigated further. 7c: Footpaths: Cllr Barwick is collecting data from monitoring visits and will report back at the next meeting. 7d: Website: Cllr Price has looked at other website providers, in particular a gov.uk domain. This would be considerably more expensive than the current provision but would provide an extra level of security. The invoice for the annual cost of the current website hosting had been received so it was agreed that no change would be made at the present time but would be kept under consideration for next year.	Cllr Barwick

<p>8. Chelmondiston village amenities:</p> <p>8a: Chelmondiston village sign -. It had been agreed that the sign will be taken down and refurbished when a suitable craftsmen can be found.</p> <p>8b: Refurbishment of the village noticeboards: both noticeboards need attention. Cllr Kirkup had received an estimate for replacing the Perspex and an offer from a resident to carry out the work.. Cllr Kirkup proposed and Cllr Ward seconded that the Perspex be replaced on both noticeboards and the footpath map on the village car park at an estimated cost of £250. All in favour</p> <p>8c: Chelmondiston village car park: the hedges are being trimmed in November. Cllr Stevens pointed out that in previous years, the car park needed to be closed to effectively carry out the work. The Clerk will check the scheduled date with Mr. Meacock.</p> <p>8d: Jubilee Gardens – Cllr Lyrick gave a report on progress – compost had been sourced and the clearing work is about to start. It was agreed that the Horticultural Society could go ahead with the purchase of plants up to the agreed sum of £250. The nursery would be asked to invoice the Parish Council for the plants, so that a cheque can be raised. Cllr Kirkup reported that it had been confirmed that CIL funds can be used for the clearing work and the initial cost of the plants to refurbish the gardens.</p> <p>8e: To discuss the use of the Playgroup building: Cllr Lyrick reported that the building is owned by SCC, but the land is owned by the Diocese. The building is earmarked for early years/nursery provision, but negotiations between the Diocese and SCC were still taking place.</p>	<p>Cllr Kirkup</p> <p>Clerk</p>
<p>9. Pin Mill – update on Pin Mill matters:</p> <p>9a: Dinghy Park: Cllr Melville reported that there is paperwork for 34 licences for dinghies which will be passed onto the clerk. Until the issues with the bank account were resolved, it was difficult to check whether all the licence funds had been received. Cllr Melville suggested that the system for recording information may need updating.</p> <p>9b: To consider the next steps following the exchange of communication with Babergh District Council re the work needed on the hard – already discussed in item 6b.</p> <p>9c: Update on the application for a memorial bench: there was a discussion about the longevity of the plaques for existing memorial benches. It was agreed that there should be a time limit for existing memorial plaques to accommodate future requests, Cllr Ward reported that he and Cllr Barwick were asked by the previous Parish Council to identify areas for benches to be installed on Pin Mill Common and had identified 5 additional sites and had circulated a map with the proposed sites. Council agreed that a review is needed. It was proposed by Cllr Lyrick and seconded by Cllr Melville that the clerk write to the recent applicant to explain that a review was being conducted and until completed, no decision would be made about additional benches. Agreed by majority</p>	<p>Clerk</p>
<p>10. Planning: to receive new planning consultations and to receive an update on existing planning consultations: Cllr Ward outlined the planning applications received:</p> <p>10a: DC/23/04260 – Application for Works to Trees subject to a Tree Preservation Order ES33/W1 – National Trust Woodland, Pin Mill Road, Chelmondiston. It was proposed by Cllr Ward and seconded by Cllr Lyrick to recommend approval.. All in favour</p> <p>10b: DC/23/04109: Application under S73a for Removal of Variation of a Condition following grant of Planning Permission B/12/00500 – HMS Ganges: The proposal was to increase the number of houses from 285 to 303. Cllr Ward had drafted a response expressing the Parish Council's concern about the effect on traffic on the B1456 Following a discussion it was proposed by Cllr Ward and seconded by Cllr Melville that this report be submitted as drafted, All in favour</p> <p>Cllr Ward also reported that the Discharge of Conditions under Application DC/23/00742, Longwood Cottage, 7 Richardsons Lane, had been satisfactorily discharged.</p>	
<p>11. Correspondence Report to note or to consider a response:</p> <p>11a: James Cartlidge – Charity Fundraising Fair (circulated) – information had been passed on to village organisations.</p> <p>11b: Suffolk Recycles Newsletter (circulated) – to be passed on to the school.</p> <p>11c: Babergh and Mid Suffolk report re Joint Local Plan (circulated) – no further action</p> <p>11d: 20s Plenty Campaign (circulated) – no further action</p> <p>11e: Quiet Lanes (circulated) – Cllr Harley reported that there is no funding at present. Cllr Ward would produce a report at a later date about a proposal for Pin Mill Lane.</p> <p>11f: Electrical Safety Fund (circulated) – information would be put on the website.</p> <p>11g: Cllr Kirkup had received a letter from a resident to inform the PC that they will be involved in the water testing referred to in 6a.</p> <p>11h: An email had been received informing the PC that the defibrillator check is due. Cllr Stevens agreed to contact the person who carries out the checks.</p> <p>11i: Cllr Kirkup reported that she would be attending a BMSDC Parish Council Liaison meeting</p>	<p>Clerk</p> <p>Cllr Stevens</p>

11j: Cllr Cordle highlighted a problem with a lorry parking at night times on the B1456 S carriageway opposite Walnut Cottage, and outside the garden of Broadacres. This was creating visibility problems. It was agreed to report this to the police.					Clerk
12. Finance – to receive an update on finance matters: 12a: To set a date for a Finance Advisory Group Meeting: Cllr Kirkup will email possible dates to members of the Advisory Group. 12b: Bank Mandate – to receive an update on the progress of revising the bank mandate – see 12d 12c: Online Banking – to receive an update on the progress of registering online banking – on hold until full access to the bank account is in place (see 12d) 12d: To consider a Board Resolution as a final attempt to get access to Lloyds Bank: Cllr Kirkup has completed the form which should give access to the account, including access for Foreshore Accountancy as a non-signatory. The designated signatories are Cllrs Cordle, Kirkup, Beacon, Keeble & Ward, Cllr Kirkup proposed and Cllr Ward seconded that the form be completed and submitted. All in favour. 12e: To ratify the payment to Foreshore Accountancy for work carried out in August – Ratification of this payment of £510 was proposed by Cllr Kirkup and seconded by Cllr Price. All in favour. 12f: To receive a statement of resources from Foreshore Accountancy as at 30/09/23: Foreshore Accountancy estimate, according to their finance records, that the overall balance at the bank is £54,826.97 at 30/09/23, but the statement ending 30/09/23 has not yet been received. 12g: Members noted that the review of the Annual Governance and Accountability Return (AGAR) had been completed by the External Auditor confirming that it was in accordance with proper practices. 12h: Councillors noted that the Notice of Conclusion of Audit had ben uploaded to the website and displayed on the noticeboard before the deadline of 30 th September 2023. 12i: To consider and approve the following payments, including any invoices received since the publication of the agenda for expenditure approved in the 23-24 budget:					
No	Payee	In respect of	Invoice date	Amount £	
1.	Mr. Meacock	Pin Mill Common/VH	01/09/23	206.80	
2.	L. Powell	Plants, compost etc. for Memorial	14/09/23	46.87	
3.	Babergh DC	Paris Election recharge	18/09/23	1222.26	
4.	C. Price	Security Measures – Recycling Centre	19/09.23	409.98	
5.	PJB Garden Maintenance	Clearing & cutting back footpaths to kissing gate	07/09/23	200.00	
6.	HMRC	2 nd Quarter PAYE	5/10/23	801.93	
7.	PKF Littlejohn	External Audit fee	11/09/23	378.00	
8.	Collins Skip Hire	Recycling Centre – green waste	28/09/23	314.40	
9.	Unity Insurance	Annual Parish Council insurance	01/10/23	1079.00	
10.	SALC	6 months payroll services	30/09/23	54.00	
11.	R. Kirkup/Abensour	Postage	30/09/23	9.90	
12.	Foreshore Accountancy	Finance/Bookkeeping Services, September	02/10/23	322.50	
13.	Collins Skip Hire	Recycling Centre commercial waste	28/09/23	751.20	
It was proposed by Cllr Cordle and seconded by Cllr Ward that items 1-13 (excluding item 3 and 11) be approved. All in favour. It was proposed by Cllr Ward and seconded by Cllr Lyrick that item 4 and 11 be approved. All in favour with the exception of Cllrs Kirkup and Price who had declared an interest and did not take part in the vote.					
13. To receive an update on the request for an ANPR camera: Cllr Lyrick reported that letters had been sent to the houses near the proposed pole to be used at Woodlands for an ANPR and he has submitted an application for an ANPR on that site.					
14. To receive an update on S106 monies available for road safety measures as a result of the Ganges development. Cllr Kirkup reported that monies will be released in instalments, according to the number of houses completed. Cllr Kirkup confirmed that she has made it clear that the Parish Council would like to be involved in discussions for appropriate road safety measures.					
15. To receive an update on the Recycling Centre: there is a current balance of £28,762.40 in the recycling account.					
16. Clerking matters: 16a: To note the contents of the clerk's report – circulated. There were no further questions.					

16b: To ratify the appointment of the new Clerk/Proper Officer: it was proposed by Cllr Kirkup and seconded by Cllr Price that Lucy Whiting be appointed as Clerk and Proper Officer. All in favour The Chairman thanked the interim clerk for her services since the last clerk had left.	
17. To consider items for future agendas: <ul style="list-style-type: none"> • Dinghy Park noticeboard • The War Memorial service needs organising. A Cllr usually reads out the names on the war memorial and a wreath needs ordering – the clerk will contact the British Legion. • A discussion about the recycling centre and the recycling funds. 	clerk
18. Date of the next Parish Council Meeting; Tuesday 7 th November 2023 at 7.30 p.m.	
Chairman	Date

The Meeting finished at 9.12p.m.

SCC: Suffolk County Council

BMSDC: Babergh and Mid Suffolk District Council

ANPR: Automatic Number Plate Recognition