

# Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 01473 780159

## MINUTES of the CHELMONDISTON PARISH COUNCIL held in the METHODIST HALL ON TUESDAY 8<sup>TH</sup> JANUARY 2019 at 7.30pm.

**Present:** Councillors David Cordle, C Keeble, Dot Cordle, J Deacon, J Hawkins, D Barwick, A Fox R Bareham T Roberts and M Mckinnell.

**Public:** DCllr D Davis (DD)

**Parish Clerk:** Jill Davis

**Public:** 5

**Abbreviations:** Cllr: Councillor. PC: Parish Council. BDC: Babergh District Council. SCC: Suffolk County Council. B/MSDCs: Babergh /Mid Suffolk District Councils. CAS: Community Action Suffolk.

**PMBMCIC:** Pin Mill Bay Management Community Interest Company. **SALC:** Suffolk Association of Local Councils. **LCPAS:** Local Council Public Advisory Service **CEP:** Community Emergency Plan.

**VDF:** Village Development Framework. **RoW:** Rights of Way. **TAG:** Tourism Action Group. **AONB:** Area of Outstanding Natural Beauty.

The Council and members of the public were reminded by notice and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded. This *does not extend* to live verbal commentary.

1. **Welcome by Chairman:**  
The Chairman opened the meeting at 7.30pm and welcomed everybody. The Chairman also welcomed two new councillors, Cllrs Mckinnell and Roberts.  
**Apologies for Absence** and to receive and consider  
SCCllr David Wood (holiday) apology was noted.
2. **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.  
**Dispensations:**  
Dispensations granted (pre-setting dispensation)  
Item 15.4 and item 15.5  
Cllr David Cordle  
Cllrs Deacon, Fox, Keeble, Dot Cordle, Hawkins, Barwick, Bareham, Roberts and Mckinnell  
For the Parish Council to conduct its business.  
**Declarations of Interest:**  
Item 15.2 Cllr Bareham (neighbour)  
Item 15.6 Cllr Bareham (partner of Parish Clerk)  
Item 17 Cllr Bareham (partner of Parish Clerk)  
Item 18 Cllr Bareham (partner of Parish Clerk)  
Items 13 and 14 Cllr Hawkins (charity trustee of the Playing Field Management Committee)  
Items 13 and 14 Cllrs Fox and Barwick (representatives of the Playing Field Management Committee)  
15.7 Cllr Keeble (representative Village Hall Management Committee)
3. **Minutes of the Meeting:** to agree minutes of the meeting held on 4<sup>TH</sup> DECEMBER 2018.
4. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda  
Rights to reply item 7.6 and item 15.7  
**AND** to receive  
**Reports** (if available) from:
  - a) **County Councillor:**  
SCCllr Wood's report was circulated and uploaded to the website.
  - b) **District Councillors:**  
DCllr Davis delivered his report. His report has been circulated to the Parish Council and will be uploaded to the Parish Council Website.  
DCllr Patrick emailed his report. His report was circulated to the Parish Council.
5. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests** and to take **any action** deemed necessary.
  - a) **Planning Committee:** to report  
No meeting

- b) **Village Hall:** to report  
Cllr Keeble informed the Parish Council that a meeting is scheduled for the 21<sup>st</sup> January 2019.
- c) **Playing Field:** to report  
Cllr Hawkins informed the Parish Council that the Zip wire has now been installed on the playing field.
- d) **Village Amenities:** to report  
Footpath 39 and 50 (Cllr Barwick)  
Cllr Barwick requested information on the two footpaths at Pin Mill. The clerk informed him that footpath 39 had been re shingled and footpath 50 would be finished in the spring by the Community Payback team.  
Bus Shelter Red Lion (Cllr Roberts)  
The Parish Council discussed the possibility of a bus shelter at the Red Lion. Cllr Roberts offered to complete a feasibility study into this. The Parish Council were happy for Cllr Roberts to go ahead with the study.
- e) **Other:** to report  
None.

6.

**Clerks Report:** and to consider any action necessary

- 1) **Updates:** report from previous meetings  
Clerk reported that the sign at Pin Mill was still to be actioned from Babergh District Council.  
Clerk reported that the website had been updated – and supporting documents were now available.
- 2) **Parish Councillor Resignation:** to inform  
Clerk reported the verbal resignation of a Cllr. The Parish Council requested a letter of thanks to be sent.  
**Clerk to Action:** letter to be drafted and to be sent
- 3) **Parish Councillor Vacancy:** to consider  
Clerk informed the Parish Council of the vacancy. The Parish Council requested for the vacancy to be advertised through co-option.  
**Clerk to Action:** to advertise the vacancy on the website and the noticeboards.
- 4) **Zip wire:** to inform  
Clerk reported that there were defects with the zip wire and waiting for them to be rectified and also that they had been several complaints from the members of the public due to the wire being too low Also, the invoice had been received for payment. Parish Council requested holding payment until the issues were resolved.  
**Action to Clerk:** to inform all parties concerned.
- 5) **Garden Party 2019:** to inform  
Clerk reported of the annual garden party at Buckingham Palace. The Chairman was not able to attend.
- 6) **Anglia Water:** to inform  
Clerk reported of proposed works by Anglia Water. Households had received notification and the publication will be uploaded to the website.
- 7) **Post office Hedge:** to inform  
Clerk reported that this was still outstanding, and was hopeful for completion by the end of January 2019.
- 8) **Babergh East Police and Parish Forum:** to inform  
Clerk reported that the report had been circulated to the Parish Council
- 9) **GDPR:** to update  
Clerk reported on LCPAS updates.
- 10) **Exacom Babergh District Council:** to inform  
Clerk reported on the CIL/106 system that had been launched, Clerk informed that she would email the link to the Parish Council.
- 11) **Google Privacy Notice:** to inform  
Clerk reported of the Google privacy Policy update as the Council's laptop uses the system.
- 12) **Deeds:** to approve  
Solicitor – no charge  
Photocopying £138.00  
Clerk reported that the Council's solicitors would store the original deeds free of charge. The cost of all the photocopying would be £138.00  
**Proposal:** to approve the quote  
**Proposed:** Cllr Dot Cordle      **Seconded:** Cllr Barwick      **Vote:** All in favour
- 13) **SALC Meeting:** to inform  
26<sup>th</sup> November 2018  
Clerk reported that the minutes from **SALC** would be distributed.

7.

**Correspondence:** to take any action deemed necessary on correspondence received

- 7.1 Clerk reported on an email to **SALC** in relation to the Buckingham Palace Garden Party 2019 requesting whether a retired Parish Councillor could be considered. Only incumbent Councillors are nominated. No further action required.
- 7.2 Clerk reported on a thank you received from a resident in relation to the removal of the tree stumps on the footpath by the side of the Red Lion. No further action required.
- 7.3 Clerk reported on an email received from Babergh District Council Planning Department in relation to them raising awareness of the services that they run. No further action required.
- 7.4 Clerk reported on an email received from **AONB** in relation to the monthly newsletter. The newsletter has been uploaded to the website and circulated to the Parish Council. No further action required.
- 7.5 Clerk reported on an email received from a resident in relation to supporting the Parish Council with garden and park bench repairs. No further action required.
- 7.6 Clerk reported on the publication that had been discussed at the previous meeting in December 2018. A member of the Neighbourhood Development Plan Steering Group was given the opportunity of a right to reply in relation to that discussion and requested that any further information gathered in relation to the publication to be shared with the member of the Steering Group.  
There was no comment of the right to reply from the Parish Council.
- 7.7 Clerk reported on the proposed meeting with Natural England due to take place on the 14<sup>th</sup> January 2019. Clerk is still waiting for the confirmation. Will update the Full Council. No further action required.
- 7.8 Clerk reported of an email received from Suffolk Police and Crime Commissioner in relation to the policing element of the council tax for 2019-2020 for proposed changes. No further action required.
8. **Neighbourhood Plan:** to update  
Clerk reported of an invoice due for payment from a meeting held in September 2018. The balance is now £12,891.50.
9. **Recycling Centre:** to update  
Clerk reported on the following:  
£194.00 banked for December (skip Days)  
Balance of £8,301.11 in set – a – side funds  
Clerk also reported on a grant that has been received for £750.00 from Shotley Parish Council to support the Recycle Centre. The grant will be received from 01/04/2019 and be valid for 1 year.
10. **Complaints Procedure:** to approve  
Clerk requested approval for the update to the Complaints procedure  
**Proposal:** The approve the Complaints Procedure  
**Proposed:** Cllr Bareham      **Seconded:** Cllr Deacon      **Vote:** All in favour
11. **Pin Mill Bay Management CIC:** to update  
Cllr David Cordle informed the Parish Council that he was hopeful for further meetings with the **PMBMCIC** but would want representatives from Webb's Boatyard to be in attendance.
12. **Pin Mill Grindle/Dinghy Park:** to discuss – if required  
No points for discussion
13. **Playing Field:** to inform  
Clerk reported that the Playing Field had requested for all their funds to be transferred to them. Clerk informed the members that a cheque had been raised for consideration.
14. **Playing Field:** to consider  
Deferral from December 2018.  
Clerk reported that the item was outstanding and that members of the charity had been asked whether they would like to Parish Council meetings and to meet informally. Cllr David Cordle requested Cllrs Fox, Barwick and Hawkins to help organise a meeting.  
**Proposal:** Defer until February Parish Council Meeting  
**Proposed:** Cllr David Cordle      **Seconded:** Cllr Barwick      **Vote:** All in favour
15. **Financial Matters:**
- 15.1 **Payroll service Agreement:** to approve  
Clerk requested approval for Service Level Agreement from **SALC**  
**Proposal:** To sign the service level agreement  
**Proposed:** Cllr Fox      **Seconded:** Cllr Dot Cordle      **Vote:** All in favour
- 15.2 **Memorial Bench:** to approve  
£200.00  
Clerk reported that the previous contractor had not been contactable and the item was outstanding.  
**Proposal:** To approve the new quote  
**Proposed:** Cllr Keeble      **Seconded:** Cllr Barwick      **Vote:** 9 in favour, 1 abstention (Cllr Bareham)
- 15.3 **Planning Meeting:** to approve  
Playing Field £35.00  
**Proposal:** To approve payment for Pavilion room hire (Planning Meeting in April 2019).

- Proposed:** Cllr Roberts      **Seconded:** Cllr Mckinnell      **Vote:** 7 in favour, 3 abstention (Cllrs Hawkins, Barwick and Fox)
- Budget and Precept 2019-2020:** to approve
- 15.4** Parish Clerk presented the proposed budget that been recommended by the Finance Advisory Committee. The Precept for the next financial year would be £25,368.00 an increase of 2.57%. Monetary value increase by £618.00. Typical Band D Property would be an increase of £1.59 for the year per household.  
**Proposal:** To approve the Budget and Precept for 2019 – 2020  
**Proposed:** Cllr David Cordle      **Seconded:** Cllr Fox      **Vote:** All in favour
- 15.5** **Precept Form to Sign:** to approve  
Cllr David Cordle signed the Precept Form for 2019-2020. Two further Cllrs were also requested to sign, this was completed.  
**Proposal:** For the Chairman and two Cllrs to sign the form.  
**Proposed:** Cllr Deacon      **Seconded:** Cllr Roberts      **Vote:** All in favour
- 15.6** **Parish Clerk Training:** to approve  
Clerk requested approval for Election Training £25.00+ VAT  
**Proposal:** To approve the request  
**Proposed:** Cllr Fox      **Seconded:** Cllr Dot Cordle      **Vote:** 9 in favour, 1 abstention (Cllr Bareham)
- 15.7** **Village Hall:** to inform  
A member of the Village Hall Management Committee was given the opportunity to request that the Parish Council consider an increase to the grant of a further £200.00 to cover annual charges that had been approved at December's meeting. After a discussion the Parish Council agreed to agenda this for consideration at February's Parish Council Meeting.  
**Proposal:** Agenda for consideration at February's Parish Council Meeting.  
**Proposed:** Cllr Deacon      **Seconded:** Cllr Fox      **Vote:** 8 in favour, 1 against (Cllr Bareham), 1 abstention (Cllr Keeble).
- 15.8** **CIL Payment:** to request  
Clerk informed the Parish Council that the CIL 123 bids will be open from April 2019 and food for thought for any suggested projects.
- 15.9** **RFO's Monthly Report:** December's 2018 Bank Reconciliation  
December's Monthly Information as follows:  
**PAYMENTS IN:**  
INTEREST £3.07  
SKIP DAYS £194.00  
TREASURER'S ACCOUNT £21,039.80  
BUSINESS INSTANT ACCOUNT £72,214.65  
TOTAL £93,254.45  
£114.98 (2 UNPRESENTED CHEQUES)
- 15.10** **To Consider Payments to:** and other invoices arriving after the posting of this agenda
- |               |  |                   |
|---------------|--|-------------------|
| a)            | <b>2094 SA Meacock:</b> Garden Services                                      | £72.50            |
| b)            | <b>2095 St Andrews's Church:</b> N/P Room Hire                               | £12.50            |
| c)            | <b>2096 Peninsula Tree Services:</b> Remedial Work                           | £520.00           |
| d)            | <b>2097 Chelmondiston Village Hall:</b> Room Hire                            | £76.00            |
| e)            | <b>2098 Jill Davis:</b> December's Expenses                                  | £43.97            |
| f)            | <b>2099 Jill Davis:</b> Decembers' Salary                                    | £906.71           |
| g)            | <b>2100 HMRC:</b> Month 7  | £66.78            |
| h)            | <b>2101 HMRC:</b> Month 8  | £73.66            |
| i)            | <b>2102 HMRC:</b> Month 9  | £66.78            |
| j)            | <b>2103 Chelmondiston Playing Fields Committee:</b> Allocation of all Funds. | £10,464.77        |
| <b>TOTAL:</b> |  | <b>£12,303.67</b> |
- Proposal to Pay A – J**  
**Proposed:** Cllr Keeble      **Seconded:** Cllr Deacon      **Vote:** 9 in favour, 1 abstention (Cllr Bareham).
- 16. The Next Parish Council Meeting:**  
**Tuesday 5<sup>th</sup> February 2019 at 7.30pm in the Village Hall.**
- 17. Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed  
Employment matter - consider  
Both Cllr Bareham and the Parish Clerk left the room while the matter was discussed.  
Employment matter was resolved to approve the item.
- 18. Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed  
Employment matter - consider

Both Cllr Bareham and the Parish Clerk left the room while the matter was discussed.  
Employment matter was resolved to approve the item.

- 19. Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed  
Matter of correspondence – discussion.  
Parish Council requested further information.

There be no further business the Chairman thanked everyone and the meeting ended at 9.20pm.

**Signed: Cllr David Cordle**

**Dated: 05/02/2019**

**These minutes were a true record and the Chairman signed them on the 05/02/2019.**