

Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs. Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

MINUTES of the ANNUAL CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON TUESDAY 1st MAY 2018 at 7.30pm.

Present: Councillors David Cordle, R Kirkup, C Keeble, D Barwick, M Stevens, Dot Cordle, J Deacon and J Hawkins

In Attendance: J Davis – Parish Clerk

Public: DCllr D Davis (DD), SCllr D Wood (DW), 2 members of the public.

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

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. **Election of Chairperson for 2018- 2019:** and to sign Declaration of Office
Cllr David Cordle opened the meeting at 7.31pm and welcomed everyone to the Annual Meeting of the Parish Council. As outgoing Chairman, he asked for nominations for Chairman 2018 – 2019.
Proposal: to elect Cllr David Cordle as Chairman for 2018 – 2019.
Proposed: Cllr Stevens **Seconded:** Cllr Hawkins **Vote:** 7 in favour, 1 abstention (Cllr David Cordle). No other proposals were submitted. Cllr David Cordle was willing to accept and signed the Declaration of Office. He took the opportunity to thank all Cllrs and the Clerk.
2. **Election of Vice Chairperson for 2018- 2019:** option to defer
Cllr David Cordle requested that the **PC** defer this item due to new Parish Councillor applications. The **PC** agreed to this request.
3. **Apologies for Absence:** to receive and consider apologies
Apologies were received from Cllr Fox (illness), Cllr Hammond (work commitments) and DCllr Peter Patrick (illness). All apologies were accepted.
Cllr David Cordle informed the **PC** that Cllr Hammond had resigned. Cllr David Cordle took the opportunity to thank her for her contribution.
4. **Dispensations:** to consider requests and **Declarations of Interest** receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting
No dispensations.
Declaration of Interest: Cllr Keeble declared an interest to 23.9i Village Hall Precept.
5. **Minutes of the Meeting:** to agree minutes of the meeting held on the 3rd APRIL 2018.
The Minutes were taken as read and were agreed to be a true record by those who had been present and the Chairman was given the authority to sign.
6. **Parish Councillor Vacancy:** to discuss/approve
Two candidates had applied for the **PC** vacancy. Cllr David Cordle asked each candidate to give a brief overview of their application. Cllr David Cordle explained that since there were now two

vacancies he was happy to approve both candidates. The Clerk explained that at the moment there was only one vacancy and that if two candidates were approved due and legal process would not have been followed. The **PC** decided to still approve the candidates.

First Candidate

Proposal: to approve Mr. David Webb

Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** All in favour

Second Candidate

Proposal: to approve Mr. Rob Bareham

Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** All in favour

7. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda **AND** to receive **Reports** (if available) from:

a) **County Councillor:**

SCCllr David Wood informed the **PC** that he had emailed a copy of his report to the clerk. The Clerk has emailed the **PC** and will upload the report to the website. Cllr Deacon asked DW whether he had an update on traffic calming measures. DW informed the **PC** that there would be no report on the measures.

b) **District Councillors:**

The clerk informed the **PC** that DCllr Patrick's report will be emailed to them and also be uploaded to the website.

DCllr Davis informed the **PC** of the following:

The merger between the two councils was now in doubt.

DD had been appointed to **BDC**'s cabinet.

The Woodlands development had been granted planning permission. The vote was 6/5 in favour. DD also confirmed that he had voted for the planning application due to the amount of affordable housing that is due to be built. Cllr Kirkup expressed her concern about the lack of communication from **BDC** in relation to the date for the planning meeting for the determination date for the development.

8. **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:** report on 24/04/2018
Cllr Kirkup reported on the following:(see Planning Minutes)

APPLICATIONS

DC/18/01069 WITHOUT COMPLIANCE OF CONDITION(S) Jetty, Foreshore, Pin Mill, Chelmondiston.

The Planning Committee recommended **OBJECTING** to the application due to several reasons. Cllr Kirkup informed the **PC** that the Planning Committee were writing to **BDC** to inform them of their concerns. DD informed the **PC** that due to this application that no enforcement can take place with regard to the Onderneming which is moored at the jetty.

PLANNING DECISIONS

DC/18/00282 4, Main Road, Chelmondiston. IP9 1EA.

Erection of two-storey rear extension (following removal of existing extension)

BDC has given planning permission for the above application.

- b) **Village Hall:**

No meeting.

- c) **Playing Field:**

Cllr Stevens: Grass has been cut. No evidence of dog fouling on the playing field.

- d) **Footpaths, Trees & Hedgerows:**

Cllr Kirkup informed the **PC** of the following:

Meeting was held on the 19/04/2018 and was decided that due to Cllr Kirkup resigning that the Monitoring Group would request to the **PC** to be disbanded. Cllr Barwick would be taking on the task of sending out reminders to the area monitors and report information to the clerk. Clerk to be requested to contact ROW Office to have the signpost FP50 repositioned. Cllr David Cordle to ask his neighbour whether his gardener could weed the orchard.

A resident has donated his electric mower to the **PC** to help with the cutting of the footpaths.

Proposal: to disband the Monitoring Group.

Proposed: Cllr Kirkup **Seconded:** Cllr David Cordle **Vote:** All in favour
Footpaths 39 and 50 (Pin Mill) need to be resurfaced. Cllr David Cordle informed the **PC** he would look into the costs of materials. Clerk requested to contact the community tea. payback

Proposal: to approve materials up to £300.00

Proposed: Cllr Deacon **Seconded:** Cllr Keeble **Vote:** All in favour

e) Village Amenities: Asset maintenance/ War memorial

Cllr Barwick informed the **PC** that the War Memorial had been repaired and was very pleased with the work completed.

f) Housing Needs - WG: Update
No Update.

g) Other

Cllr Kirkup informed the **PC** that the local primary school children had completed their Easter Homework and the Posters were ready to be judged and asked the Cllrs to judge them. Cllr Kirkup was so impressed with the quality of the posters that she requested that there be more awards available to the school children.

Proposal: to use the book tokens that were earmarked for the summer school competition to award more prizes for this competition.

Proposed: Cllr Stevens **Seconded:** Cllr David Cordle **Vote:** All in favour

9. Election of Members to Committees and Working/Monitoring Groups (WG/MG):

option to defer

A) Planning Cttee **B)** Footpaths, Trees and Hedgerows (MG) **C)** Advisory Finance Group (Chq Signatures) **D)** Community Emergency Plan **E)** Village Amenities **F)** Housing Needs (: NG)

Cllr David Cordle requested the **PC** to defer this item due to Parish Council vacancy applications. The **PC** agreed to this request.

10. Election of Representatives to Other Committees and Other Bodies: option to defer

A) Playing Field **B)** Village Hall **C)** SALC **D)** Chelmondiston C OF E Primary School **E)** Any others.

Cllr David Cordle requested the **PC** to defer this item due to Parish Council vacancy applications. The **PC** agreed to this.

11. Employment Matters: to discuss

Parish Councillor is required to oversee all matters relating to employment on behalf of the PC. With Cllr Kirkup resigning and on the advice of the clerk Cllr David Cordle offered to take responsibility for this. The **PC** agreed to this offer. Cllr David Cordle took the opportunity to thank Cllr Kirkup for all her hard work in this matter.

12. Clerks Report: and to consider any action necessary

a) Updates: report from previous meetings

Tennis Courts - Clerk advised the **PC** that the work had now been completed and the tennis courts were ready to use. Clerk advised no further action was required.

War Memorial – Clerk advised the **PC** (as stated earlier) that the work had been completed. Clerk advised no further action was needed

Memorial Bench – Clerk advised the **PC** that the work had been completed and the contractor had done an excellent job. Clerk advised no further action was required.

CAS Membership Certificate until 31/03/2019 – Clerk advised that the membership had been renewed and no further action was required.

CAS Housing Needs Survey – Clerk informed the **PC** that Woolverstone Parish Council would need to go directly to **CAS**. Woolverstone Parish Council had been informed and that no further action was required.

Litter Pick – Clerk informed the **PC** that several Cllrs had been involved with the litter pick and there had been a couple of residents who had also helped. Cllr Hawkins informed the **PC** that village was fairly litter free.

13. Correspondence: to take any action deemed necessary on correspondence received

Clerk informed the **PC** of a “thank you” received from the son of the late Mr. King in relation to the repair of the memorial bench.

Clerk informed the **PC** of a “thank you” received from the Good Neighbour Scheme for the donation.

Clerk informed the **PC** of an email received from both Council Leaders of **B/MSDCs** in relation to informing all local councils of the merger. No further action was required.

Clerk informed the **PC** of an email received by a resident in relation to an issue of “dumping” soil at the North end of Pages Common apparently by a local farmer. Pages Common is owned by the **PC** and two local residents (who have put a number of hours and hard work to improve the condition of the common) would like to know what the **PC** can do about the problem. Cllr David Cordle advised that he would speak to the local farmer to have the soil removed and the clerk confirmed she would let the residents know of the **PCs** decision.

Clerk informed the **PC** of an email received from a resident requesting holiday cover for the checking of the defibrillators. Cllr Stevens informed the **PC** that he would be happy to cover any holidays. Clerk also advised that the request can be printed in the In-Touch Magazine for further volunteer's. **PC** agreed to the request.

Clerk informed the **PC** of an email received from **SCC** in relation to a temporary closure of part of a bridleway number 33 to facilitate installations of a telephone mask. No further action was required.

Clerk informed the **PC** of an email received from **SALC** in relation to public participation sessions in council meetings and that closing a meeting prior to the start of the session is outdated and contrary to legal advice. The sessions form meetings in law and should be minuted. No further action was required.

Clerk informed the **PC** of an email received by a resident in relation to the planning application granted to the Woodlands Development. Clerk informed the resident that the Planning Committee was due to meet on the 15th May 2018 and he was very welcome to come to that meeting. No further action was required.

14. Formal Quotations: to approve

Clerk requested approval for the formality of acquiring quotes for works to be completed, to give opportunities for best value and also for other contractors to offer their services.

Proposal: for the clerk to formally request quotes from contractors.

Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** All in favour

15. Clerk's Holiday: to discuss

Clerk reminded the **PC** of her annual holiday. Cllr Deacon agreed to take the minutes for both the **PC** meeting on the Planning Committee meeting that is being held on the 05/06/2018.

16. GDPR: to approve

LCPAS -Acceptance of DPO.

Clerk advised **PC** that **LCPAS** had accepted the role of DPO.

GDPR - Policies to approve

Clerk requested that the **PC** adopt and approve the required policies from **LCPAS** for the Data Protection Act 2018 once Royal Assent is received.

Proposal: to adopt the GDPR Policies.

Proposed: Cllr Keeble **Seconded:** Cllr Barwick **Vote:** All in favour

GDPR - Privacy Notice to approve

Clerk requested the **PC** to approve and adopt the Privacy Policy which is needed to be implemented due to the Data Protection Act 2018

Proposal: to approve and adopt the Privacy Policy

Proposed: Cllr Keeble **Seconded:** Cllr Barwick **Vote:** All in favour

GDPR - Parish Council training

Clerk advised **PC** of their responsibilities in relation to the GDPR. Clerk advised that if any Councillor needed any support she was happy to advise. Clerk issued the Councillors with the Councillors Awareness Checklist and advised them to complete the checklist when all the requirements were in place.

GDPR - ICO Update

Clerk advised **PC** that the Information Commissioner's Office had updated all Councils in relation to the GDPR and that the appointment of a DPO was now not a legal requirement for **PC**'s but instead an option. The Information Commissioner's Office suggested that a DPO should still be appointed for best practice.

Clerk advised **PC** that due to her new appointment and work load that the DPO should still be appointed. Cllr Keeble suggested that since the **PC** had authorised this there was no reason for the **PC** to cancel the agreement

17. **Recycling Centre:** to consider reports and to take any action deemed necessary
Clerk informed the **PC** that a £1500.00 grant had been awarded from **SCC** for the Recycle Centre. Mr. Nunn had been informed.
Clerk informed **PC** that £283.00 had been raised from the Skip Days.
18. **Pin Mill Bay Management CIC:** to update
Cllr Kirkup advised the **PC** that **PMBMCIC** were now legally able to charge boat owners for a mooring for repairs at Pin Mill due to a Licence being issued.
19. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
No reports received.
20. **Neighbourhood Plan:** to update
Cllr Kirkup informed the **PC** of the following:
The steering group consisted of 8 residents and had now had its first meeting with the consultants.
The steering group will be using the **VDF** as a basis for a more robust plan.
The plan hopefully is completed in 18 months.
The plan must conform to government guidelines.
Local residents are to be consulted throughout the process. The first stage is to visit various groups and societies asking for their views.
Chelmondiston Primary School children will be given a project to imagine how they think the village should be in 10 years' time.
The plan must also address green spaces, housing, leisure, recreation, special nature heritage and other areas.
21. **The Parish Meeting/Village:** to discuss
Clerk confirmed the date 22/05/2018. Clerk requested items for the agenda. Cllr Kirkup suggested contacting a local resident who had been involved with the training of the defibrillators and suggested that she might wish to speak at the meeting to offer more training sessions.
Action to Clerk: to contact the resident in relation to speaking at the meeting.
Cllr David Cordle asked Cllr Stevens to organise the refreshments, this was agreed.
Clerk suggested that the **PC** let her know about any other ideas for the agenda.
22. **Chelmondiston C OF E Primary School:** to discuss/award
Cllr Kirkup informed the **PC** that the Parish Council Endeavour Award will need to be allotted to the Primary School in September. Also, the school children had a summer project to complete the **PC** that would also need judging and awarding in September.
23. **Financial Matters:**
- 23.1 **Annual Accounts: (Annual Return Form)**
a) Signing of Section 1: to discuss/approve - **The Annual Governance Statement**
Clerk informed the **PC** that the end of year accounts had now been completed and the Annual Return Form was ready to sign. Copies of the end of year reports had been emailed and delivered to the **Cllr's** and further copies had been distributed around the tables at the meeting. Clerk informed the **PC** of each section of the form and the **PC** agreed with an affirmative to all relevant questions. Clerk asked for approval from the **PC** to consider the Chairman and Clerk signing the form.
Proposal: to approve and give authority to the Chairman and clerk to sign the Annual Return Form
Proposed: Cllr Keeble **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- b) 2017 - 2018:** to consider approval of **Receipts/Payments/Bank Reconciliation**

Clerk had provided **Cllr's** with hard and electronic copies of all the documents. Two bank reconciliations forms were provided. One copy is the same format as previous years, the second one is the format for the external auditor. Clerk requested approval from the **PC** to approve.

Proposal: for the Chairman and Clerk to sign the Bank Reconciliation Form

Proposed: Cllr Colin Keeble **Seconded:** Cllr Hawkins **Vote:** All in favour

c) Signing of Section 2: to discuss and approve **The Accounting Payments**

Proposal: for the Chairman and clerk to sign

Proposed: Cllr Dot Cordle **Seconded:** Cllr Barwick **Vote:** All in favour

23.2 RFO's Monthly Report: April 2018 Bank Reconciliation

| | | |
|-------------|-------------------------------|-------------------|
| Monies in – | paid into Treasurer's Account | £12,699.00 |
| | Lloyds Bank Interest | £2.90 |
| | Skip Days (246) | £124.00 |
| | Dinghy Permits (5) (247) | £90.00 |
| | Dinghy Permits (6) (248) | £108.00 |
| | PRECEPT (bacs) | £12,375.00 |
| | TOTAL | £12,699.00 |

Bank Balances:

| | |
|----------------------|-------------------|
| Treasurer's Account: | £13,908.00 |
| Business Account: | £68,300.22 |
| Petty Cash: | £14.00 |
| Unpresented Cheque: | £42.48 |
| TOTAL | £82,209.02 |

23.3 Purchase of a Shredder: to approve

Clerk requested approval to purchase a shredder due to new Data Protection Act and replacement for the previous shredder. Cllr Deacon suggested purchasing a robust one rather than a cheap version.

Proposal: to purchase a shredder

Proposed: Cllr Kirkup **Seconded:** Cllr Stevens **Vote:** All in favour

23.4 Lloyds Bank Signatures: to discuss/approve

Clerk advised **PC** due to Cllr Kirkup's resignation another **Cllr** was needed to sign cheques. Cllr David Cordle requested the **PC** to defer this item, the **PC** agreed. Cllr Kirkup reminded the **PC** that Mr Rob Bareham should not be appointed a cheque signatory due to his relationship with the parish clerk.

23.5 Annual Subscriptions: to discuss/approve

Clerk requested approval for the following:

SALC £398.66

Proposal: to approve the annual charge

Proposed: Cllr Keeble **Seconded:** Cllr Deacon **Vote:** All in favour

Suffolk Preservation Society £30.00

Proposal: to approve the annual charge

Proposed: Cllr Keeble **Seconded:** Cllr Deacon **Vote:** All in favour

LCPAS: £150.00. Cllr David Cordle asked the **PC** what their thoughts were in relation to using **LCPAS**.

Clerk informed the **PC** she was very pleased with the service that **LCPAS** have provided. Cllr Kirkup informed the **PC** that **LCPAS** can sometimes offer alternative points of view to a problem.

Proposal: to approve the annual charge

Proposed: Cllr Keeble **Seconded:** Cllr Deacon **Vote:** All in favour

23.6 External Auditor Fees: to discuss/approve

£200.00

Proposal: to approve the fee for the external auditor for the end of year accounts 2017-2018

Proposed: Cllr Kirkup **Seconded:** Cllr Barwick **Vote:** All in favour

23.7 S137 Limit 2018-2019: to inform

Clerk informed the **PC** the new s137 limit for 2018-2019 is £7.86

23.8 Village Hall Precept 2018 - 2019: to approve

Clerk advised the **PC** that the Village Hall Management Committee had requested a precept for £3,150.00. This precept should have been approved in November /December 2017. However, due to the previous clerk leaving and the new parish clerk being appointed this approval had slipped through the net. Cllr Kirkup asked what amount had the **PC** Advisory Finance Group suggested? Clerk informed the **PC** £3,150.00.

Proposal: to approve the precept to the Village Hall

Proposed: Cllr Dot Cordle

Seconded: Cllr Hawkins

Vote: 7 in favour, 1 abstention (Cllr Keeble)

23.9 To Consider Payments to: and other invoices arriving after the posting of this agenda

| | |
|------------------------------------------------------------------------------------------------|------------------|
| a) 1999 Suffolk Association of Local Councils: Annual Fee | £398.66 |
| b) 2000 Local Council Public Advisory Service: DPOFee | £300.00 |
| c) 2001 Sackers: Collections £611.98 [£122.40] | £734.38 |
| d) 2002 Anglia Surface Care: Treatment of Tennis Courts £400.00[£80] | £480.00 |
| e) 2003 Mrs J Davis: April 2018 monthly salary | £913.23 |
| f) 2004 Mrs J Davis: Expenses for April - post/mileage/ink cartridges £63.75 [£4.96] | £ 68.51 |
| g) 2005 A.B.INCUBATORS: Steel Brackets £40.00 [£8.00J | £48.00 |
| h) 2006 Cllr M Stevens: Black Bags £4.38 [0.49] | £4.38 |
| i) 2007 Village Hall: Precept | £3,150.00 |
| TOTAL | £6,097.16 |

Proposal: to approve payment of invoices listed: a) 1999 g) 2005

Proposed: Cllr Keeble

Seconded: Cllr Barwick

Vote: All in favour

Proposal: to approve payment of invoice listed h) 2006

Proposed: Cllr Keeble

Seconded: Cllr Deacon

Vote: 7 in favour, 1 abstention (Cllr Stevens)

Proposal: to approve payment of invoice listed i) 2007

Proposed: Cllr Stevens

Seconded: Cllr Deacon

Vote: 7 in favour, 1absentention (Cllr Keeble)

24. The next Parish Council Meeting is to be held: 5th June 2018 at 7.30pm in the Village Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.20pm

These minutes were agreed to be a true record and were signed by the Chairman Cllr David Cordle at the meeting held on the 5th June 2018.

Signed.....

Date:.....