

Chelmondiston Parish Council

Chairman: Cllr. David Cordle

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

MINUTES of the CHELMONDISTON PARISH COUNCIL held in the PAVILION ON TUESDAY 11TH SEPTEMBER 2018 at 7.30pm.

Present: Councillors David Cordle, C Keeble, M Stevens, Dot Cordle, A Fox, J Deacon and J Hawkins.

Public: DCllr D Davis (DD)

Parish Clerk: Holiday.

Public: None

Minutes taken by: Cllr Keeble

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. **Welcome by Chairman** and to receive and consider **Apologies for Absence**
Cllr David Cordle opened the meeting at 7.30pm and welcomed everyone.
Apologies for Absence: Cllrs Barwick and Bareham (holiday) Parish Clerk (holiday) SCCllr Wood (exceptional circumstances) DCllr Patrick (no report for the Parish).
All apologies 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.
No dispensations requested.
No declarations of interest.
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **7TH AUGUST 2018**.
These minutes were taken as read and were agreed to be a true record by those who had been present. The Chairman was given the authority to sign.
4. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda **AND** to receive **Reports** (if available) from:
No public in attendance
 - a) **County Councillor:**
SCCllr Wood's report will be uploaded to the Parish Council's website and circulated to the Parish Council once received.
 - b) **District Councillors:**
No report from DCllr Patrick
DCllr Davis gave a report and that will be uploaded onto the Parish Council's website and circulated to all Councillors.
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 update
No meeting
 - b) **Village Hall:** to update
No meeting
 - c) **Playing Field:** to update
Cllr Stevens informed the Parish Council that two quotes had been received for the Pavilion Roof to be repaired/replaced. Awaiting a third quote.
 - d) **Village Amenities:** Asset maintenance/ War memorial: to update
No report
 - e) **Other**
The Parish Council thanked Cllr Dot Cordle for attending the funeral of SCCllr Wood's wife on behalf of the Parish Council
6. **Clerks Report:** and to consider any action necessary

- a) **Updates:** report from previous meetings
Cllr Keeble informed the Parish Council of the following:
Pin Mill Pot Hole – repaired
Pin Mill Common – tree removed and hole filled
SCC maintenance issues still outstanding and chased
Grit Bin Ordered – has previously been approved
- b) **Centenary Event Meeting:** to inform
Next meeting 27/09/2018 at 7.15pm Shotley Village Hall – all welcome
Cllr Keeble informed the Parish Council of the forthcoming date for the Centenary Meeting.
- c) **Pin Mill Quotation:** to approve
Contractor to repair and fit plastic fronts on Boards on Pin Mill Common £30.00
Proposal: for contractor to repair 'boards' at Pin Mill.
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** All in favour
- d) **Community Payback team:** to inform
Cllr Keeble informed the Parish Council that the Community Payback team had completed the work at the Village Hall. Also, that the seating benches still needed to be completed.
- e) **Centenary Event:** to inform
Order of Service
Cllr Keeble informed the Parish Council of the order of service for the Centenary Event.
- f) **Bylam Common:** to discuss
Where is the key?
This item was deferred.
- g) **Pin Mill Road:** to inform
Road Closure – Review requested via SCC
Diversion includes no Traffic Management
Several complaints – all replied
Cllr Keeble informed the Parish Council that several complaints had been received by the Parish Clerk and all had been replied. Further information had also been given to the residents by the Parish Clerk.
- h) **Community Payback Team:** to discuss
Suggestions of areas
Dinghy Park and the Pavilion are suggestions for the next projects.
7. **Correspondence:** to take any action deemed necessary on correspondence received
- 7.1 Cllr Keeble informed the Parish Council that a thank you has been received from EACH in relation to a recent donation. No further action required.
- 7.2 Cllr Keeble informed the Parish Council that a thank you has been received from East Anglia Air Ambulance in relation to a recent donation. No further action required.
- 7.3 Cllr Keeble informed the Parish Council that a thank you has been received from Revitalise in relation to a recent donation. No further action required.
- 7.4 Cllr Keeble informed the Parish Council that a thank you has been received from Befriending Scheme in relation to a recent donation. No further action required.
- 7.5 Cllr Keeble informed the Parish Council that a thank you has been received from MAGPAS in relation to a recent donation. No further action required.
- 7.6 Cllr Keeble informed the Parish Council that a complaint has been received in relation to a warning notice being placed on the dinghy. This complaint has been resolved.
- 7.7 Cllr Keeble informed the Parish Council that a 'congratulations' communication from James Cartledge MP has been received in relation to the grant awarded to the Playing Field Committee. Chairman Sam Nunn has been informed. No further action required.
- 7.8 Cllr Keeble informed the Parish Council of a complaint received in relation to 'notices – do not park here' not being in place at Pin Mill Common for the dinghies. Complaint has been resolved. No further action required.
- 7.9 Cllr Keeble informed the Parish Council of a complaint received in relation to the overgrown banks at Hollow Lane and overgrown hedges on Pin Mill Road. The resident requested that the Parish Council inform all the landowners. After a discussion the Parish Council decided not to take the action requested by the resident. No further action required.
- 7.10 Cllr Keeble informed the Parish Council that a complaint has been received in relation to the damaged 'Harkstead' sign at Woodlands. The Parish Clerk has chased these 4 times and has informed the resident. No further action required.
- 7.11 Cllr Keeble informed the Parish Council that a 'thank you' has been received from the village hall in relation to the work completed by the community payback team
8. **Lone Working Policy:** to approve
Parish Clerk requested the adoption of the Lone Working Policy.
Proposal: to adopt the policy
Proposed: Cllr Fox **Seconded:** Cllr David Cordle **Vote:** All in favour
9. **Website Training** to approve
Cllr Bareham requested training £40.00 + VAT
Proposal: to approve the request
Proposed: Cllr Deacon **Seconded:** Cllr Stevens **Vote:** All in favour

10. **Village Hall:** to approve
Contractor to maintain Village Hall £23.00 per hour when needed (Meacock Garden Services)
After a discussion this was deferred to the next meeting.
11. **Suffolk Coast and Heaths:** to inform
Volunteers needed from October 2018 to March 2019
Cllr Keeble informed the Parish Council of volunteers needed.
12. **Clerks Appraisal:** to update
Just a reminder – inform the Chairman
Cllr Keeble reminded the Parish Council to inform the Chairman with feedback for the Parish Clerk's appraisal.
13. **Budget 2019 -2020:** to inform
Just a reminder of suggestions
Cllr Keeble reminded the Parish Council to email suggestions to the Parish Clerk. DCllr Davis informed the Parish Council that the Community Infrastructure Levy may have funds available for the Parish and asked the Parish Clerk to contact him when back from holiday.
14. **Pin Mill Bay Management CIC:** to inform
Cllr Keeble informed the Parish Council of a letter received from a resident in relation to proposed legal action to be taken against him. DCllr Davis informed the Parish Council that he was meeting with BDC's Chairman and other parties to resolve the issues at Pin Mill.
15. **Pin Mill Bay Management CIC:** to inform
PMBMCIC Letter
The Parish Council noted a 'thank you' has been received from the PMBMCIC in relation to receiving the parish Council Minutes. However, the Parish Council also noted that the agreed minutes for the PMBMCIC had not been received.
16. **Boundary Commission:** to inform
Cllr Keeble informed the Parish Council that the planned changes come into effect May 2019.
17. **Recycling Centre:** to update
Financials
Cllr Keeble informed the Parish Council that up to 07/08/2018 the recycling centre financials are as follows: £-192.44(to date) £7880.93 (set aside).
18. **RFO's Monthly Report:** August's 2018 Bank Reconciliation
Up to 28/08/2018
Cllr David Cordle informed the Parish Council of the following:
Bank Balance 28/08/2018 (early due to Parish Clerk's holiday)
£556.08 paid into the Treasurer's Account
10 unpresented cheques totalling £1,676.18
Treasurer's Account: £8,866.62
Business Account: £72,202.35
TOTAL: £81,068.97
- 18.1 **To Consider Payments to:** and other invoices arriving after the posting of this agenda
- | | |
|---|-----------------|
| a) 2056 Jill Davis: August Expenses £121.41 [£3.47] | £124.88 |
| b) 2057 Jill Davis: August Salary | £986.67 |
| c) 2058 Business Services at CAS Ltd: Annual Insurance Payment | £959.72 |
| d) 2059 SA Meacock Garden Services: Monthly Payment | £72.50 |
| e) 2060 SA Meacock Garden Services: Removal of Tree | £70.50 |
| f) 2061 Kirkwells Limited: Part Payment of Neighbourhood Plan
£2,030.00 [£406.00] | £2436.00 |
| g) 2062 Suffolk Association of Local Councils: Councillor Training
£103.00 [£20.60] | £123.60 |
| TOTAL: | £4773.87 |

Proposal: To pay items A THROUGH TO G

Proposed: Cllr Stevens **Seconded:** Cllr Deacon

Vote: All in Favour

**The Next Parish Council Meeting:
Tues 2nd October at 7.30pm in the Village Hall.**

There being no further business the Chairman thanked everyone and closed the meeting at
8.30pm

These minutes were agreed to be a true record and were signed by the Chairman Cllr
David Cordle at the meeting held on the 02nd October 2018.

Signed:.....DAVID CORDLE.....

Dated:.....02/10/2018.....