

**MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the  
METHODIST HALL ON TUESDAY 9<sup>TH</sup> JANUARY 2018 AT 7.30pm**

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

**In Attendance:** J Davis – Parish Clerk

**Public:** DCllr D Davis, 1 member 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. **Welcome by Chairman** and to *receive and consider Apologies for Absence:*  
Cllr David Cordle opened the meeting at 7.35pm and welcomed everyone.  
Cllr David Cordle welcomed the new Parish Clerk to her first official Parish Council Meeting. Apologies were received from Cllr Dot Cordle (illness) and Cllr Fox (illness). These were accepted.
2. **Dispensations:** *to consider requests AND Declaration of Interests: to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.*  
No Dispensations. No Declarations of Interests were declared at the time.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 5<sup>TH</sup> DECEMBER 2017.*  
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*  
No comments were brought forward at this time.  
**AND to receive REPORTS (if available) from:**
  - a) **County Councillor:** Cllr Wood sent his apologies due to holiday. A report was sent the Cllrs via the Circulation Bag on the 9<sup>th</sup> January 2018.
  - b) **District Councillors:** DCllr Davis gave a verbal report to the PC of recent proceedings regarding a referendum on the possible merger of the two District Councils (BDC and Mid Suffolk). His report is attached and will also be circulated to the Cllrs.
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 Cttee:** Report on 09/01/2018 (See Full Minutes)  
Cllr Kirkup reported that Planning Direct had attended the Planning Committee to give a short presentation with regard to the support that they can give the PC Neighbourhood Plan. It was agreed that Planning Direct would email the Parish Clerk.  
**APPLICATIONS & DECISIONS: DC/17/06256 Wour House, Church Road, Chelmondiston.IP9 1HS.** Erection of a 2 – storey side extension and single storey rear extension Rendering existing external walls. The committee supported the application.
    - b) **Village Hall:** Cllr Keeble reported that the Village Hall Meeting had been held on the 8<sup>th</sup> January 2018. Cllr Keeble reported that:  
Outside clock had been repaired.  
The outside windows & toilets had been redecorated.  
To investigate the installation of WIFI and take over the costs.  
Marquee tents still to be removed by Chelpin Projects from the shed.  
To obtain a quote for decorating inside the Village Hall.  
To obtain a quote for the cleaning of the chairs.  
Electrical Certificate to be obtained for lighting above the stage. This is to satisfy insurance

purposes.

Outside lights to be replaced by more efficient/ cheaper ones.

Date for the next meeting – to be arranged.

- c) **Playing Field:** Cllr Stevens reported that the litter from the bonfire night still needed to be removed.

**Action agreed** for Cllr Stevens to follow up with a telephone call.

Cllr Stevens reported that two water heaters needed updating or replaced in the Pavilion.

- d) **Footpaths, Trees & Hedgerows:** No meeting held.

e) **Village Amenities:** *Asset maintenance/ War Memorial.* Cllr Barwick updated the PC with regard to the War Memorial. The grant scheme information was still ongoing but the PC could be a low priority for funding. Cllr Barwick reported that a quote was being sort for the cleaning of the of the War Memorial.

- f) **Housing Needs -WG:** *Update* No new information

6. **Clerk's Report:** *and to consider any actions necessary*

i) **updates** - *report from previous meetings.* There was nothing to report other than mentions elsewhere in these Minutes.

ii) **Broadband increase in cost/ broadband:** The Clerk reported an increase to the cost of the phone line from 1st January 2018.

iii) **Community speed watch figures:** The Clerk reported that in December 8 motor vehicles had been caught speeding and of that 8, 3 motor vehicles registration number could not be traced. DCllr Davis reported that due to Police resources the 3 registrations could be of low priority.

7. **CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*

**7.1 Email from Resident-** *issue with right of way between The Black House and Webb's Boatyard Pin Mill.* The Clerk reported from ongoing communication from a resident of the village who queried that the right of way foot path was temporarily closed. Also, that on several occasions the

foot path had been blocked by motor vehicles and would the **PC** consider erecting a fence as this foot path is the only means to the cottages at Pin Mill green when the tide is in. Cllr Kirkup reported that the land where the vehicles parked was private even though it is a Public Right of Way and suggested a letter to the owner of the property. **Action:** Clerk to send communication to the owner.

**7.2 Email from SALC latest NALC briefing on GDPR** The Clerk reported further information regarding GDPR. A Data Controller would need to be appointed. Cllr Hammond inquired about the cost implication. Clerk will update **PC** once further information has been received.

**7.3 Email from SALC Buckingham Palace Garden Party** Clerk reported an invitation to the Garden Party. There were no interested parties.

**7.4 Email from LCPAS Appointment confirmed for Internal Auditors – date to be finalised.** Clerk reported that this was ongoing to finalise.

8. **Pin Mill Bay Management CIC:** *update if available and to consider a way forward.*

Nothing to report.

9. **Pin Mill: Dinghy Park/Grindles:** *to receive reports - to take any action deemed necessary*

Cllr Barwick reported that there had been an issue with the pumps at the grindle. This had now been sorted.

10. **Recycling Centre:** *to consider reports and to take any action deemed necessary*

Clerk reported that there had been a break in in December 2017 and that Mr Nunn had repaired the fence. Clerk reported that £127.00 had been collected from skip days and would be reconciled for February's **PC** Meeting.

11. **Neighbourhood Plan:** report from Planning Committee.

See item 5 and the Planning Committee Full Minutes dated 09/01/2018.

12. **FINANCIAL ITEMS:**

**12.1 RFO's Monthly Report:**

**December Bank Reconciliation: As at 29<sup>th</sup> December 2017**

**Treasurer’s Account: £674.47**  
**Business Instant Access: £70,888.95**  
**Unpresented Cheques: £388.76** (cheques numbers 163, 165)  
 Monies paid in: 1<sup>st</sup> December – 29<sup>th</sup> December £3.16 (Business Instant Account Interest)

**12.2 PAYE: SALC** *has been contracted to handle payroll*  
 Clerk reported that this process was now in place.

**12.3 REQUEST FROM PARISH CLERK FOR FUNDING FOR TRAINING COURSES:**  
 7 Courses requested through SALC. With the added cost of VAT and travelling costs.  
**Total 362.80.**

- 10/01/2018 Introductory Clerks Course £22.00
- 23/01/2018 Understanding Annual Meetings £22.00
- 30/01/2018 PFK Little John Audit Briefing £25.00
- 31/01/2018 End of year Accounts £25.00
- 16/02/ 2018 Notice, agenda & minutes workshop £22.00
- 20/03/2018 Planning Workshop £25.00
- 22/.03.2018 Clerks Information & Networking Event £16.00
- 29/03/2018 Book – Keeping, annual return, audit & precept Workshop £30.00

**Proposal:** Cllr David Cordle                      **Seconded:** Cllr Keeble      **Vote:** all in favour

**12.4 Babergh & Mid Suffolk District Council:**

*Confirmation of precept 2018/ 2019 £24,750.00*  
*Council Tax Band D £62.04*  
 Clerk reported Precept would be paid in two instalments 50% in April and 50% in September 2018/2019.  
 Clerk reported Council Tax Band D amount of £62.04 which is an increase of 2.36% on 2017/2018

**12.5 To consider Payments to: and other invoices arriving after the posting of this agenda**

- a) S A Meacock Garden Services: *Pin Mill grass cutting etc.* **72.50**
- b) Mrs J Davis: *Salary (December)* **471.02**
- c) Peninsula Tree Services: *formal Inspection* **240.00**
- d) Suffolk Assoc. of Local Councils: *finance course* 70.00 [**VAT 14.00**] **84.00**
- e) Maytrees IT Services: *MS Install and purchase* **119.99**

**Resolution to pay the above a) – g)**

**Proposed:** Cllr Keeble                      **Seconded:** Cllr Stevens                      **Vote:** all in favour

**13. Reports of Other Business (not itemised):** *to be included on next agenda if necessary.*

**14. THE NEXT PARISH COUNCIL MEETING –**  
**TUESDAY 6<sup>TH</sup> FEBRUARY 2018 IN THE VILLAGE HALL AT 7.30PM**

There being no further business the Chairman thanked everyone for attending and closed the Meeting at 8.25pm.

**Signed .....**                      **Date.....**