

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 VILLAGE HALL ON TUESDAY 6TH MARCH 2018.

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

In Attendance: J Davis – Parish Clerk

Public: None

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 all.
Apologies for Absence: SCCLr Wood (prior engagement) DCllr Davis (prior engagement)
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.
Declaration of Interests: Cllrs Kirkup & Deacon declared an interest in 26.b. They both volunteer for the Good Neighbours Scheme.
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **6th February 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:
 - a) **County Councillor:** SCCLr Wood emailed his February 2018 report to the clerk. Clerk informed the PC that the report will be emailed and sent to the Councillors and will also be uploaded to the website.
 - b) **District Councillor:** DCllr Davis emailed a report to the clerk. The report will be emailed and sent to the Parish Councillors. The report comprises of: A new consultation has been sent out by the Boundary Commission as it looks to cut the number of **BDC** Councillors. **BDC** refuse team are working to catch up on refuse collections after last week's disruption and hope to be back to normal next week. DCllr Davis is aware of the latest developments with the Pin Mill Bay Management CIC and will continue to liaise with Bryn Hurren
PC queried what latest developments with the Pin Mill Bay Management CIC
Clerk to Action: **PC** requested clerk to Contact DCllr Davis for an update.
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:** report on 20/02/2018 (see full minutes).
Cllr Kirkup reported on:
APPLICATIONS & DECISIONS:
APPLICATIONS:
DC/18/00282 - 4, Main Road, Chelmondiston. IP9 1EA.

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

Proposal: to recommend SUPPORTING the application.

DECISIONS:

DC/17/05308 – Land South of White House Farm, Shotley Road, Chelmondiston. Ipswich. IP9 1EE

Erection of 7 dwellings and garages.

DECISION - GRANTED

DC/17/05936 – Charisma, Main Road, Chelmondiston. IP9 1DX.

Erection of a single storey rear extension.

DECISION - GRANTED

DC/17/06236 – Wour House, Church Road, Chelmondiston. IP9 1HS.

Erection of a two-storey side extension and single storey rear extension. Rendering existing external walls.

DECISION – GRANTED

Cllr Keeble reported to the **PC** about the site visit on 14th February 2018 of the proposed development of 24 dwellings, Woodlands.

Cllr Keeble explained that the visit lasted 10 -15 minutes, in attendance were the various interested parties of the development. Cllr Keeble was asked several questions and did inform the attendees of a query with regard to the application. This has already been requested to be followed up.

b) Village Hall: No meeting held.

c) Playing Field: Grant Updates.

Cllr Deacon reported that the grant applications were ongoing and a grant had been applied for from Viridor

Clerk informed the **PC** that a grant of £750.00 had been awarded from SCCllr Wood (Suffolk County Council) towards the cost of new Playing Field equipment.

d) Footpaths, Trees & Hedgerows: to discuss

Footpath 50 & Footpath on Pin Mill Common

A meeting of the Footpaths, Trees & Hedgerows Monitoring Group is scheduled. For April.

e) Village Amenities: Asset maintenance/War Memorial: to consider

Notice boards

Clerk informed **PC** of issues with the noticeboards. The wood around the noticeboards are rotting and leaking.

Action to Clerk: **PC** requested to contact David Latter for quote.

f) Housing Needs – WG: Update

Cllr Kirkup updated the **PC** and informed them that the three possibilities that had been discussed previously had not come to fruition.

g) Other: No reports.

6. Clerks Report: and to consider any action necessary

a) Updates: report from previous meetings

Community Action Suffolk – discuss website

Clerk requested feedback from the **PC**. Cllr Kirkup commented that the website needed more input and more interest.

b) New Domain Quote: to approve

Clerk requested approval for Maytrees IT Services to manage the Chelmondiston domain name and Webhosting due to previous contractor stepping down.

Cost £33.14 per annum

Proposal: Cllr Fox **Seconded:** Cllr Hammond **Vote:** all in favour

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

7.1 Clerk reported on an email received from the Chairman of Pin Mill Bay Management CIC informing the **PC** that information that had been given at the Parish Council Meeting on the 6th February 2018 regarding the management of the Public Bins at Pin Mill being the responsibility of Pin Mill Bay Management CIC was incorrect. Cllr David Cordle informed the **PC** that he had contacted the previous Chelmondiston Parish Clerk for further information and wanted it Minuted that Pin Mill Bay Management CIC were not responsible for the Public Bins at Pin Mill.

7.2 Clerk reported on an email received from the Village Hall Management Committee with regard to the broadband. The Village Hall Management Committee wanted the Clerk to pursue the broadband for the Village Hall. The Clerk had given the relevant information to the Village Hall Committee and was waiting a further update as she was unable to complete the request due to data protection.

7.3 Clerk reported on an email from Anglia Surface Care to moss the tennis courts. Cllr Kirkup informed the **PC** that this had already been approved. The **PC** suggested that the tennis courts could be suggested to the Primary School to use. Cllr Kirkup informed the **PC** that at the next Primary School meeting she would mention this.

- 7.4 Clerk informed the **PC** that the National Association of Local Councils had emailed all councils with regard to Financial Assistance to the Church and what recommendations they suggest. Clerk informed the **PC** that this was relevant at this meeting due a request itemised at 26. a
8. a) **Parish Councillor Vacancy:** to consider
Clerk requested approval for an advert to be placed into the Shotley Peninsula News and Features due to the vacancy not being filled for over a year. The cost of the advert would be £30.00. It would be advertised for as long as was needed, it would be linked to the website and also a news article would be provided.
Proposal: to pay £30.00 for the advert for the vacancy.
Proposed: Cllr Fox **Seconded:** Cllr Barwick **Vote:** all in favour
Cllr Hammond also suggested contacting the In Touch Magazine as this was free.
Cllr Deacon suggested the advert to include who is eligible to apply.
- b) **Leaflet Drop in the Parish:** to consider
Clerk suggested a leaflet drop for the Parish Council Vacancy. The cost of producing the leaflet would be approx £10.00. Cllr Kirkup informed the **PC** that the Neighbourhood Plan Working Group would be leafleting the Village in due course and that the two could be delivered together.
- c) **Leaflet Distribution Litter Pick:** to consider
Clerk requested that the Annual Litter Pick planned for 17th March that the Parish Councillors give out the leaflet for the Parish Council vacancy to members of the public who attend the litter pick.
9. a) **GDPR:** to discuss
GDPR Toolkit for Local Councils
Clerk informed the **PC** that the toolkit was being assessed and would inform the **PC** accordingly
- b) **DPO cost £300.00 - £1050.00 each year for a two-year contract:** to discuss
Clerk informed **PC** of the costs from the DPO company and would provide further information
- c) **LCPAS cost £300.00 per year:** to discuss
Clerk informed the **PC** of the cost. Also, the clerk was attending GDPR training at **LCPAS** and would inform the **PC** accordingly.
10. **Neighbourhood Plan:** to update
Cllr Kirkup reported on the progress of the Neighbourhood Plan and informed the **PC** that an initial telephone conference call is due to take place with Kirkwells on the 08th March 2018.
11. **2018 Footpath Surface Cutting:** to approve
Clerk informed the **PC** of the rates from **SCC** for the **PC** to organise the footpath surface cutting from April 2018. The amount paid to the **PC** would be £322.60 for two cuts. Cllr David Cordle to liaise with Mr Lee Foster to check the rates for the season for extra cuts when and if required.
Proposal: to accept the payment
Proposed: Cllr David Cordle **Seconded:** Cllr Kirkup **Vote:** all in favour
12. **War Memorial Quote:** to consider
Quote from Collins & Curtis Masonry
Cllr Barwick informed the **PC** of the masonry repair quote. The cost being £175.00 plus VAT for cutting out the damaged section of the plinth and replace with Portland Stone to match.
Proposal: to contact the contractor and agree for the work to be completed.
Proposal: Cllr Barwick **Seconded:** Cllr Kirkup **Vote:** all in favour
13. **Pin Mill Bay Management CIC:** to report
Cllr Kirkup informed the **PC** she had been notified by Pin Mill residents that there is a proposal to restore a vintage fire boat at the Pin Mill fixed pontoon and the **PBMCIC** were considering the proposal. Cllr Kirkup further informed the **PC** that some of the residents had no objection to the restoration taking place. Cllr Fox queried whether the owners would be living on the boat. Cllr Kirkup will update the **PC** if more information becomes available.
Cllr Fox informed the **PC** that the Onderneming Dutch Barge was still being used as a holiday let. This was agreed to be itemised on the next month's agenda for a discussion point.
Cllr David Cordle commented that there was an unwritten agreement that the **PC** and **PBMCIC** would email over each other's monthly minutes. Cllr Hammond suggested that the **PC** should action this agreement. This is to be itemised on next month's agenda for a discussion point.
14. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
No reports or actions required
15. **Department for Environment Food & Rural Affairs – Consultation:** to inform
Clerk informed the **PC** about the consultation and the **PC** agreed not to respond.
16. **Suffolk Highways Survey:** to discuss
Deadline 19th March 2018.
Clerk informed the **PC** about the survey and it was agreed that Cllr David Cordle would complete the survey.
Action to clerk: To send survey when received.

- 17. Recycling Centre:** to consider reports and to take any action deemed necessary
Clerk informed the **PC** that £172.00 had been collected from the skip days and that overall there has been a 1% increase on like -for – like revenue.
- 18. Asset Register 2017 – 2018:** to approve
- Clerk requested purchase of laminator approx. £16.00
Proposal: purchase of laminator
Proposed: Cllr Stevens **Seconded:** Cllr Keeble **Vote:** all in favour
 - Clerk informed **PC** of missing shredder and it was agreed to the disposal on the Asset Register.
 - Clerk informed **PC** to a damaged seat bench on Pin Mill Common. Cllr Barwick offered to speak to Mr Webb re a quote for the work to be completed.
Clerk informed that the Asset Register had been checked in the summer 2017 by two Parish Councillor's.
 - Cllr Fox requested a quote for purchasing a projector for the Planning Committee. This is to be itemised for next month's agenda for discussion.
- 19. Financial Risk Assessment 2017 – 2018:** to review
Clerk informed **PC** that the review had taken place due to new appointment of clerk, internal and external auditors and that the Salaries section of the assessment had been down graded from medium to low as the new clerk's salary had been outsourced to SALC. The **PC** agreed to the review. Cllr David Cordle informed the **PC** that an assessment had also taken place in October 2017 before the previous clerk had left.
Action to Clerk: To locate Advisory Finance Group Minutes from October 2017 and to attach to minutes.
- 20. Statement of Internal Control 2017 – 2018:** to review
Clerk reviewed Statement of Control. Clerk informed **PC** that the only alteration from last year was that the Financial Assessment had been completed in March 2018 due to the Clerk being newly appointed. The **PC** adopted and approved the Statement of Control and the Chairman and Responsible Finance Officer Clerk were given permission to sign. Cllr David Cordle informed the **PC** that some content of a statement of internal control had also been Minuted in October 2017 by the previous clerk.
- 21. Fidelity Liability Insurance 2017 – 2018:** to review
Clerk informed **PC** of the fidelity Insurance cover of £100,000. Clerk requested the review due to being new and the internal and external auditing for the year end 2017 – 2018. The **PC** agreed that there was no need for any changes to the Fidelity Insurance as the Financial Risk Assessment in place safeguarded the **PC** and the Parish Clerk.
- 22. Standing Orders 2017 – 2018:** to review
Clerk informed **PC** of the need of the review of the standing orders to include the Local Government Electronic Communications England Order 2015 that had been Minuted 06/02/2018 and agreed.
The **PC** agreed to the review.
- 23. Financial Items:**

23.1 RFO'S Monthly Report: February's 2018 Bank Reconciliation

As at 28th February 2018.

| | | |
|---|------------|-----------|
| Treasurer's Account (£1,000 transferred 09/02/2018) | | £865.36 |
| Business Instant Account | | £68294.80 |
| | Total | £69160.16 |
| Petty Cash | | £14.00 |
| | Total Cash | £69174.16 |
| Monies paid in = February 2018 | | |
| Lloyds Bank Interest | | £2.94 |
| Tennis Club (500240) | | £325.00 |
| Dinghy Permits (2) (500240) | | £36.00 |
| Skip Days (500241) | | £172.00 |
| Dinghy Permit B/T | | £18.00 |
| | Total | £553.94 |

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

| Chq No | Item | Payee | Amount | Vat | Total |
|--------|------|--------------------------------|----------------|---------------|----------------|
| 1983 | a) | P&J Labels – dingy permits | £108.95 | £21.79 | £130.74 |
| 1984 | b) | SALC – Training Course | £25.00 | £5.00 | £30.00 |
| 1985 | c) | InkXpress – Ink Cartridge | £42.48 | | £42.48 |
| 1986 | d) | Mr S Meacock – Monthly Cutting | £72.50 | | £72.50 |
| 1987 | e) | Mrs J Davis – Feb Salary | £628.02 | | £628.02 |
| 1988 | f) | Mrs J Davis – Feb Expenses | £38.15 | | £38.15 |
| | | Total | £915.10 | £26.79 | £941.89 |

Proposal to approve payments a) – f)

- Proposed:** Cllr Keeble **Seconded:** Cllr Hawkins **Vote:** all in favour
- 24. Playing Field 2018 Quote:** to approve
Mr Hazelwood's quote £350.00 for the 2018 season.
Cutting of the playing field between an average of 15 – 18 cuts per season depending on grass growing conditions. All equipment is owned and maintained and insured by Mr Hazelwood.
Proposal: to approve the quote of £350.00
Proposed: Cllr Kirkup **Seconded:** Cllr Hammond **Vote:** all in favour
- 25. Jubilee Garden Maintenance 2018:** to approve
Mr Miller £300.00
Mr Miller approximate visits depending on weather conditions – 15. The season usually lasts from March through to November. All equipment is owned and maintained by Mr Miller.
Proposal: to approve the quote of £300.00
Proposed: Cllr Dot Cordle **Seconded:** Cllr Deacon **Vote:** all in favour
- 26. a) Grant Requests:** to approve
St Andrews's Church, Chelmondiston – no amount requested. Parish Council discretion.
Clerk informed **PC** of the recent communication from the National Association of Local Councils and whether it was legal to offer financial assistance to Churches. The clerk's recommendation is to postpone the decision until clarification can be sought from **SALC**. The **PC** agreed with the recommendation. It should be noted that the **PC** is aware that it cannot make contributions to religious bodies but the grants that have been previously paid to St Andrews have been EXPLICITLY only for the upkeep of the graveyard because that is an open graveyard where anybody local can ask to be buried, not just church members. The **PC** have therefore seen it as a public amenity.
- b)** Chelmondiston & Pin Mill Good Neighbours Scheme £160.00.
Clerk informed **PC** of a grant request for £160.00 to pay for Public Liability Insurance which is due in May 2018.
Proposal: to approve the request £160.00
Proposed: Cllr Keeble **Seconded:** Cllr Fox **Vote:** 8 in favour
Cllrs Deacon & Kirkup abstained.
- 27. Lloyds Instant Business Account:** to approve
Monthly Bank Statements & linking to the Treasurer Account
Clerk requested approval for the Instant Business Account statements to be sent by Lloyds Bank on a monthly basis inline with the Treasurer's account. Also requested was the linking of the **PC**'s two bank accounts. This request makes it easier for the clerk when using the telephone banking system.
Proposal: Linking both accounts & the Instant Business Account statements to be sent monthly to the clerk.
Proposed: Cllr David Cordle **Seconded:** Cllr Kirkup **Vote:** all in favour

The Next Parish Council Meeting:
Tuesday 3rd of April 2018 at 7.30pm in the Village Hall

There being no further business the Chairman thanked everyone for attending and closed the meeting at 8.50pm.

Signed.....

Date.....