

# 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 VILLAGE HALL ON TUESDAY 2<sup>ND</sup> APRIL 2019 at 7.30pm.

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

**Public:** DCllr D Davis

**Parish Clerk:** Jill Davis

**Public:** 4

**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 7.31pm and welcomed the members and the public.

**Apologies for Absence:** and to receive and consider

Cllr Roberts sent his apologies (prior engagement) his apology was noted.

SCCllr Wood sent his apology which was noted.

Cllr David Cordle on advice from the Monitoring Officer made an apology in relation to a matter from the Parish Council Meeting that was held on the 4<sup>th</sup> of December 2018. Cllr David Cordle offered to resign from the Parish Council due to the matter. The Parish Council gave him a unanimous support to him remaining as Chairman. The apology will be uploaded to the Parish Council website.

### 2. **Dispensations:** to consider requests

No dispensations requested.

**Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.

Cllr David Cordle – item 11 a pecuniary interest. Cllr David Cordle will be leaving the room.

Cllr David Cordle – item 13.7 item 13.9J item 13.9K

Cllr Bareham – item 6.g, item 13.3, item 13.4 item 13.9I item 13.9L item 13.9M item

13.9W(partner of the clerk)

Cllr Barwick – item 9 item 12 item 13.9H item 13.9Q item 13.9R item 13.9S (representative to the playing field management committee)

Cllr Deacon – item 11 item 13.7 item 13.9J item 13.9K(a member of the Neighbourhood Plan Steering Group)

Cllr Keeble – item 13.5 item 13.9C item 13.9N item 13.9O (representative to the village hall)

### 3. **Minutes of the Meeting:** to agree minutes of the meeting held on **5<sup>th</sup> March 2019.**

The minutes were a true account of the meeting and 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 member of the public wishes to speak in relation to items 6.a and 11.

#### a) **County Councillor:**

No report received.

#### b) **District Councillors:**

DCllr Davis gave a verbal account of his report. His report will be circulated to the members and uploaded to the Parish Council's website.

### 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

Cllr Deacon reported on the following: (please see the Planning Committee minutes from the 02/04/2019 for full details)

No Planning Applications

5 Planning decisions reported.

'Woodlands development' – Planning Committee had received the final proposed plans. The plans are to be updated to the Parish Council's website by the end of the week. At the moment the plans were not available to view on Babergh District Council's website.

**b) Village Hall:** to update

Meeting on the 25<sup>th</sup> March 2019.

Cllr Keeble reported on the following:

Broadband charges to high but cannot reduce the charges at the moment due to the contract.

Several maintenance issues need repairs.

Hall charges increased to £20.00 from May 2019

Parish Council funding reduced.

Expected income for 2019 – 2020 to be £6,000

A request has been made to clarify the financial responsibilities of the Village Hall trustees.

AGM 22<sup>nd</sup> May 2019

**c) Playing Field:** to update

No report

**d) Village Amenities:** to update

No report

**e) Other**

Litter Pick:

7 – 8 members of the public joined Cllr Stanley in the litter pick at Pin Mill. This was due to the Cllr advertising on social media, talking to neighbours and to parents at the local school.

2 members of the public joined Cllr Barwick in the litter pick at the Red Lion.

Majority of the litter was found at Pin Mill and Cllr Stanley hopes to organise another event in the coming year.

Cllr David Cordle informed the members that he will raise the event at the Annual Meeting of the Parish/Village.

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

**a) Updates:** report from previous meetings

**Pin Mill Sailing Club 18/05/2019** – a thank you from the sailing club

**Right of Ways Footpaths 25/33** – the landowner has re-instated the legal footpath as required and will also leave the temporary footpath in place.

**Reporting of Traffic Signs** – the Parish Clerk reported on several outstanding repair issues. A resident offered to repair a traffic sign at Pin Mill – the Parish Council thanked the resident.

It was also decided to escalate the issues to the chief executive at Suffolk County Council.

**b) Community Action Suffolk:** to inform

Parish Clerk informed the members that the membership had been renewed free of charge.

**c) Printer Issues:** to inform

Parish Clerk informed the members that the printer was coming to the end of its life and will need replacing in due course.

**d) Pension Regulator:** to update

Parish Clerk informed the members that the re-declaration of compliance had been completed.

**e) Heritage Training:** to update

Parish Clerk informed the members that the information had been sent with the agenda.

**f) Rural Services:** to update

Parish Clerk informed the members that the information had been sent with the agenda.

**g) Babergh East Police and Parish Forum:** to approve

Parish Clerk to attend the 24<sup>th</sup> April Meeting

Parish Clerk requested approval to attend the meeting.

**Proposal:** to approve for the Parish Clerk to attend the meeting

**Proposed:** Cllr Deacon      **Seconded:** Cllr Dot Cordle      **Vote:** 8 in favour, 1 abstention (Cllr Bareham)

**h) Clerk's Holiday:** to inform

Parish Clerk reminded the members of her holiday w/c 15/04/2019.

**i) Insurance Refund:** to inform

Parish Council informed the members that the refund from the insurance company would be £286.98. This was for the assets that have been gifted to the Playing Field Management Committee.

**j) Website:** to inform

Budget 2019 – 2020

Parish Clerk informed the members that from April 2019 all financial information will be uploaded to the website. Items such as reserves information, receipts, payments and bank statements.

- k) Consultation:** to inform  
Parish Clerk informed the members that the Joint Area Parking Plan Consultation information had been sent with the agenda.
- l) Jubilee Garden:** to inform  
Parish Clerk informed the members that the full and final payment from the insurance company in relation to the Jubilee Garden accident had been received and the payment was £692.00.

- 7. Correspondence:** to take any action deemed necessary on correspondence received
- 7.a** Parish Clerk informed the members of an email received from a resident in relation to the bus shelter. He was in favour of a bus shelter as long as it is in keeping with the village and further requested the repositioning of the bottle banks. The members decided at the moment for the bottle banks to stay in place.
- 7.b** Parish Clerk informed the members of an email received from the members in relation to the several damaged traffic signs. This was to be ongoing.
- 8. Recycle Centre:** to approve  
Parish Clerk informed the members on the following:  
**Year end Receipts** in £5,269.28 **Payments out** £4,004.94 **Profit of** £1,264.34 for the year.  
**Reserves amount** (end of year) £9,337.71  
**An official thank you** sent to both the volunteers  
**Babergh District Council** had requested a member of the parish council and/ or one of the volunteers to the 3<sup>rd</sup> July National Housing Federation Event – to give a speech on the Recycle centre being an asset of community value. After a short discussion Cllr David Cordle agreed to give a speech.  
**Community Right to Bid** – Parish Clerk informed the members that Babergh District Council has accepted the re-nomination for the recycle centre being an asset of community value.
- 9. Playing Field:** to consider  
Parish Clerk requested approval for the termination of the tennis court agreement between the tennis club and the Parish Council. The tennis club and the playing field management committee would then be able to enter an agreement.  
**Proposal:** to terminate the agreement  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Stanley      **Vote:** 9 in favour, 1 abstention (Cllr Barwick).
- 10. Annual Meeting of the Village/Parish:** to inform  
Tuesday 21<sup>st</sup> May  
Parish Clerk requested ideas for the Annual Meeting of the Village/ Parish. Ideas: Litter pick, neighbourhood plan, bus shelter and further financial income to the residents. Parish Clerk informed the members that the deadline day was the 9<sup>th</sup> May.
- 11. Neighbourhood Plan Steering Group:** to consider  
Working Party/ Formal Committee  
Cllr David Cordle left the meeting room at 8.16pm and Vice Chairman Cllr John Deacon took the chair.  
The debate was in relation to the Neighbourhood Plan Steering Group being part a committee and part a working party as it cannot be a combination of both. A member of the public informed the members that he was on the steering group and would like the Parish Council to consider the steering group as a working party. After a debate the members voted on a proposal for the steering group to be a working party with amended terms of reference and within the legal requirement of a working party.  
**Proposal:** Neighbourhood Plan Steering Group to work has a working group.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Mckinnell      **Vote:** 7 in favour, 1 abstention (Cllr Deacon)  
Cllr David Cordle re- entered the meeting room at 8.31pm.  
Cllr David Cordle did not vote on this matter.
- 12. Pin Mill/Dinghy Park:** to inform  
Parish Clerk informed the members that so far £220.00 had been collected for the 2019 season.
- 13. Financial Matters:**
- 13.1 Jubilee Garden Quotation:** to approve  
2019 Season £300.00  
**Proposal:** to approve the quote for 2019  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Dot Cordle      **Vote:** All in favour
- 13.2 Suffolk County Council:** to approve  
Parish Clerk informed the Parish Council that the payment from the Rights of Way team for this year will be £322.60.  
**Proposal:** to accept the payment from Suffolk County Council  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Dot Cordle      **Vote:** All in favour

- 13.3 Clerks Training:** to approve  
Financial Procedures and Risk Management (April £35.00 + VAT)  
Bookkeeping (May £35.00 + VAT) (in the budget)  
**Proposal:** for the clerk to attend the two training courses  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Dot Cordle                      **Vote:** 8 in favour, 1  
abstention (Cllr Bareham)
- 13.4 End of year Mileage:** to approve  
Parish Clerk requested approval for fuel costing of £35.00 to deliver the 2018 – 2019 accounts.  
**Proposal:** to approve the request  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Dot Cordle                      **Vote:** 8 in favour, 1  
abstention (Cllr Bareham)
- 13.5 Village Hall Charges:** to approve  
£20.00 Hire Charge per meeting  
**Proposal:** to approve the room charges at the Village Hall  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Dot Cordle                      **Vote:** 8 in favour, 1  
abstention (Cllr Keeble)
- 13.6 Speed Watch Annual Charge:** to approve  
Parish Clerk informed the members that the annual cost for the speed watch would be £61.00 per annum.  
**Proposal:** to approve the annual charge  
**Proposed:** Cllr Deacon                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 13.7 Neighbourhood Plan costs:** to approve  
Print 4U £98.00  
Kirkwell's £5,292.00 (triggered Draft Plan (Informal Consultation)  
Parish Clerk requested payments for the costs involved with the Neighbourhood Plan.  
One councillor queried why they had not received a copy of the leaflet that had been distributed to the village. A second councillor was concerned that a resident may have not received the leaflet as they live so close to the boundary. One councillor commented on the errors in the text of the leaflet.  
Parish Clerk also informed the members that the financial balance of the Neighbourhood Plan was £7,489.00 after the two payments.  
**Proposal:** to approve the payments  
**Proposed:** Cllr Stanley                      **Seconded:** Cllr Fox                      **Vote:** 7 in favour, 2  
abstentions (Cllr Deacon and Cllr David Cordle)
- 13.8 RFO's Monthly Report:** March's 2019 Bank Reconciliation  
**Monies received: £859.03**  
**1 unrepresented cheque £42.48 (1985)**  
**Petty Cash £14.00**  
**Treasurer's Account: £11,200.15**  
**Business Instant Access Account: £60,223.06**  
**TOTAL IN BOTH ACCOUNTS: £71,423.21**
- 13.9 To Consider Payments to:** and other invoices arriving after the posting of this agenda
- |   |   |          |
|---|---|----------|
| a) 2119 P & J Labels:                           | Dinghy Labels £109.95 [21.99]                 | £131.94  |
| b) 2120 Babergh District Council:               | Litter/Dog Bin £639.12 [£127.82]              | £766.94  |
| c) 2121 Chelmondiston Village Hall:             | Room Hire                                     | £51.00   |
| d) 2122 Woolverstone Parish Council:            | Speed watch                                   | £61.00   |
| e) 2123 SA Meacock Garden Services:             | February 2019                                 | £72.50   |
| f) 2124 S A Meacock Garden Services:            | March 2019                                    | £72.50   |
| g) 2125 Sackers:                                | Skip Collection £622.30 [£124.46]             | £746.76  |
| h) 2126 Anglia Surface Care:                    | Treat Tennis Courts £400.00 [£80.00]          | £480.00  |
| i) 2127 SALC:                                   | Grant Training £26.00 [£5.20]                 | £31.20   |
| j) 2128 Kirkwells:                              | Neighbourhood Plan Payment £4410.00 [£882.00] | £5292.00 |
| k) 2129 Print4U:                                | Leaflet for neighbourhood Plan                | £98.00   |
| l) 2130 Mrs J Davis:                            | March Salary Payment                          | £742.22  |
| m) 2131 Mrs J Davis:                            | March Expenses                                | £53.36   |
| n) 2132 Chelmondiston Village Hall:             | Grant Standing Charges                        | £200.00  |
| o) 2133 Chelmondiston Village Hall:             | Grant Standing Charges                        | £1800.00 |
| p) 2134 Chelmondiston Good Neighbours:          | Grant   | £160.00  |
| q) 2135 Chelmondiston Playing Fields Committee: | Grant   | £900.00  |
| r) 2136 Chelmondiston Playing Fields Committee: | Grant   | £160.00  |
| s) 2137 Chelmondiston Playing Fields Committee: | Grant   | £8000.00 |
| t) 2138 Chelmondiston PCC:                      | St Andrew's Church Grant                      | £250.00  |
| u) 2139 WEL Medical Limited:                    | Defib Pads £129.75 [£25.95]                   | £155.70  |
| v) 2140 HMRC:                                   | NI Contributions [Month 10,11 ,12]            | £51.60   |

w) **2141 SALC:** Planning Training £26.00 [£5.20]

**Payment: A - B**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** All in favour

**Payments: C**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** 8 in favour, 1 abstention (Cllr Keeble)

**Payments: D – G**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** All in favour

**Payments: H**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** 8 in favour, 1 abstention (Cllr Barwick)

**Payments: I**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** 8 in favour, 1 abstention (Cllr Bareham)

**Payments: J – K**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** 7 in favour, 2 abstentions  
(Cllr David Cordle and Cllr Deacon)

**Payments: L-M**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** 8 in favour, 1 abstention (Cllr Bareham)

**Payments: N – O**

**Proposed:** Cllr Stanley      **Seconded:** Cllr Fox      **Vote:** 8 in favour, 1 abstention (Cllr Keeble)

**Payments: P**

**Proposed:** Cllr Fox      **Seconded:** Cllr Mckinnell      **Vote:** All in favour

**Payments: Q-S**

**Proposed:** Cllr Fox      **Seconded:** Cllr Mckinnell      **Vote:** 8 in favour, 1 abstention (Cllr Barwick)

**Payments: T – U**

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

**Payments: V**

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

**Payments: W**

**Proposed:** Cllr Barwick      **Seconded:** Cllr Dot Cordle      **Vote:** 8 in favour, 1 abstention  
(Cllr Bareham)

14.

**The Next Parish Council Meeting:**

**Annual meeting of the Parish Council Wednesday 15<sup>th</sup> of May 2019 at 7.30pm in Village Hall.**

15.

**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

**Correspondence Matters:** to inform

Cllr David Cordle informed the members of an email received from Babergh District Council's Monitoring Officer and the matter is now closed.

16.

**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 Matters:** inform

Holiday and application

Parish Clerk informed the members of her holidays taken in 2018- 2019 and that she had been unsuccessful in her recent application.

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 Matters:** to inform

Cllr Bareham left the meeting room at 8.50pm and came back into the meeting room at 8.53pm Parish Clerk informed the members of the overtime that needed approving. This matter was agreed by resolution.

**Cllr David Cordle took the opportunity to thank Cllr Hawkins who had recently resigned from the Parish Council and Cllr John Deacon who has decided not to stand at the election in May 2019.**

**There being no further matters the Chairman thanked everyone and closed the meeting at 8.55pm.**

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

**Dated.....15/05/2019.....  
.....**

**THESE MINUTES WERE A TRUE RECORD AND THE CHAIRMAN WAS GIVEN THE  
AUTHORITY TO SIGN THEM ON THE 15/05/2019.**