

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 MEETING OF CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON WEDNESDAY 15TH OF MAY 2019 at 7.30pm.

Present: Councillors David Cordle, C Keeble, Dot Cordle, D Barwick, R Bareham, R Stanley, N Green, P Ward and M Mckinnell.

Parish Clerk: Jill Davis

Public: 8

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. **Election of Chairperson Chairman for 2019-2020:** and to sign Declaration of Acceptance of Office.
Cllr David Cordle opened the meeting and welcomed everybody. The first business of the Parish Council is to elect a Chairman. Cllr Bareham proposed Cllr David Cordle, Cllr Keeble seconded that nomination. Members asked for further nominations. No other members wished to be considered.
Proposal: to elect Cllr David Cordle as the Chairman
Proposed: Cllr Bareham **Seconded:** Cllr Keeble **Vote:** 8 in favour, 1 abstention (Cllr David Cordle).
The Chairman accepted the position and signed the Declaration of Acceptance of Office. The Chairman thanked all the members for all their support. He also welcomed two new members Cllrs Green and Ward
2. **Apologies for absence:** to receive and consider apologies
Apologies received from DCllr Gould and SCCllr Wood. Their apologies were noted.
3. **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 to consider
Declarations of Interest:
Cllr Bareham – 9.a (Partner of the clerk)
Cllr Bareham – 22.8f (Partner of the clerk)
Cllr Bareham – 22.8g (partner of the clerk)
4. **Minutes of the Meeting:** to agree minutes of the meeting held on **2nd April 2019**.
The minutes were a true account of the meeting and the Chairman was given the authority to sign.
5. **Co-option Vacancy:** to consider application
A member of the public requested his co-option to the Parish Council.
Proposal: to approve the application
Proposed: Cllr David Cordle **Seconded:** Cllr Mckinnell **Vote:** 8 in favour, 1 against.
The applicant signed the declaration of acceptance of office and Cllr Roberts was welcomed to the Parish Council.
6. **Legal Documents for Members:** to approve
Declaration of Acceptance of Office, Register of Members' Interests, Application for Dispensation, General Data Protection Awareness Checklist and Method of service of Summons.
Parish Clerk noted for the minutes that all the legal documents had been signed and received prior to the Annual Meeting of the Parish Council.
7. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda **AND** to receive **Reports** (if available) from:
Items number 12 and 17
a) **County Councillor:**

SCCllr Wood's report will be distributed to the members and uploaded to the Parish Council's website.

b) District Councillor:

DCllr Gould's report will be distributed to the members and uploaded to the Parish Council's website

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: to update

No report

b) Village Hall: to update

Cllr Keeble informed the members that the AGM is planned for 22/05/2019 at 7.30pm and then a committee meeting will follow after that.

c) Playing Field: to update

Cllr Barwick informed the members that the bench had been repaired on Pin Mill Common

d) Village Amenities: to update

None to report

e) Other

None to report

9. Clerks Report: and to consider any action necessary

a) Babergh East and Parish Forum: to approve

2019 Meeting Dates – Clerk

Clerk requested permission to attend the meetings

Proposal: to approve the clerk's request

Proposed: Cllr Stanley **Seconded:** Cllr Green **Vote:** 9 in favour (1 abstention Cllr Bareham)

b) Clerk's Report/Correspondence: to inform

Clerk informed the members that from the 01/06/2019 the reports and correspondence will be emailed directly to the members. Only items for consideration and items that arrive after the agenda will be itemised at future PC meetings. All items will also be uploaded to the website

c) Printer: to approve

Purchase of the Printer 3

Clerk informed the members that the printer had been purchased under emergency powers.

d) Post Office: to update

Clerk informed the members that the Post Office will be moving over to Hollingsworth's Store.

e) Complaint: to inform

Clerk informed the members of a complaint re Pin Mill Parking. The member of the public had contacted the Parish Council as they wanted to buy a parking permit. Parish Council requested to ask for a follow up from the member of the public.

Action to Clerk: to contact the member of public for an update

f) Clerk's Holiday: to inform

Clerk reminded the members that she is on holiday from the 10/06/2019 for 1 week.

g) Pin Mill Road: to discuss

Clerk informed the members that several residents had been in contact in relation to an area of the banking on Pin Mill Road. The Parish Council requested that Suffolk County Council be informed

h) Annual Meeting of the Parish/Village: to inform

Clerk informed the members that the agenda had been distributed.

i) Concern from a resident: to inform

This item is deferred

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

10.1 Clerk informed the members of a 'thank you' from DCllr Davis in relation to a thank you letter he had received from the Parish Council.

10.2 Clerk informed the members of a 'thank you' from retired DCllr Patrick in relation to a thank you letter he had received from the Parish Council.

10.3 Clerk informed the members that the planned 'Push the Boat out' event that was planned to take place on Pin Mill Common has now been moved to the sailing club.

11. New Committee/Groups: to approve

12. Neighbourhood Plan Working Party: to consider

The Neighbourhood Plan Working Party wished for Cllr Stanley and a resident to be considered by the Parish Council to become members of the working party.

Proposal: to approve the candidates

Proposed: Cllr David Cordle **Seconded:** Cllr Barwick **Vote:** 9 in favour, 1 abstention (Cllr Stanley). Both were welcomed to the working party.

Cllr David Cordle wished for another councillor to join the working party as Cllr Bareham had indicated in a previous Parish Council Meeting that he would like to be considered

Proposal: to appoint Cllr Bareham to the working party

Proposed: Cllr David Cordle **Seconded:** Cllr Keeble **Vote:** 9 in favour, 1 abstention (Cllr Bareham)

13. **Neighbourhood Plan Terms of Reference:** to approve

Proposal: to approve the terms of reference

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

The Chairman signed the document

14. **Neighbourhood Plan:** to inform

Meeting 04/04/2019

Cllr Ward was confirmed as the Neighbourhood Plan Working Party Chairman. He informed the members of the following main points:

That there had been 90 responses to the questionnaire

There is a pause with the Neighbourhood Plan at the moment as Babergh District Council's local plan is delayed because of the elections. The local plan may be available from July 2019

There is a name change from Chelmondiston to Chelplin Plan.

The members were circulated the notes from the meeting on the 04/04/2019 prior to the Parish Council Meeting.

15. **SCC Highways:** to inform

Schedule. Payment £464.60

Clerk informed the members that Suffolk County Council has increased its payment for the footpath cutting for this season. They have also requested certain footpaths to be cut. Cllr David Cordle suggested looking for help and paying expenses.

16. **Election of Vice Chairperson for 2019 – 2020:** to approve

Cllr David Cordle requested to nominate Cllr Keeble. No other members were nominated or wished to be considered.

Proposal: to nominate Cllr Keeble as Vice-chair

Proposed: Cllr David Cordle **Seconded:** Cllr Bareham **Vote:** 9 in favour, 1 abstention (Cllr Keeble).

17. **Election of Committees and Groups:** to consider

Planning Committee, Advisory Finance Group, Village Amenities Monitor, Pin Mill Monitor, Community Emergency Pan, Website, Policy Committee and Annual Accounts. The following areas were decided on:

Planning Committee – Cllrs Keeble, Dot Cordle, Bareham, Stanley, Roberts and Ward

Advisory Group – Cllrs David Cordle, Keeble, Dot Cordle, Bareham and Mckinnell.

Village Amenities Monitor – Cllr Barwick

Pin Mill Monitor – Cllr Barwick

Community Emergency Plan – Cllrs Dot Cordle and Mckinnell with the support from a member of the public

Website – Cllr Bareham and clerk

Policy Committee- Cllrs Green, Stanley, Roberts and clerk

Annual Accounts – Cllr Green

18. **Election of Parish Council Representatives:** to consider

Playing Field, Primary School, Village Hall, Pin Mill Bay Management Community Interest Group, SALC, Multi Action Group Pin Mill and Babergh East Police and Parish Forum. The following areas were decided:

Playing Field – Cllr Barwick, Primary School – Cllr Stanley, Village Hall – Cllr Keeble, SALC- Cllr Bareham and clerk, Babergh East Police and Parish Forum- Cllr Bareham and Clerk.

Multi Action Group Pin Mill – to be decided.

Pin Mill Bay Management Community Interest Group – Parish Council has withdrawn from this group.

19. **Pin Mill/Dinghy Park:** to inform

Clerk informed the members that 30 permits have so far been issued.

20. **Recycle Centre:** to consider

Aprils Financials:

£120.00 Skip Days Collected

£622.30 Payment for Skips

Set a Side Money £8835.41

New Lease

Clerk asked for approval to begin the process of renewing the lease.

Proposal: to renew the lease

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

21. **Pin Mill Multi- Agency Group:** to update

Cllr Stanley reported on the meeting of the 16/04/2019. The minutes were circulated to all members before the Parish Council meeting. The next meeting is scheduled for the 24th July 2019.

22. Financial Matters:**22.1 RFO's Monthly Report:** April's 2019 Bank Reconciliation

CIL £11,413.09

PRECEPT £12,684.00

TENNIS CLUB PAYMENT £325.00

INSURANCE PAYMENT £692.00

INSURANCE REFUND £286.98

INTEREST £2.27

DINGHY PAYMENTS £480.00

SKIP DAYS £120.00

RECEIPTS £26,003.34

TRANSFER OF £10,000.00 TO THE TREASURERS ACCOUNT FROM THE BUSINESS INSTANT ACCOUNT

2 UNPRESENTED CHEQUES TOTALLING £789.24

BANK BALANCE IN BOTH ACCOUNTS £77,856.99 (23/04/2019)**22.2 CIL:** to inform

Clerk informed the members that the funds had been received and that they had to be paid within 5 years.

22.3 Suffolk Annual Preservation Society: to approve

£30.00 approved in the budget 2019-2020

Proposal: to approve the subscription payment**Proposed:** Cllr Green**Seconded:** Cllr Roberts**Vote:** All in favour**22.4 Tennis Court Payment:** to consider

Playing Field £325.00

Clerk informed the members that the payment from the tennis club had been banked and whether as a good will gesture that payment should be paid to the Playing Field Committee. One of the members advised that the Parish Council had paid for the treatment on the tennis courts so therefore the payment should remain with the Parish Council

Proposal: to approve to keep the £325.00 payment from the tennis club**Proposed:** Cllr Dot Cordle**Seconded:** Cllr Green**Vote:** All in favour**22.5 SALC Annual Subscription:** to approve

£399.27 in the budget 2019-2020

Proposal: to approve the subscription payment**Proposed:** Cllr David Cordle**Seconded:** Cllr Dot Cordle**Vote:** All in favour**22.6 Annual Mileage Allowance:** to approve

£0.45p per mile (Government allowance)

Clerk informed the members that the mileage allowance will be 0.45p for the 2019 -2020 year.

22.7 Annual Meeting of the Parish/Village: to approve

£50.00 (2019 – 2010 budget)

Clerk requested approval to purchase items for the meeting

Proposal: to approve the request**Proposed:** Cllr Roberts**Seconded:** Cllr Ward**Vote:** All in favour**22.8 To Consider Payments to:** and other invoices arriving after the posting of this agenda

a) 2142 Boast about the Garden: (Pre-Payment) 20% Deposit	£870.00
b) 2143 SALC: Annual Subscription	£399.27
c) 2144 SALC: Publications £9.00 [0.40]	£9.40
d) 2145 Ross Peters: Repair of memorial bench Pin Mill	£200.00
e) 2146 Chelmondiston Methodist Church: Room Hire x2	£30.00
f) 2147 Jill Davis: April's Salary 2019	£1039.24
g) 2148 Jill Davis: April's Expenses £123.66 [£8.65]	£132.33
	£2,680.24

Authorised Payments A – Proposed: Cllr David Cordle **Seconded:** Cllr Keeble (prepaid)**Authorised Payments B -G Proposed:** Cllr Green **Seconded:** Cllr Dot Cordle**Vote:** 9 in favour, 1 abstention (Cllr Bareham)**23. Annual Account 2018-2019 (Annual Return):** to approve

A) 2018 – 2019 Section 1 Annual Governance Statement. Chairman and Clerk to Sign

B) 2018 – 2019 Bank Reconciliation. Chairman and Clerk to Sign

C) 2018 – 2019 Section 2 Accounting Statements. Chairman and Clerk to Sign

Clerk requested the approval from the Parish Council for the Chairman and the Clerk to sign Section 1, the Bank Reconciliation and Section 2 for the 2018-2019 Accounts.

Proposal: to approve the Chairman and Clerk to sign the Annual Return Forms**Proposed:** Cllr Keeble**Seconded:** Cllr Dot Cordle**Vote:** All in favour**The Chairman and Clerk then signed the documents.****24. The Next Parish Council Meeting:****The next meeting of the Parish Council Tuesday: 04th June 2019 at 7.30pm in Village Hall.**

25. **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 consider
- Clerk informed the members of a complaint received from a resident. After a discussion a course of action was decided upon and the clerk was requested to inform the resident of that action.

There being no further business the Chairman thanked everyone and closed the meeting at 9.17pm

Signed.....CLLR DAVID CORDLE.....

Dated.....04/06/2019

These minutes were signed by Cllr David Cordle at the meeting held on the 04/06/2019