

Chelmondiston Parish Council

Chairman: Cllr. David Cordle

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

MINUTES of the MEETING OF CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON TUESDAY THE 4TH OF JUNE 2019 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 1 member

Babergh and Suffolk Councillors: 2. DCllr Gould and SCCllr Wood

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 the Chairman:**
The Chairman opened the meeting at 7.33pm and welcomed everybody. The Chairman congratulated DCllr Gould on her appointment as District Councillor for the Orwell Ward.
2. **Apologies for absence:** to receive and consider apologies
Cllr Dot Cordle (prior engagement). Her apology was 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
Declarations of Interests:
Item 11. Cllr Stanley – Approving Cllr Stanley
Item 19.2 Cllr Bareham – Partner of Parish Clerk
Item 19.3 Cllr Bareham – Partner of Parish Clerk
Item 19.4 Cllr Bareham – Partner of Parish Clerk
Item 19.11 Cllr Bareham – Approving Cllr Bareham
Item 19.12 Cllr Bareham – Partner of Parish Clerk
4. **Minutes of the Meeting:** to agree minutes of the meeting held on **15th of May 2019.**
The minutes were a true account of the meeting and the Chairman was given the authority to sign.
5. **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:**
SCCllr Wood gave a verbal account of his report. His report has been circulated to the parish councillors and will be uploaded onto the website.
 - b) **District Councillors:**
DCllr Gould gave a verbal account of her report. Her report has been circulated to the parish councillors and will be uploaded to the website.

6. **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 Bareham informed the members of the following:
 Cllr Bareham had been voted Chair, Cllr Stanley Vice-Chair.
 The Terms of Reference had been reviewed and were waiting for approval from full council.
 The Committee were concerned with the two dwellings on St Andrew's Drive that were building extensions perhaps without planning permission. The clerk had been requested to contact Babergh District Council in relation to this matter.
 There had been two meetings in relation to the 'Woodlands' development. There will be a final meeting on the 18/06/2019.
 There were 3 Planning Application – all 3 had been supported by the Planning Committee. Further detailed information is available from the Planning Minutes.
- b) **Village Hall:** to update
 Cllr Keeble informed the members of the Meetings that were held on the 22nd of May:
 Letting of the Village Hall remains the same
 Expected increase in maintenance costs due to age of the building
 More committee members welcome
 Committee members and trustees elected
 Chairman elected
 Decoration of the Village Hall on hold at the moment
 Annual Accounts had been approved and distributed to the Parish Council
 Clarification of ownership of the Village Hall
 Next meeting to be confirmed
- c) **Playing Field:** to update
 No report
- d) **Village Amenities:** to update
 Cllr Barwick informed the members that the Footpath Monitoring Report had been given to the Clerk at this meeting. Clerk to highlight any areas needing attention.
- e) **Other:**
 Cllr Bareham informed the members that he had been researching other web providers. However, other web providers were more expensive than One Suffolk. He suggested staying with One Suffolk for the moment. The members agreed.
7. **Clerks Report:** and to consider any action necessary since publication of the agenda
 Clerks report had been circulated to the members and has been uploaded to the website. No further actions were needed.
8. **Correspondence:** to take any action deemed necessary on correspondence received
 No correspondence received.
9. **Recycle Centre:** to update
 Parish Clerk informed the members of the following:
 The draft lease was in the process of being produced by Suffolk County Council and will be available for consideration at next month's meeting.
 There had been a break in at the Recycle Centre (some metal had been stolen). It had been logged with the police but no further action could be taken.
 May's financials - £507.20 had been collected. Year to date profit of £4.90 and the set-a-side funds were £9,342.61
10. **Dinghy Park:** to discuss
 Parish Clerk informed the members that there were still outstanding permits and that from the 01/07/2019 red notices will be served on owners that had still not paid for this year's permit.
 Parish Clerk informed the members that there had been several complaints from dinghy owners re the access issues. It was suggested to try a larger no parking sign.
Action to Clerk: A3 no parking sign
11. **Pin Mill Multi- Agency Group:** to approve
 Cllr Stanley
Proposal: to approve Cllr Stanley joining the Pin Mill Multi-Agency Group
Proposed: Cllr Cordle **Seconded:** Cllr Bareham **Vote:** 8 in favour, 1 abstention (Cllr Stanley)
12. **Dog Bin Pin Mill:** to discuss
 Additional Pin Mill
 Cllr Stanley informed the members of issues on the National Trust Land near the 'Kissing Gate' with dog owners not using the dog bin as it was too far away. After a discussion it was agreed to request the clerk look into the costings of providing an additional dog bin.
Action to Clerk: to research the costing

13. **Councillor Training:** to update
Parish Clerk informed the members that this year's training calendar had been circulated to them. Any member interested in any of the courses to email her. Allowances had been made in the budget.
14. **Shaun's Shorts:** to discuss
Parish Clerk informed the members of an item raised at the Annual Meeting of the Parish in relation to social media and having access to Shaun's Shorts. After a discussion it was decided that Cllrs Bareham and Stanley would look into this.
15. **Speed watch:** to discuss
Parish Clerk informed the members of the 'Speed watch' items raised at the Annual Meeting of the Parish. The items being Police Speed Checks and Interactive road signs. After a discussion a proposal was suggested
Proposal: to request the Clerk to explore these items with the relevant legal bodies
Proposed: Cllr Ward **Seconded:** Cllr Stanley **Vote:** 8 in favour, 1 against (Cllr Green)
16. **PC's Travel and Expenses Policy:** to inform
Parish Clerk reminded the members of the expenses policy and expense request form.
17. **Neighbourhood Plan:** to update
Parish Clerk informed the members that there had been several suggestions from residents that had come from the Informal Consultation process. These had been circulated with the Clerk's Report. Cllr Ward informed the members that the Draft Plan was due hopefully at the end of June to the beginning of July.
18. **Planning Committee:** to approve
The Planning Committee requested approval for the terms of Reference.
Proposal: to approve the terms of reference
Proposed: Cllr Barwick **Seconded:** Cllr Mckinnell **Vote:** All in favour.
The Chairman was given the authority to sign the document.
19. **Financial Matters:**
- 19.1 **RFO's Monthly Report:** May's 2019 Bank Reconciliation
May's monthly report as follows:
PAID IN
£507.20 RECYCLE CENTRE
£180.00 DINGHY PAYMENTS
£16.82 DD REFUND
£2.06 INTEREST
PAYMENTS FOR JUNE £1,627.40
TOTAL IN BOTH ACCOUNTS £76,374.32
UNPRESENTED CHEQUES 4 £1321.15
Parish Clerk informed the members that a DD for EE BROADBAND had been set up and £32.00 had been taken out of the account. The DD has been cancelled and the funds returned. Parish Clerk further informed the members that there is the facility to block all direct debits from both accounts. This option will be looked into.
Action to Clerk: to research this option
- 19.2 **RFO:** to appoint
Annual Legal Requirement (LGA 1972 Section 151)
Parish Clerk informed the members that this is a legal requirement to be minuted on an annual basis.
Proposal: to approve the legal requirement
Proposed: Cllr Green **Seconded:** Cllr Mckinnell **Vote:** 8 in favour, 1 abstention (Cllr Bareham)
- 19.3 **ROF/Parish Clerk:** to approve
Budgetary Control and Authority to Spend Section 4 (Financial Regulations)
Parish Clerk informed the members of her powers to spend within the Financial Regulations and requested approval. Parish Clerk requested this to be minuted on an annual basis.
Proposal: to approve the request
Proposed: Cllr Green **Seconded:** Cllr Mckinnell **Vote:** 8 in favour, 1 abstention (Cllr Bareham)
- 19.4 **Printer Purchase:** to approve
Parish Clerk requested approval for this. Under Authority to spend a Printer had been purchased due to the breakdown of the original one.
Proposal: to approve the existing purchase
Proposed: Cllr Cordle **Seconded:** Cllr Keeble **Vote:** 8 in favour, 1 abstention (Cllr Bareham)

- 19.5 Annual Wreath: to approve**
£40.00
 Parish Clerk requested approval for the wreath
Proposal: to approve the request
Proposed: Cllr Ward Seconded: Cllr Roberts Vote: All in favour
- 19.6 Holbrook Award: to approve**
£30.00
 Parish Clerk requested approval for the award.
Proposal: to approve the request
Proposed: Cllr Ward Seconded: Cllr Roberts Vote: All in favour
- 19.7 Anti-Virus Software: to approve**
£46.63 BullGuard
 Parish Clerk requested approval for the annual anti-virus software for the Parish Council's Laptop.
Proposal: to approve the request
Proposed: Cllr Ward Seconded: Cllr Roberts Vote: All in favour
- 19.8 LCPAS Subscription: to consider**
£120.00 per annum
 The Parish Clerk informed the members that the annual subscription for LCPAS was due. After a discussion it was decided not to renew the subscription as everyone felt that SALC were offering a good service.
Proposal: Not to renew the subscription
Proposed: Cllr Keeble Seconded: Cllr Barwick Vote: All in favour
Action to Clerk: to inform LCPAS.
- 19.9 Volunteer/ Help/Advertising: to consider**
 Advertising £40.00 Shotley Peninsula news
 £80.00 in touch Magazine
 Public Liability Insurance
 The Parish Clerk asked the members to consider the costing for a handy person/volunteer for the parish to help with cutting of the footpaths and other items. After a discussion this was deferred.
- 19.10 Harkstead Sign: to consider**
 The Parish Clerk asked the members to consider paying for the replacement 'Harkstead Sign' as it has been damaged for over a year. After a discussion it was decided that the sign should be replaced by Suffolk County Council. The Clerk was asked to chase again.
Action to Clerk: to chase this item with Suffolk County Council
- 19.11 Councillor Training: to consider**
 Cllr Bareham £110.00
 Cllr Bareham requested the training as he is now the Chairman of the Planning Committee.
Proposal: to approve Cllr Bareham's request
Proposed: Cllr Ward Seconded: Cllr Green Vote: 8 in favour, 1 abstention (Cllr Bareham)
- 19.12 To Consider Payments to: and other invoices arriving after the posting of this agenda**
- | | | |
|-----------|---|-----------------|
| a) | 2149 PJ MANN: Gardening Village Hall | £46.00 |
| b) | 2150 Suffolk Preservation Society: Annual Subscription | £30.00 |
| c) | 2151 SA MEACOCK: April Garden Services | £208.00 |
| d) | 2152 Jill Davis: May's Salary | £996.39 |
| e) | 2153 Jill Davis: May's Expenses £313.04 [£33.97] | £347.01 |
| | | £1627.40 |
| | | £1627.40 |
- Authorised Payments A-E**
Proposed: Cllr Mckinnell Seconded: Cllr Roberts Vote: 8 in favour, 1 abstention (Cllr Bareham)

- 20. Confirmation of the Dates of the Period for the Exercise of Public Rights: to inform
Monday 01/07/2019 – Friday 09/08/2019
- 21. Clerk informed the members of the Period for the Exercise of Public Rights.
The Next Parish Council Meeting:
The next meeting of the Parish Council Tuesday 02nd of JULY 2019 at 7.30pm in Village Hall.

There being no further business the Chairman thanked everyone and closed the meeting at 9.10pm

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

Dated.....02/07/2019.....

These minutes were signed by the Chairman at the PC Meeting held on the 02/07/2019