

# 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 MEETING OF CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON TUESDAY THE 6TH F AUGUST 2019 at 7.30pm.

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

**Parish Clerk:** Jill Davis

**Public:** 6 members

**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:**  
Cllr Keeble opened the meeting at 7.30pm and welcomed everybody.
2. **Apologies for absence:** to receive and consider apologies  
Cllr David Cordle emailed his apologies (holiday). This was noted.
3. **Dispensations:** to consider requests  
Item 12 – Cllr Stanley requested a full dispensation for this meeting only. This was granted and will be recorded in the dispensation folder  
**Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.  
Item 26.5 – Cllr Bareham (Partner of Parish Clerk)  
Item 26.6 – Cllr Bareham (Partner of Parish Clerk)
4. **Minutes of the Meeting:** to agree minutes of the meeting held on the **02<sup>ND</sup> OF JULY 2019**.  
The minutes were approved.
5. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda **AND** to receive **Reports** (if available) from:  
Number 7 0
  - a) **County Councillor:**  
SCCllr Wood's report was verbally communicated and circulated to the members and will be uploaded to the website. Cllr Roberts queried whether the main road on the peninsula should be allocated 'Cat's Eyes' even though the road is a B Road. After a further discussion, the clerk was requested to contact other parishes on the peninsula and also to contact SCC in relation to the decision being challenged. All members agreed and approved the request.
  - b) **District Councillors:**  
DCllr Gould's report was verbally communicated and circulated to the members 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  
**For the detailed information 'Planning Minutes 06/08/2019**  
Cllr Bareham reported on the following:  
Cllr Bareham to be the point of contact re the 'Woodlands Development'  
3 Planning Applications Granted (BDC)  
1 Planning Application – supported  
1 Planning variation to condition 2 – supported with comments  
'Woodlands' reserved matters – approved by BDC

- b) **Village Hall:** to update  
No meeting
- c) **Playing Field:** to update  
Cllr Barwick reported on the following:  
The issue with a resident's gate being cut into the boundary of the playing field has been resolved.  
Football is coming back to the playing field  
The playing field has been tidied up with lots of volunteers helping.
- d) **Village Amenities:** to update  
Cllr Barwick reported that an area of Pin Mill Road was becoming narrower due to an over grown hedge.  
The clerk was requested to contact the owner by the members
- e) **Pin Mill Multi-Agency Group:** to update  
Cllr Stanley reported that the meeting for the 24/07/2019 had been cancelled. Cllr Stanley also reported that the Environment Agency have been taking water supplies every two weeks from the jetty at Pin Mill and the samples have so far shown 'good quality water'.
7. **Climate and Wildlife Emergency:** to discuss  
Cllr Roberts began the conversation in proposing that the PC declares immediate action and declares an 'emergency'.  
After further comments from Cllrs Bareham, Stanley and Wood, Cllr Bareham suggested a working party be formed to discuss this topic.  
**Proposal:** to establish a PC working party to formalise a working document that the council can consider before it declares an emergency.  
**Proposer:** Cllr Stanley      **Seconded:** Cllr Roberts      **Vote:** All in favour  
Cllr's Bareham, Roberts and Stanley requested to join the working party.  
All the members approved the request.  
DCllr Gould also requested to join – this was agreed.  
2 members of the public – this was agreed.
8. **Clerks Report:** and to consider any action necessary since publication of the agenda  
Clerk informed the members that **BDC** were happy to start in a dialogue in relation to the 'picnic area' at Pin Mill being transferred or leased if agreed.  
Clerk informed the members that **BDC** are tidying up the 'picnic area' at Pin Mill  
Clerk informed the members of the Stour and Orwell Forum Event 06/09/2019 and requested if any members wished to attend to let her know.
9. **Correspondence:** to take any action deemed necessary on correspondence received  
No further correspondence received
10. **Recycle Centre:** to update  
Clerk informed the members of the following:  
There has been an increase in costs of skips.  
Receipts in £645.50  
Payments out (Sackers) £728.84  
Set - a -side £9,844.74
11. **Bus Shelter Red Lion:** to consider  
Cllr Roberts informed the members of a report received from UK Power Networks in relation to considering a bus shelter at the Red Lion Bus stop. The report highlighted concerns re the substation and maintenance. After a discussion by the members Cllr Roberts motioned that the parish council should continue its consideration of a bus stop.  
**Proposal:** to further investigate the costs of a bus shelter  
**Proposed:** Cllr Roberts      **Seconded:** Cllr Mckinnell      **Vote:** 4 in favour, 5 against.  
The motion was denied. Cllr Roberts was informed that the item could be considered again in 6 months' time.
12. **Dinghy Park:** to update  
Clerk informed the members that £790.00 had been received in payments and that 7 red notices had been served on dinghy owners.
13. **Bylam Common** to update  
Cllr Keeble informed the members of the report that had been received from the Land Registry in relation to the ownership of Bylam Common. The parish council were under the assumption that the common was owned by them. Cllr Ward requested that further information be sought  
**Proposal:** to gain further information from the Land Registry and to agenda the item when further information is available  
**Proposed:** Cllr Roberts      **Seconded:** Cllr Ward      **Vote:** All in favour
14. **Community Payback team:** to update  
Clerk informed the members that the Community Payback Supervisor was in the process of putting together the Service Level Agreement and that they had agreed that the team would work one day per month on a permanent basis on areas in the parish.
15. **Joint Local Plan:** to consider  
Cllr Keeble informed the members the comments for the Draft Local Joint Plan would need to be sent by the end of September and whether the full council, the planning committee or the neighbourhood plan working party would take the lead in relation to the comments. Following a

discussion, the motion was for the Working party of the neighbourhood plan to compile the comments.

**Proposal:** neighbourhood plan working party to compile the comments

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

16. **Neighbourhood Plan:** to update  
Clerk informed the members that a further grant that had been requested had been denied due to the amount that could only be applied for was so small that the award body would not consider it because of the administration.  
Cllr Ward reported on the Neighbourhood Plan Meeting that was held on the 17<sup>th</sup> of July 2019: Welcomed three new members  
Draft Joint Local Plan splits Chelmondiston into three areas. The Working Party agreed that this boundary division should be adopted.  
The first Formal Consultation lasts for a minimum of 6 week and the date planned is October/November of 2019.  
Second Formal Consultation is planned for early 2020  
The Neighbourhood Plan will include a statement of support for the houseboats at Pin Mill.  
The next Neighbourhood Plan meeting is be held sometime in August.
17. **Annual Accounts:** to update  
Playing Field/Village Hall Annual Accounts  
Clerk informed the members that copies had been circulated to them for their information.
18. **Suffolk Code of Conduct:** to inform  
Clerk informed the members that the Suffolk Code of Conduct is an annual review requirement from the internal Auditor and that the policy has been reviewed.
19. **Bus Timetable Information:** to consider  
Costing to Parishes  
Clerk informed the members of the costing of bus timetable cards going forward. From £15.00 per bus stop per timetable change. After a discussion the Parish Council decided to print the bus timetables themselves. A resident offered to help with the lamination and the parish council thanked the resident.
20. **Dispensation Policy:** to inform  
Clerk informed the members that the Suffolk Code of Conduct is an annual review requirement from the internal Auditor and that the policy has been reviewed.
21. **GDPR Policies:** to consider  
5 Policies to review/amend  
Clerk informed the members that 5 GDPR Policies have been reviewed.  
**Proposal:** to approve the review and amendments  
**Proposed:** Cllr Ward                      **Seconded:** Cllr Mckinnell                      **Vote:** All in favour
22. **Chelmondiston Carpark:** to consider  
Clerk informed the members that a van had been parked there for several days and asked what would be the process. The members agreed that everyone would take responsibility for the car park and check for vehicles when they are parking there and report it to the clerk.
23. **Northern Bypass:** to consider  
This matter was agreed to be deferred to the next meeting
24. **Housing Land Supply Position Statement Consultation:** to consider  
**Proposal:** No response to the consultation  
**Proposed:** Cllr Ward                      **Seconded:** Cllr Cordle                      **Vote:** All in favour
25. **Green Access Strategy Consultation:** to consider  
This matter was agreed to be deferred to the next meeting.
26. **Financial Matters:**
- 26.1 **RFO's Monthly Report:** July's 2019 Bank Reconciliation  
The Clerk informed the members that the Bank Statements had not been received and would circulate them once arrived.  
**Receipts in: £645.50**  
**1 unpaid cheque £728.84**  
**1 cheque cancelled (1985) InkXpress £42.48**  
**Balance: Treasurers Account £22,924.24**  
**Balance: Savings Account £50,231.59**  
**TOTAL = £73,155.83**
- 26.2 **Annual Tree Risk Assessment:** to consider  
Clerk requested approval for the £75.00 cost for the annual risk assessment. The clerk further explained that the invoice will be shared with the playing field.  
**Proposal:** to approve the cost of the risk assessment  
**Proposed:** Cllr Ward                      **Seconded:** Cllr Barwick                      **Vote:** All in favour
- 26.3 **Internal Control Report:** to update  
Cllr Green's Completed Report  
Clerk informed the members that Cllr Green had conducted her report and the report had been circulated to all members and uploaded to the website. The Clerk thanked Cllr Green for completing the report.

- 26.4 Jubilee Garden:** to consider  
Clerk informed the members that there was a further charge of £70.00 from Boast About the Garden for incidentals for Jubilee Garden  
**Proposal:** to approve the £70.00 cost  
**Proposed:** Cllr Cordle      **Seconded:** Cllr Keeble      **Vote:** All in favour
- 26.5 HP Cartridge:** to consider  
Clerk informed the members of the monthly cost of £7.99 to replace the ink cartridges on the new printer.  
**Proposal:** to approve the request  
**Proposed:** Cllr Cordle      **Seconded:** Cllr Keeble      **Vote:** 8 in favour, 1 abstention (Cllr Bareham)
- 26.6 To Consider Payments to:** and other invoices arriving after the posting of this agenda
- |  |                  |
|--|------------------|
| a) <b>2174 SA Meacock:</b> Monthly Garden services                       | £208.00          |
| b) <b>2175 SALC:</b> Cllr training travel expenses £110.00 [£22.00]      | £132.00          |
| c) <b>2176 SALC:</b> Clerk Training £35.00 [£7.00]                       | £42.00           |
| d) <b>2177 Jill Davis:</b> July's Salary                                 | £996.39          |
| e) <b>2178 Jill Davis:</b> July's Expenses £346.34 [£49.99]              | £396.33          |
| f) <b>2179 SACKERS:</b> Skip £421.60 [£84.32]                            | £505.92          |
| g) <b>2180 SALC:</b> Payroll Costing £48.00 [£9.60]                      | £57.60           |
| h) <b>2181 Babergh District Council:</b> Parish Election recharges       | £110.78          |
| i) <b>2182 Boast about the Garden:</b> Jubilee Garden £3543.33 [£708.67] | £4252.00         |
| j) <b>2183 SACKERS:</b> Skip £582.99 [£116.60]                           | £699.59          |
|  | <b>£7,400.61</b> |
- A further cheque k) 2184 was presented after the agenda was published.  
Village Hall – hire of the hall for meetings      £100.00
- TOTAL:      £7,500.61**

**Proposal:** to pay the requested invoices A- K

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

27.

**The Next Parish Council Meeting:**

**The next meeting of the Parish Council: Tuesday 3<sup>rd</sup> OF SEPTEMBER 2019 at 7.30pm in the Village Hall.**

**There being no further business, the Chairman thanked everyone and closed the meeting at 9.45pm.**

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

**Dated:.....03/09/2019.....**

**THESE MINUTES WERE SIGNED BY THE CHAIRMAN ON THE 03/09/2019.**