

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 1st OF OCTOBER 2019 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 2 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 David Cordle opened the meeting at 7.30pm and welcomed everyone
2. **Apologises for absence:** to receive and note apologies
No apologies required
3. **Dispensations:** to consider requests
None requested
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Item 19 – Cllr Bareham (partner of the Parish Clerk)
Item 18i – Cllrs Bareham, Roberts and Stanley (Members of the Working Party)
4. **To approve the minutes of the Parish Council Meeting held on the 3rd of September 2019:**
The minutes were approved
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
None
6. **Reports:** to receive reports
6.a County Councillor Report
SCCllr Wood gave a verbal report. His report will be circulated to the members and uploaded to the website when received.
6.b District Councillor Report
DCllr Gould gave a verbal report. Her report has been circulated to the members and uploaded to the members.
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and agree any actions needed:
7.a Planning Committee (see the planning minutes for full details)
Cllr Bareham gave the following report:
Linden Homes attended re Hill Farm potential development
2 Planning Applications – not supported
2 Planning Applications – supported
S106 Funds collected from Babergh District Council
7.b Village Hall
Cllr Keeble gave the following report:
Window cleaning completed
Green Room – plastering completed
Finances – £206.00 still outstanding
Hall decoration – awaiting a window to do
Grant to PC – being complied
Rear doors- still investigating replacement
Fire Evacuation notices – under review

Fire Equipment/Alarm – new wiring required due to new regulations

7.c Playing Field

No meeting

7.d Village Amenities

Cllr Barwick report on the following:

Footpaths and Bridleways have been checked and the report has been given to the Parish Clerk

Jubilee Furniture

Cllr Roberts informed the members of the damage to the furniture. The community Payback team will be repairing the items

7.e Pin Mill Multi-Agency

No meeting

7.f Climate and Ecological Emergency Working Party

Cllrs Stanley and Roberts reported on the following:

The working party had conducted two meetings

Terms of Reference should be completed for consideration by the Parish Council at the November meeting

The working party will be requesting financial support from the Parish Council

The working party will be presenting to the Annual Meeting of the Parish/Village next year

8. **Clerk's Report:** Items received after publication of the agenda

No items to discuss

9. **Correspondence:** Items received after the publication of the agenda

9.a Correspondence letter for members to consider – Parish Clerk informed the members of an email received from a resident. Cllr David Cordle informed the members that he will deal with the email if the members were in support. The members supported the request.

10. **Pin Mill:**

10.a to inform the members of the email received in relation to the houseboats

Cllr Stanley reported on the following:

Several photos had been received from a resident in relation to issues at Pin Mill

Concerns from a resident in activities that could be breaking the law

Cllr Stanley had only been to one Pin Mill Multi Agency Meeting as other meeting had been cancelled

The Parish Council agreed that this did not fall under their jurisdiction and requested the clerk to reply to the email.

11. **Recycle Centre:**

11.a To inform the members of September's financial information

The clerk informed the members of the following:

September receipts - £1044.84

Ongoing Reserves - £12,121.29

11.b To inform the members of the process re the lease

The clerk informed that the lease is in place and will need considering in another 6 years.

Cllr David Cordle informed the members of a fly tipping issue and he would be speaking with the recycling manager to remove it.

12. **Neighbourhood Plan:**

Clerk informed the members that she had circulated the notes from the September the 5th meeting. Cllr Ward reiterated the progress from that meeting

To approve the payment of £1960.00+VAT Stage 2

Proposer: Cllr Ward **Seconded:** Cllr Roberts **Vote:** All in favour

13. **Act of Remembrance 2019:**

Clerk informed the members that the wreath has been ordered. Cllr Roberts requested laying of the wreath at the war memorial. This was agreed by the members.

14. **Parish/Planning Dates for 2020:**

For members to consider the dates for 2020

This was deferred

15. **Bylam Common:**

Cllr David Cordle informed the members of the following:

He was still waiting to speak with his solicitor

He had spoken with both the Land Registry – no help was forthcoming

He was concerned that a former Chairman of the Parish Council had not registered the three commons correctly.

He would keep the members informed when further information is received.

16. **Consultation:**

Members to consider a response to the Independent Review Local Government – 15/10/2019

The clerk was given the delegated power of responding to this consultation

17. **Dates for the Diary:**

17.a Babergh East Police and Parish Forum – Chelmondiston Village Hall 9th of October 7.30pm (agenda to be confirmed)

Clerk – reminded the members of the event

17.b Suffolk Local Authorities Parish Engagement – Stowmarket 15/10/2019 9.00-12.30

Clerk informed the members of the event and requested anyone available to go to let her know.

17.c Cllr Bareham will attend SALC's AGM 26/11/2019

18.

Finance and Administration:**18.a To update the members with the Monthly financial Report for September****Clerk informed the members of the following:**

TOTAL IN BOTH BANK ACCOUNTS: £80,519.44

TREASURER'S ACCOUNT: £30,283.59

BUSINESS ACCOUNT: £50,235.85

No unrepresented Cheques

PAID IN: £13,997.49 (details listed on the receipts)

18.b To discuss transfer of Recycle Centre Funds (50%) to the general reserve pot (Cllr Roberts)

Cllr Roberts informed the members that he wanted the members to consider transferring some of the recycle funds to the general reserves for projects for the 2020-2021 financial year.

After a discussion by the members it was decided to look at spending some of the funds on the recycle centre itself before transferring any monies to the general reserves.

18.c To inform members of an allocation of S106 Funds £2,948.00 (October 2019/April2020)

Clerk informed the members that Babergh District Council had collected funds for the parish.

These funds will either be received by October 2019 or April 2020

18.d To consider the renewal of Clerks & Councils Direct £12.00 per annum

Clerk informed the members of the annual subscription for the second copy of the publication needed to be considered.

Proposer: Cllr David Cordle **Seconded:** Cllr Ward **Vote:** All in favour**18.e To approve the External Auditor Invoice****Proposer:** Cllr Dot Cordle **Seconded:** Cllr Green **Vote:** All in favour**18.f To approve the room hire of £20.00 (Climate & Ecological Emergency Working Party)****Proposer:** Cllr Ward **Seconded:** Cllr Keeble **Vote:** All in favour**18.g To consider the costing for the Solicitor re Bylam Common (the budget was reset at September's meeting to include this) £1,000.00**

Deferred

18.h To inform members of the External Auditor's Report for 2018-2019

Cllr David Cordle requested the following to be minuted, 'he wished to thank the clerk for her hard work'. The report states that it has been completed in accordance with proper practices

18.i To consider further funding for meeting rooms for the working party £60.00 (3 meetings)**Proposer:** Cllr Mckinnell **Seconded:** Cllr Barwick **Vote:** 6 in favour, 3 abstentions
(Cllrs Bareham, Roberts and Stanley)

19.

Payments to Consider:

a. 2188 Chelmondiston Methodist Church: Room Hire	£20.00
b. 2189 SA Meacock Garden Services: Monthly Garden Services	£208.00
c. 2190 St Andrew's Church: Room Hire	£25.00
d. 2191 Kirkwells Limited: Stage 2 Neighbourhood Plan £1960.00 [£392.00]	£2352.00
e. 2192 Rob Bareham: Travel expenses	£37.80
f. 2193 Jill Davis: September's Salary	£996.39
g. 2194 CAS: Annual Insurance £455.00 [£54.60]	£509.60
h. 2195 SACKERS: Skip Costs £585.70 [£117.14]	£702.84
i. 2196 Jill Davis: September Expenses	£49.08
j. 2197 PKF Littlejohn: External Auditor Costs £300.00 [£60.00]	£360.00
k. 2198 HMRC Paye: Month 4	£108.15
l. 2199 HMRC Paye: Month 5	£108.15
m. 2200 HMRC Paye: Month 6	£108.15

TOTAL: £5585.16**Proposed: Payments FOR CHEQUES A – M****Proposer:** Cllr Roberts **Seconded:** Cllr Ward **Vote:** 9 in favour, 1 abstention (Cllr Bareham)

20.

The Next Parish Council Meeting:**The next meeting of the Parish Council: Tuesday 5th of November at 7.30pm in the Village Hall.**

There being no further business, the Chairman thanked everyone and closed the meeting at 9.20pm.

Signed:.....Cllr David Cordle.....

Dated:.....05/11/2019.....

The members gave the Chairman the authority to sign.