

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 5th OF NOVEMBER 2019 at 7.30pm.

Present: Councillors: David Cordle, C Keeble, R Bareham, R Stanley, N Green and P Ward

Parish Clerk: Jill Davis

Public: 3 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 7.31pm and welcomed everybody
2. **Apologises for absence:** to receive and note apologies
Cllr Barwick (holiday)
Cllrs Dot Cordle and Mckinnell (illness)
Cllr Green (10 minutes late due to work commitments)
Cllr Roberts – not in attendance and no apology received
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 Requested
Declarations of Interest:
Item 10.d Cllr Bareham (Parish Councillor Shotley Parish Council)
Item 18.a Parish Clerk (Volunteer with the Suffolk Police Crime Commissioner's Office)
Item 19.j Cllr Bareham (Partner of the Parish Clerk)
Item 19.i Cllr Bareham (Partner of the Parish Clerk)
4. **To approve the minutes of the Parish Council Meeting held on the 1ST OF OCTOBER 2019:**
It was resolved to approve the minutes as a true record of the meeting held.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Item 12. b
6. **Reports:** to receive reports
6.a County Councillor Report
SCCllr Wood gave a verbal report. His report had been circulated to members and uploaded onto the website. SCCllr Wood left the meeting at 7.40pm due to a prior engagement.
6.b District Councillor Report
DCllr Gould gave a verbal report. Her report had been circulated to members and uploaded to the members. DCllr Gould left the meeting at 8.35pm.
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 committee's own minutes)
Cllr Bareham reported on the following:
Planning Application Butt and Oyster Public House – Planning Committee Supports
Planning permission Granted – 28 and 29 St Andrews Drive
Conditions Approved – Land South of White House Farm
'Woodlands' Development – Not due to start until 2020 depending on the weather.
7.b Village Hall
No meeting

7.c Playing Field

No information

7.d Village Amenities

Clerk informed the members that the new Bus Timetables were to be put in place. However, there had been an issue with printing in A4, but it would be completed.

7.e Pin Mill Multi-Agency

No meeting

7.f Climate and Ecological Emergency Working Party:

Cllr Stanley requested the following:

The Climate and Ecological Emergency Working Party is requesting permission from to Parish Council to conduct a survey of residents to ascertain the level of support for declaring a Climate and Ecological Emergency. Members of the working party will do the work of distribution and collection of the survey.

The climate and Ecological Emergency Working Party is requesting permission from the members to approve the content of the survey

Cllr Stanley further reported that due to GDPR a locked box would be kept at Hollingsworth Stores for the completed surveys.

The cost would only be 1 ream of paper has the working party would use the Parish Council's own printer.

Cllr Ward queried whether other businesses in the village should also be used apart from Hollingsworth Stores, whether the survey could be distributed quickly and whether the Parish Council would be committed to the results of the survey

Cllr Keeble queried whether the survey could be numbered.

It was agreed to use The Post Office in Hollingsworth Stores for the surveys, number the surveys and also the Working Party wanted the opinions of the parishioners for their thoughts. It was resolved to approve the survey.

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

Clerk informed the members that the report had been circulated and uploaded to the website.

Clerk informed the members that over the previous weekend a tree had fallen on the footpath near to Orwell Stores. This has been reported. A member of the public reported that Suffolk County Council had removed the tree.

9. Correspondence: Items received after the publication of the agenda**9.a Letter of Complaint – Highways**

Clerk informed the members of a complaint re Highways Issues which have been going on for several months. The Parish Council requested the clerk to contact the resident that they would need to chase up with Suffolk Highways themselves.

9.b Renaming of Babergh District Council Update

Clerk informed the members of the update. No further action required

9.c To update the Parish Council in relation to a Freedom of Information Request

Clerk informed the members of a Freedom of Request. The requester had since withdrawn their request. The Clerk had provided information to the requester.

9.d Times Article

Clerk informed the members of an article received from a parishioner in relation to the Land Registry. No further action required.

10. Recycle Centre:**10.a To inform the members of October's financial information - supporting paper**

Clerk reported that there had been no money collected or invoices received so the amounts were the same as September 2019.

10.b To inform the members of a £1500.00 allocation of a grant for next year (after April 2020) from Suffolk County Council

Clerk reported that Suffolk County Council had granted a £1500.00 grant for the Recycle Centre. This would be paid in the next financial year.

10.c For members to consider completing an Independent Health and Safety Risk Assessment re the new Insurers (Cllr Bareham)

Cllr Bareham requested the members to consider this due to the new Insurance Company.

It was resolved to seek an Independent Risk Assessment.

10.d For members to consider requesting a grant from Shotley Parish Council

Members requested further information before considering this request

11. Neighbourhood Plan:

Cllr Ward informed the members that the Draft neighbourhood Plan was with Babergh District Council and were waiting for their comments.

12. Village Hall:**12.a Dates for 2020 PC and Planning Meetings to be considered by the members (Village Hall have ok'd the dates the Hall is available)**

The dates were accepted by the members

12.b Councillor David Cordle wishes for the members to consider withdrawing the agreement between the Parish Council and the Village Hall in relation to the annual £2,000.00 grant

After a discussion between members and questions raised by the members and the member of public this item was deferred as further information had been provided by the member of the public.

- 13. SALC Board:**
For members to consider whether they wish to apply for the vacancies on SALC's board.
Closing Date 15th of November 2019
This consideration was rejected
- 14. Historical Parish Council Information**
For members to consider moving the historical information of the Parish Council to ensure GDPR Compliance (Cllr Bareham – over 6 months)
It was resolved to look for a more suitable place in the village that is more accessible
For members to consider having access to the container and also having a separate lock for the room where the historical information of the Parish Council is held (Cllr Dot Cordle)
This was deferred
For members to consider when and cost of cataloguing the historical information of the Parish Council to ensure compliance under GDPR Regulations (Parish Clerk)
It was resolved for members and the clerk to organise this in the New Year
- 15. Public Sector Bodies Accessibility Regulations 2018**
For members to consider:
When the work needs to be completed
Who will complete the work
The implication of Costs
Clerk informed the members of the new Regulation that had to be in place for September 2020.
Cllrs Bareham and Stanley offered to complete the work needed
This was resolved to accept Cllrs Bareham and Stanley offer.
- 16. Consultation:**
Members to consider a response collectively or individually to the Local Government Boundary Commission. Consultation closes 02/01/2020
It was resolved to respond individually to the consultation
- 17. Babergh East Police and Parish Forum:**
17.a Babergh East Police and Parish Forum – next meeting 4th of December Brantham Leisure Centre 7.00pm
Clerk informed the members of the next date
17.b Feedback form the meeting held in Chelmondiston 9th of October
Clerk informed the members that between 40-50 people were in attendance. The meeting was well received.
17.c For members to consider holding a meeting in Chelmondiston for 2020
To was resolved to offer to hold a meeting in 2020.
- 18. Finance and Administration:**
18.a To update the members with the Monthly financial Report for October
Clerk reported on the following:
Amount in both Accounts £76,171.40
Earmarked Reserves £32,233.29
CIL Payment £11,413.09
The CIL Payment had been transferred to the Business Instant Account.
A payment of £260.71 had been received from Hudson Energy Supplier into the Business Instant Account. This was not expected. Clerk had queried this with Lloyds Bank but no further information was available. Clerk will keep the members informed.
18.b For members to consider the work required from the Annual Tree Risk Assessment £695.00
This was resolved to have the work completed
18.c To update the members re the HP Standing Charge
Clerk informed the members that the standing charge was £17.99. The issue was not with the cartridge but with the paper and further costs are for paper usage. Clerk further reported that this was still the cheaper at the moment.
18.d To consider engaging the Parish Council's Solicitor in relation to ownership of Bylam Common
This was deferred until the Chairman could further gather information.
18.e To consider engaging the Parish Council's Solicitor in relation to registering with the Land Registry Page's Common and Pin Mill Common
This was deferred in relation with 18.e
18.f For members to consider the planting of a tree (area next to Jubilee Garden) residents' suggestion, cost of tree £75.00
This was deferred for further information
18.g For members to consider holding the Finance Group Meetings at a neutral venue. Two meeting per year £25.00 (over the 6-month requirement)
This was resolved to hold the meetings at a neutral venue.
18.h For members to consider funding or part funding a PCSO £34,000.00. Deadline 15/11/2019 (over 6-month requirement)
The consideration was rejected

18.i For members to consider the Annual One Suffolk Website Host £50.00 + VAT = £60.00

This was resolved to continue with the subscription

19.

Payments to Consider:

a. 2201 One Suffolk – Annual Website Hosting	£50.00 [£10.00]	£60.00
b. 2202 P J Mann – War memorial Planting		£30.00
c. 2203 SA Meacock – Monthly Garden services		£208.00
d. 2204 Holbrook Academy – Annual Endeavour Award		£30.00
e. 2205 Babergh District Council – Annual Waste Bin Charge		£50.00
f. 2206 CommuniCorp – Annual subscription		£12.50
g. 2207 SALC – 6 Month Payroll Charge	£48.00 [£9.60]	£57.60
h. 2208 Chelmondiston Methodist Church – Working Party Meeting		£20.00
i. 2209 Glasdon – Dog Bin	£361.39 [£72.28]	£433.67
j. 2210 Jill Davis – October Salary		£996.39
k. 2211 Jill Davis – October Expenses	£109.39 [£8.12]	£117.51
l. 2212 Peninsula Tree Services – Annual Risk Assessment		£75.00

TOTAL: £2090.67

Proposal: To pay Items A-L

Proposer: Cllr Ward **Seconder:** Cllr Green **Vote:** 5, (1 abstention Cllr Bareham)

20.

The Next Parish Council Meeting:

The next meeting of the Parish Council: Tuesday 3rd of December 2019 at 7.30pm in the Village Hall.

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

Signature:.....Cllr David Cordle.....

Dated:.....03/12/2019.....

The Chairman was given the authority to sign these minutes by the members.