

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 3rd OF DECEMBER 2019 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 1 member

Babergh and Suffolk Councillors: 2. DCllr Gould and SCllr 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 7.30pm and welcomed everyone
2. **Apologises for absence:** to receive and note apologies
Cllr Stanley (family commitments). His apology was noted.
Cllr Roberts (absent and no apology received).
Cllr Green arrived at 7.35pm due to work commitments.
3. **Dispensations:** to consider requests
No dispensations Requested
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Item 27 – Cllr Bareham (partner of the Parish Clerk)
Items 24.b and 24.e Cllr Bareham (partner of the Parish Clerk)
Item 24.b Cllr Keeble (Parish Council's representative on the Village Hall Committee)
4. **To approve the minutes of the Parish Council Meeting held on the 5TH OF NOVEMBER 2019:**
The minutes were approved and the Chairman was given the authority to sign.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
No items
6. **Reports:** to receive reports
6.a County Councillor Report
SCllr gave a verbal report. He then left the meeting due to prior commitment.
6.b District Councillor Report
DCllr Gould gave a verbal report. She left the meeting at 8.30pm.
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
Cllr Bareham gave a summary of the meeting from the 03/12/2019. Detailed planning minutes are available to read on the website.
7.b Village Hall – No meeting
7.c Playing Field – No issues
7.d Village Amenities – No issues
7.e Pin Mill Multi-Agency – Deferred
7.f Climate and Ecological Emergency Working Party – Deferred
8. **Clerk's Report:** Items received after publication of the agenda
Further Information for the members:
8.a New dog bin in place – by the kissing gate at Pin Mill
8.b Chelmondiston Parish Council 'so far' publication has been approved for the In -Touch Magazine.

- 8.c Three glass wheelie bins will be delivered by Babergh District Council over the festive period as a back up for the bottle banks opposite the Red Lion Public House.
9. **Correspondence:** Items received after the publication of the agenda
- 9.a Chairman's Feedback from the awards evening at Holbrook Academy**
The Chairman gave a summary of the evening. He received a warm welcome from the team and enjoyed the evening. There was also a parish councillor from Holbrook Parish Council and other parties in attendance.
- 9.b For members to consider Chelplin Projects using Pin Mill Common for an event for VE Day**
The members approved the request and also offered support for the event. Clerk to action.
Further information for the members:
- 9.c Letter received from Holbrook Academy to say thank you for sponsoring the Endeavour Award. No further action required.
- 9.d Email received from Barker Gotelee Solicitors in relation to queries on Common Land owned by the Parish Council. This is to be agendered at the Parish Council meeting in January 2020.
10. **Recycle Centre:**
- 10.a To inform the members of November's financial information - supporting paper**
Clerk informed the members that the earmarked funds were £12,512.09
- 10.b To inform the members that Shotley Parish Council are considering supporting the Recycle Centre with a grant of £750.00 for 2020-2021 financial year.**
Clerk informed the members she was waiting their decision.
11. **Neighbourhood Plan:**
- 11.a Cllr Ward to update the members with any progress of the Neighbourhood Plan**
Cllr Ward informed the members that he had received comments from Babergh District Council in relation to the Chelplin Plan and was liaising with Kirkwell's. There would be a Neighbourhood Meeting in January/February 2020.
12. **SALC Information:**
- 12.a Training Calendar – Still courses available until March 2019
- 12.b To inform members that Cllr Bareham will be attending the SALC/BABERGH Area Forum on 02/12/2019
- 12.c To inform members of the draft meeting notes and meeting notes of SALC's/Babergh Area Forum Meetings
- 12.d To inform members of SALC's Constitution 2019
- 12.e To inform the members of SALC's Annual Report 2018-2019
- Items 12.a -12. e has been circulated to the members.**
13. **Act of Remembrance 2019 and 2020:**
- 13.1 To inform Members that Cllr Green's poppy collection at the War memorial raised £42.65**
The members thanked Cllr Green.
- 13.2 To inform the members that the poppy collection further raised £260.00 in Chelmondiston and Pin Mill**
Members informed
- 13.3 To update the members of Cllr Green's feedback from the event**
Cllr Green informed the members of the issues and problems in relation to the event. Cllr David Cordle offered an apology to the way that she had been treated at the event. The members requested that a letter be sent. Clerk to action.
- 13.4 To update the members of Cllr Roberts Feedback from the event**
Cllr Roberts not in attendance
- 13.5 For members to consider St Andrew's request for 2020**
The members approved the motion from St Andrews's Church, with the added addendum that they would also need to find someone to lay the wreath at the war memorial from 2020 onwards.
14. **VE Day and VJ Day 75th Anniversary and War Memorial:**
- 14.a For members to consider the Parish Clerk being part of the VE/VJ Committee with Shotley Parish Council**
It was resolved to approve the motion
- 14.b For members to consider a Parish Councillor being part of the VE/VJ Committee with Shotley Parish Council**
Cllr Green offered her support. The request was resolved by the members.
- 14.c For members to consider a financial contribution to a VE/VJ Event(s)**
Members requested further information.
- 14.d To inform the members that the May Bank Holiday (Monday 04/05/2020) has been moved to Friday 08/05/2020 to mark the 75th Anniversary of VE Day**
Members informed in relation to the change of date.
- 14.e To inform the members that the 75th Anniversary of VJ Day will be remembered on the 15/08/2020**
Members informed of the date
- 14.f For members to consider the cleaning and restoration of the War Memorial**
This was resolved to approve the work. Clerk to action.
- 14.g For members to consider obtaining 3 quotes and to obtain 'grant' information for the cleaning and restoration of the War Memorial**
This was resolved to approve. Clerk to action

- 15. Dinghy Park:**
For members to consider costing for removal of non-payment permits of the dinghies
This was resolved to keep the non-permit dinghies at the dinghy park but to chain them all together.
- 16. Village Hall:**
16.a For members to consider withdrawing the agreement between the Parish Council and the Village Hall in relation to the annual £2,000.00 grant (Cllr David Cordle)
This was resolved to approve the withdrawing of the £2,000 annual grant.
16.b To inform the members of the communication from the Village Hall
Members were informed of the communication received from the Village Hall Management Committee. No further action needed.
- 17. Grants to Award 2020-2021:**
All recommended by the Finance Advisory Group (meeting 23/10/2019)
17.a For members to consider sponsoring the Holbrook Academy Endeavour Award £30.00
This was resolved to approve the request.
17.b For members to consider the grant application of Chelmondiston Playing Field request £3,900.00 recommended £2,900.00
This was resolved to approve the Finance Committee's recommendation of £2900.00 rather than the Playing Field request of £3900.00
17.c For members to consider the grant application of St Andrew's Church £350.00
This was resolved to approve the request. However, the members require the church to ensure that included in this approval is the cutting of the pykle edge of the church.
17.d For members to consider the grant application of Chelmondiston Good Neighbours Scheme £160.00
This was resolved to approve the request
- 18. Grants to Award 2020-2021:**
All to be discussed
18.a For members to consider 11 charities receiving £40.00 each total £440.00
This motion was amended per standing orders. 9 charities to receive £40.00 each, 1 charity to be removed from the list and 1 charity to receive £80.00. This amended motion was resolved to approve by the members.
18.b For members to consider the grant application of Chelmondiston Village Hall £2191.67
This motion was amended per standing orders. The amended motion was to consider a grant of £1,000.00 to the Village Hall. This amendment to the motion was tied. The chairman having the casting vote, voted to approve the amended motion of a grant of £1,000.00 to the Village Hall. This amended motion was now resolved.
18.c For members to consider the grant application of Holbrook Academy £3000.00
Members deferred the motion and requested that the Clerk contacts the academy to request them to present their grant request at their earliest opportunity.
- 19. Budget 2020-2021:**
19.a To circulate the notes to the members from the Finance Meeting – held on the 23/10/2019
Notes circulated to the members
19.b To circulate the overview of the budget 2020-2021 to the members
Overview of the budget circulated to the members
19.c For members to consider approving the budget recommended by the Finance Advisory Group (if all grants approved and cost centres approved with original precept request) Option A
This motion was deferred
19.d For members to consider approving the budget with the revised Precept request Option B
This motion was deferred
- 20. Precept 2020-2021:**
20.a For members to Consider Option A request
This motion was deferred
20.b For members to consider Option B request
This motion was deferred
- 21. Annual Finance Considerations:**
21.a For members to approve SALC as the Internal Auditor 2019-2020
This was resolved to approve by the members.
21.b For members to consider approving the Financial Risk Assessment for 2019-2020
This was resolved to approve by the members.
21.c For members to consider aligning the Annual Financial Risk Assessment with the commencement of the financial year
This was resolved to approve by the members.
21.d For members to consider approving the Statement of Control for 2019-2020
This was resolved to approve by the members.

21.e For members to approve the Chairman and RFO to sign the Statement of Control 2019-2020

The members resolved the approval for the Chairman and the RFO to sign the document. The document was then signed.

21.f For members to consider aligning the Statement of Control with the commencement of the financial year

This was resolved to approve by the members

21.g For members to consider approving the Annual Financial Regulations 2019-2020

This was resolved to approve by the members

21.h For members to consider Cllrs Green and Mckinnell as new cheque signatories

This was resolved to approve Cllrs Green and Mckinnell as new cheque signatories. Two abstentions (Cllrs Mckinnell and Green)

22. Footpaths 2020-2021:

22.a For members to consider hiring a contractor to maintain Footpaths (budget 2020-2021 Cllr Barwick)

This was resolved to approve hiring a contractor.

22.b For members to consider obtaining the 3 quotes required for the work on the Footpaths

This was resolved to approve obtaining the 3 quotes

22.c For members to consider advertising costs for the Footpaths (budget 2020-2021)

This was resolved to approve advertising costs up to £65.00

23. Finance and Administration:

23.a To update the members with the Monthly financial Report for November 2019

Bank Accounts:

Treasurer's Account £12,050.57

Business Instant Account: £61,914.66

TOTAL: £73,965.23.

However, the RFO informed the members that once the earmarked funds, CIL and the final three-monthly payments are made the amount will be £20,000.00 approx.

23.b To inform the members that the ICO has confirmed that the Parish Clerk is the Data Protection Officer for the Parish Council

Members have been informed

23.c For members to consider repairing or replacing the damaged seats at Jubilee Garden (Cllr Roberts)

This motion was deferred

23.d To inform members that the Snow Clearance Team are in place for Winter

The Parish Clerk wished to minute to thank John Deacon for organising this and also checking that the grit bins are full ready for the winter.

23.e For members to consider Adopting a Red heritage Telephone Box - £1.00 (Pin Mill)

This was resolved to approve the adoption of a Red Heritage Telephone Box. Clerk to action.

24. Payments to Consider: December 2019

| | | |
|---|------------------|-----------------|
| DD ICO – Data Protection Annual Payment | | £35.00 |
| A 002213 – Jill Davis - November Expenses £164.78 [£0.92] | CANCELLED | £165.70 |
| B 002214 – Jill Davis - November Salary | | £996.59 |
| C 002215 – Chelmondiston Village Hall – Room Hire | | £100.00 |
| D 002216 – SA Meacock – Monthly Garden Services | | £114.00 |
| E 002217 – Jill Davis – November Expenses £141.38 [£0.92] | | £142.30 |
| | TOTAL | £1553.59 |

Please note- Cheque 00213 Jill Davis November Expenses will be 'ripped up' at the PC Meeting.

RFO informed the members of two cheques needed considering payment after the agenda was posted.

| | | |
|--|----------------|-----------------|
| F 002218 – SALC – Cllr Planning Training Course | £32.00 [£6.40] | £38.40 |
| G 002219 – Mr A.M Gould Maytrees IT Services – Annual Charge | | £63.14 |
| NEW TOTAL: | | £1655.13 |

RFO informed the members that since cheque number 002213 contained her fuel costs for the AGM at SALC and had not attended that an amended cheque had been written for consideration to authorise.

The motion was resolved to approve all the payments.

Cllr Bareham abstention from all payments

Cllr Keeble abstention from item 24. C

25. The Next Parish Council Meeting:

The next meeting of the Parish Council: Tuesday 7th of January 2020 at 7.30pm in the Village Hall.

26. 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

27. Employment Matters:

For members to discuss and consider various employment matters:

Parish Clerk informed the members that she will be starting her iLCA Qualification from the 01/01/2020.
Cllr Bareham and parish clerk left the meeting while other employment matters were debated.
The members resolved to approve all the employment matters.

There being no further business, the Chairman thanked everyone and closed the meeting at 9.30pm.

Signed:..... Cllr David Cordle

Dated: 07/01/2020

These minutes were signed by the Chairman at the PC Meeting on the 07/01/2020