

# 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 4<sup>th</sup> OF FEBRUARY 2020 at 7.30pm.

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

**Parish Clerk:** Jill Davis

**Public:** 3 members

**Babergh and Suffolk Councillors:** DCllr Gould

**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 everybody
2. **Apologises for absence:** to receive and note apologies  
SCCllr Wood
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.  
16.a Parish Clerk - Also Parish Clerk to Freston Parish Council – non - pecuniary  
16.a Cllr Bareham – Partner of the Parish Clerk – non - pecuniary  
19.a Cllr Bareham – Partner of the Parish Clerk – non - pecuniary  
19.b Cllr Bareham – Partner of the Parish Clerk – non – pecuniary  
16.d Cllr Green – Member of the VE/VJ Committee – non- pecuniary  
16.d Parish Clerk – Member of the VE/VJ Committee – non-pecuniary  
16.b Cllr Roberts Member of Chelpin Projects  
17.f, g and h Cllr Bareham – Partner of the Parish Clerk – non – pecuniary  
17.i and j Cllr Keeble – Representative of the Village Hall – non -pecuniary
4. **To approve the minutes of the Parish Council Meeting held on the 7<sup>TH</sup> of JANUARY 2020:**  
It was resolved to approve the signing of the minutes
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
6. **Reports:** to receive reports
  - 6.a **County Councillor Report**  
DCllr Gould's report has been circulated to the members and will be uploaded to the members.
  - 6.b **District Councillor Report**  
No report received from SCCllr Wood
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree any actions needed:
  - 7.a **Planning Committee**  
No Meeting
  - 7.b **Village Hall**  
**Cllr Keeble reported on the following:**  
Fire Alarm updated  
Offer for funding to the Peninsula Community Play of £250.00 has been withdrawn due to the charity status of the Village Hall  
Grant received from Parish Council £1,000.00 availability of CIL Funding was explained  
Risk Assessment of the village Hall completed and satisfactory

Fire Assembly Point - Bus Shelter  
 Pat Testing to be completed  
 Quote for the rear doors has been accepted  
 Village Hall decoration – to be considered for the summer  
 Trip Hazard – agreed for it to be removed  
 Parish Councillor Position clarified – not a trustee and that insurance cover was in place for the trustees.  
 Community Payback team – suggested work at the Village Hall  
 War Memorial – now Grade II Listed

#### **7.c Playing Field**

No issues

#### **7.d Village Amenities**

No issues

#### **7.e Pin Mill Multi-Agency**

No meeting

#### **7.f Climate and Ecological Emergency Working Party:**

##### **Cllr Stanley reported on the following:**

500 surveys were circulated. 65 responses received = 13%. Out of the 65 responses 53 surveys were in favour of the Parish Council declaring a Climate and Ecological Emergency.

A meeting of the working party is to be facilitated, date to follow.

8. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion

No further items since the publication of the agenda

9. **Correspondence:** Items received after the publication of the agenda or for items needing discussion

##### **9.a To inform the members of the England Coast Path Proposals Final Report – closing date 11<sup>th</sup> of March 2020**

Clerk informed the members of the final report. No further action required.

##### **9.b For members to consider the date for the Annual Spring Clean Event.**

The date has been set for Saturday the 4<sup>th</sup> of April between 10.00am – 12.00pm.

Cllr Roberts will be in attendance at the Red Lion Public House.

Cllr Stanley will be in attendance at the Butt and Oyster Public House

##### **9.c To inform the members of Babergh Districts Council intention to recommend to each District Council that a Full Community Governance Review of all Parish and Town Councils been undertaken**

Clerk informed the members. No further action required.

##### **9.d To inform the members of the closure of Chelmondiston Playgroup**

Clerk informed the members. No further action required

##### **9.e To inform the members of the reply from St Andrew's Parochial Church Council.**

Clerk informed the members that a reply had been received and circulated to members. No further action required.

##### **9.f To inform members of the reduction of the speed limit from before Freston Cross Roads to after Monkey Lodge Freston Hill – 40mph**

Clerk informed the members. No further action required

##### **9.g For members to consider a response to the email received from Freston Parish Council**

This email was deferred due to new information being received.

10. **Holbrook Academy Presentation:**

##### **10.a Presentation by Holbrook Academy in relation to the grant request**

Two members from Holbrook Academy delivered a presentation in relation to their grant request for music equipment. The presentation lasted for 10 minutes and then a further 5 minutes for questions. The two members were thanked by the parish Council.

##### **10.b For members to consider the grant request from Holbrook Academy**

The members resolved to approve a third of the grant request £920.69. A caveat was further approved by the members, if the project was cancelled then the grant funding will be returned to the parish council.

11. **Recycle Centre:**

##### **11.a To inform the members of January's 2020 financial information - supporting paper**

##### **Clerk informed the members of the following:**

Total Income to Date £4,237.44

Total Cost to Date: £2819.96

Profit to Date: £1,417.48

Set aside Funds £13,755.19

Cllr Roberts requested a breakdown of the recycling funds for the next meeting, however, due to the potential risk assessment being conducted, this request was withdrawn.

##### **11.b To inform the members that 2 quotations have been received for the Health and Safety Risk Assessment contract and are to be considered at March's Parish Council in March.**

Clerk informed the members that two quotations have been received.

##### **11.c To inform the members that a contractor will be visiting the Recycling Centre on the 05/02/2020 with the Chairman to prepare a quotation for consideration at March's Parish Council meeting.**

- Clerk informed the members that the Chairman would be meeting with a consultant at the Recycling Centre to prepare a quotation for consideration at March's Parish Council Meeting
- 12. Neighbourhood Plan:**  
**Cllr Ward updated the members from the meeting held on the 8<sup>th</sup> January 2020:**  
 The working party has drafted the response to Babergh District Councils Draft Local Plan comments after receiving advice from Kirkwells.  
 A letter had been received from a member of the public in relation to a possible housing development in the village. No further action required.  
 The next major step is the First Formal Consultation once all actions from Babergh Districts Councils comments have been actioned
- 13. VE Day and VJ Day 75<sup>th</sup> Anniversary and War Memorial:**  
**13.a To update members with the events for the VE/VJ Anniversary (Chelmondiston/Shotley Parish Council)**  
**Cllr Green updated the members with the following:**  
 Tea Party and School Party planned  
 Community groups involved  
 A planned motor launch  
 A parade through Shotley Village  
**13.b To update the members with the events for the VE/VJ Anniversary (Chelpin Projects)**  
**Clerk informed the members that the following were now in place:**  
 Band Booked  
 All community groups informed  
 Swing Boats are planned for the event  
 Cllrs Roberts and Ward have agreed to run the tombola stall.  
**13.c To inform members that 3 quotations have been received for the War Memorial and the grant application has since been updated**  
 Clerk confirmed to the members that the three quotations had been received and the grant application had been updated  
**13.d To inform the members that the War Memorial has been Grade II listed by Historic England**  
 Clerk confirmed to the members that the War Memorial is now Grade II Listed.  
**13.e to update the members with the communications from the heritage team at Babergh District Council**  
 Clerk informed the members that the Heritage Officer had suggested other organisations to consider for further quotes now that the War Memorial is listed. Also, that listed building consent would be needed.  
**13.f For members to consider approving the planning application for Listed Building Consent (free process)**  
 The members resolved to approve the process
- 14. Dinghy Park/Pin Mill:**  
**14.a To inform the members that all work highlighted in the Tree Risk Report has been completed**  
 Clerk informed the members that the work had been completed. No further action required.  
**14.b To update members of the legal protection of the trees on the common**  
 Clerk informed the members that the trees on Pin Mill Common are protected as they are situated in a conservation area.
- 15. Community Payback Team:**  
**15.a To inform the members of the work completed at the 'Woodlands'**  
 Clerk informed the members that the footpaths had been reclaimed, sanding and staining of the bench and a general tidy up of the area had also been completed.  
**15.b To formally thank the member of the public in removing all the grass cuttings.**  
 Clerk wished to formally thank Mr Nunn and Cllr Bareham for removing all the grass cuttings  
**15.c To inform the members of the work carried out on the 01/02/2020**  
 Clerk informed the members that the following work had been completed: reclaimed the footpath from the Woodlands to the local store, sanding and staining of the bench and removing of the weeds from the area around Jubilee Garden had also been completed.  
**15.d To inform the members of the work that is to be carried out on the 08/02/2020**  
**Clerk informed the members the members that the team are due to complete the following:**  
 Staining and waterproofing the noticeboard  
 Repainting the bus shelter  
 Staining and repairing the posts up to the bus shelter  
 Removing the trip hazard at the Village Hall – if able to do so  
 Reclaiming the footpath by the side of the Red Lion Public House  
**15.e To update members with the running total of the team's expenses**  
 Clerk informed the members that the running total stood at £56.77  
 Cllr Roberts requested the following minuted:  
 To thank the Parish Clerk for the work that she is completing with the team.

**Grant Requests:****16.a For members to consider the grant request from Freston Parish Council**

Freston Parish Council requested a grant for £250.00 This was resolved to approve by the majority of members with 1-member abstaining. A caveat was further submitted and approved by the members – that if the parish council decided against the purchase of a defibrillator the grant funds will be returned. Clerk to action letter.

**16.b For members to consider the grant request from Chelvin Projects**

The members resolved to approve the grant request of £500.00 towards the VE/VJ event on the 08/05/2020. Clerk to action letter.

**16.c For members to consider the grant request from Peninsula Community Play**

The members resolved to approve the grant request for £500.00 towards the production of The Hobbit. The members also approved for the parish council to hold the funds and pay the invoices/receipts when needed if the organisation were unable to get the required bank account open in time. Clerk to action

**16.d For members to consider the grant request from Shotley Peninsula Anniversary Events**

The members resolved to approve the grant request for £200.00 towards the events planned for the VE/VJ Days. Clerk to action letter.

17.

**Finance and Administration:****17.a To update the members with the bank balances for January 2020**

**The Clerk informed the members of the following:**

Total in two Bank Accounts £75,520.15

Total paid in £4451.70 plus interest

Total paid out £1450.75

Clerk confirmed that January's 2020 Bank Statements had been circulated to the members.

**17.b To inform the members that confirmation has been received from Babergh District Council in relation to the precept amount for 2020-2021.**

Clerk confirmed that the precept confirmation letter had been received

**17.c To inform the members that the s137 expenditure for 2020-2021 is £8.32 per elector**

Clerk informed the members that the S137 expenditure for the coming financial year was £8.32 per elector.

**17.d To inform the members that the VAT Reclaim for the year is £3183.60 and has been applied for**

Clerk informed the members that the VAT Reclaim had been received from HMRC

**17.e To inform the members that the SALC Subscription has been increased by 3% to £412.00 for the year 2020-2021**

Clerk confirmed to the members of the annual increase from SALC

**17.f For members to consider the parish clerk attending the training workshop 'preparing for audit' £20.00**

The motion was resolved to approve by the members

**17.g For members to consider the parish clerk attending the Town and Parish Council Liaison meeting at Capel St Mary. Fuel cost 22 miles at 0.45p £9.90**

The motion was resolved to approve by the members

**17.h For members to consider the cost of cancelling the 002213 RFO Cheque with the bank. Charge of £10.00. (03/12/2019 – cheque is filed and shredded)**

The motion was rejected by the members due to the cost.

**17.i For members to consider the removal of the trip hazard at the Village Hall**

The members resolved to approve the removal of the trip hazard – with the support from the community payback team (if they were able to complete the work)

**17.j For members to consider repainting the white lines at the Village Hall (Village Hall request health and safety risk)**

The motion was resolved to approve by the members – with support from the Community Payback Team

**17.k For members to consider the purchase of an additional shrub for Jubilee Garden (Cllr Ward)**

The motion was resolved for approval to the value of £50.00

**17.l For members to consider the 3 sites in the parish for the Speed Indicator Device to be located and which member is available to lead the project.**

This item was deferred due to further information being required

18.

**Dates for the Diaries:****18.a Meeting Date and Venues 2020 for Babergh East, Police and Parish Forum****18.b Chelmondiston Village Hall 14<sup>th</sup> of October 2020 confirmed for Babergh East, Police and Parish Forum Meeting****18.c Town and Parish Council Liaison Meeting 4<sup>th</sup> or 5<sup>th</sup> of February 2020**

Clerk informed the members of the above events and dates. No further action required.

**Payments to Consider:** February 2020

**AUTHORISATION FOR 04/02/2020:**

A 002226 – Jill Davis – January’s Expenses £103.74 [£13.23]	£116.97
B 002227 – Jill Davis – January’s Salary	£996.39
C 002228 – Peninsula Tree Services – Completed tree works	£695.00
D 002229 – Mr Bruce Miller – Jubilee Garden Annual Charge	£300.00

**TOTAL:** £2108.36

The Payments for consideration were resolved to approve by the members.

20.

**The Next Parish Council Meeting:**

**The next meeting of the Parish Council: Tuesday 3<sup>rd</sup> of MARCH 2020 at 7.30pm in the Village Hall.**

**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

21.

**Employment Matters:**

For members to discuss and consider various employment matters:

Clerk informed the members that her employment with a second parish council is to continue for the next several months.

**There being no further business, the Chairman thanked everyone and closed the meeting at 10.10pm**

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

**Dated: 03/03/2020**

**These minutes were signed at the PC Meeting on the 03/03/2020 as being a true record of the meeting.**