

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 MARCH 2020 at 7.30pm.

Present: Councillors: David Cordle, C Keeble, R Bareham, D Barwick, P Ward, T Roberts and R Stanley

Parish Clerk: Jill Davis

Public: 4 members

Babergh and Suffolk Councillors:

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
DCllr Jane Gould, SCCllr David Wood. The apologies were noted
Cllrs Dot Cordle - illness, Nicola Green – travel issues and Mike Mckinnell – holiday All apologies were noted.
3. **Dispensations:** to consider requests
No dispensations to consider
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
7.f1 – Cllrs Stanley and Roberts – members of the Working Party – non pecuniary
14. – Cllr Barwick – owner of a dinghy at the Dinghy Park – pecuniary
17.a – Cllr Bareham – partner of the clerk – non pecuniary
17.b – Cllr Bareham – partner of the clerk – non pecuniary
18.a – Cllr Bareham – partner of the clerk – pecuniary
18.b – Cllr Bareham – partner of the clerk - pecuniary
4. **To approve the minutes of the Parish Council Meeting held on the 4TH of FEBRUARY 2020:**
The Chairman was given the authority to sign the minutes.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Item 7.f1
6. **Reports:** to receive reports
6.a County Councillor Report
No report received in time for the meeting, but will be circulated once received.
6.b District Councillor Report
DCllr Gould's report has been circulated to the members and uploaded to the website.
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
Cllr Bareham reported on the following:
One planning application – Planning Committee Supports
One planning permission noted
The minutes of the Planning Committee Meeting will be uploaded to the website when available.
7.b Village Hall
No meeting
7.c Playing Field
Cllr Barwick reported that the Pavilion Roof had been leaking but has now been repaired.

7.d Village Amenities

Cllr Barwick requested information on the Village Sign. Cllr David Cordle is looking into the moving of the sign from the Primary School Playing Field. This is to be itemised for April's agenda.

7.e Pin Mill Multi-Agency

No meeting

7.f Climate and Ecological Emergency Working Party:

To discuss the proposal from the Working Party

7.f1 For members to consider the proposal of Declaring a Climate and Ecological Emergency (Cllr Stanley)

Cllr Stanley, as the representative of the Working Party, proposed that the parish council declares a Climate and Ecological Emergency. After an extended debate which included statements from members of the Working Party and members of the public in support of the declaration, there were several questions from the council members. With consideration to the debate, Cllr David Cordle offered an amendment to the proposal but this was not accepted by the working party's representative. With the motion tied at 3 for the proposal and 3 against the proposal, Cllr David Cordle as Chairman cast his vote in favour of rejecting the motion. Cllr Stanley then announced his resignation and left the meeting.

8. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
Parish Clerk informed the members of two recent burglaries in the parish. No further action required.
Parish Clerk informed the members that the trip hazard at the Village Hall has been removed and asked for a 'thank you' letter for Mr Simon Cordle to be signed by the Vice- Chair. This was agreed.
9. **Correspondence:** Items received after the publication of the agenda or for items needing discussion
No items received after posting of the agenda.
10. **Community Payback Team:**
10.a To formally thank members of the parish
Parish Clerk would formally like to 'thank' Mr Simon Cordle and Mr Alan Nunn for removing the green waste from the village.
10.b To update members with costings year to date.
Year to date Costings: £139.89
11. **Recycle Centre:**
11.a To inform the members of February 2020 financial information
Parish Clerk informed the members of the following:
£113.00 collected in February
Set a Side Funds £13,868.19
11.b For members to consider the three quotes – Health and Safety Risk Assessment
After a discussion the members approved the quote from McCormack Benson Health and Safety Limited. The cost being £595.00 + VAT. Parish Clerk to action
11.c For members to approve the prepayment for the Health and Safety Risk Assessment (pending approval in relation to 11.b)
The motion was approved by the members. Parish Clerk to action
12. **Neighbourhood Plan:**
Cllr Ward reported on the following:
The process at the moment has become very slow. The Steering Group were in the process of reading and adding comments to the draft plan. The next stage after the draft process will either be to undertake a Strategic Environmental Assessment or commence the Regulation 14 Formal Consultation Process.
13. **VE Day and VJ Day 75th Anniversary and War Memorial:**
13.a To update members with the events for the VE/VJ Anniversary (Chelmondiston/Shotley Parish Council)
Parish Clerk informed the members of the following:
The committee has had a change in name to Shotley Chelmondiston and Erwarton Anniversary Committee.
Tea Party booked on Friday the 8th of May at Shotley Village Hall. 150 places available, 60 seats allocated to Chelmondiston. The tea party is for the over 70's details will follow.
The British Legion will be providing wreaths for Chelmondiston, Chelmondiston and Erwarton.
The committee is looking into organising an event in Chelmondiston.
More details to follow.
13.b For members to consider involving St Andrews Church re Church Service, laying of a wreath.
Cllr Roberts to liaise with St Andrew's Parochial Committee and report back to the Parish Council
13.c For members to consider a Councillor laying a wreath 8th or 10th of May
This was deferred.
14. **Dinghy Park/Pin Mill:**
14.a For members to consider the contact information, receipt and application form for the 2020 Season
The motion was approved by the members. Parish Clerk to action

14.b For members to consider the Permit Holder Agreement for the 2020 season

The motion was approved by the members. Parish Clerk to action

14.c For members to consider approving the printing of the labels £170.00 (budget)

The motion was approved by the members. Parish Clerk to action

Cllr Barwick abstained on all items.

15. Finance and Administration:**15.a To update the members with the bank balances for February 2020**

Parish Clerk informed the members of the following:

Treasurers Bank Account £11,605.13

Business Interest Account £61,922.37

TOTAL = £73,527.50

Payments in = £113.00 Skip Days, Bank Interest £2.71.

Payments Out = £2108.36

No outstanding Cheques to be Presented.

15.b To formally minute – members receive monthly Bank Statements

Parish Clerk requested 15.b for Internal Auditing Purposes.

15.c For members to consider instructing the solicitor in relation to Pin Mill Common and Pages Common

The motion was approved by the members. Cllr Bareham asked whether Pin Mill Common was a Village Green and if so to inform the solicitors. Parish Clerk to action

15.d For members to consider purchasing the Data Protection Box' for £50.00

The motion was approved by the members. Parish Clerk to action.

15.e For members to consider approving the Litter Pick Poster

The motion was approved by the members. Parish Clerk to action

15.f For members to consider support needed for the refreshments at the annual meeting of the parish.

The members requested to contact a couple of residents in the Village. Parish Clerk to action

15.g For members to consider approving the Asset Register for 2019-2020

The motion was approved by the members

16. Dates for the Diaries:

To inform members of the following:

Parish Clerk informed the members of the Police and Parish Forum AGM – Hadleigh Leisure Centre 22/04/2020. No further action required.

17. Employment Matter:**17.a To update the members with Clerk's annual leave entitlement for 2019 – 2020**

Parish Clerk updated the members with the outstanding entitlement for this year and dates that the leave will be taken

17.b For members to approve Clerk's annual leave for 2020 – 2021

Parish Clerk requested approval for the annual leave dates for 2020-2021. The members approved the requests.

18. Payments to Consider: February 2020**AUTHORISATION FOR 04/02/2020:**

A 002230– Jill Davis – February's Expenses £187.75 [£4.97]	£192.72
B 002231 – Jill Davis – February's Salary	£996.39
C 002232 – Sackers – Skip Hire £1080.03 [£216.00]	£1296.03
D 002233 – SALC – Preparing Audit Training £20.00 [£4.00]	£24.00
TOTAL:	£2509.14

The members approved the payments A THROUGH TO D. Cllr Bareham abstained from the vote.

19. The Next Parish Council Meeting:

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

There being no further business, the Chairman thanked everyone and closed the meeting at 9.00pm.

Signed: Cllr David Cordle

Dated: 05/05/2020

These minutes were signed by the Chairman in the presence of the Clerk.