

# 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 Virtual Meeting of CHELMONDISTON PARISH COUNCIL held

**REMOTELY on TUESDAY THE 7<sup>th</sup> of JULY 2020 at 7.30pm.**

**Present:** Councillors: David Cordle, C Keeble, R Bareham, D Barwick, P Ward and Dot Cordle

**Parish Clerk:** Jill Davis

**Public:** 5 members

**Babergh and Suffolk Councillors:** DCllr Jane 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 7.31pm and welcomed everybody
2. **Apologies for absence:** to receive and note apologies  
Cllrs Green (work commitments) and Mckinnell (illness)  
Cllr Roberts no apology received.
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.  
Cllr Bareham item 19 – partner of the clerk.  
Cllr Bareham item 17.i – partner of the clerk  
Cllr Barwick – item 11.a and 11.b dinghy owner
4. **To approve the minutes of the Parish Council Meeting held on the 2<sup>nd</sup> of June 2020:**  
The minutes were deferred.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda  
Items 12 and 16
6. **Reports:** to receive reports  
**6.a County Councillor Report**  
SCllr Wood gave a verbal report. His report has been circulated to the members and uploaded to the parish website.  
**6.b District Councillor Report**  
DCllr Gould gave a verbal report. Her report has been circulated to the members and uploaded to the parish website.
7. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion  
No further reports
8. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion  
8.a Email from a resident concerned about the litter problem on Pin Mill Common. This is to be discussed until item 11.d  
8.b Email from a resident concerned with the grass cutting starting too early and that flowers had been mowed at the Village Hall. Members requested the parish clerk to liaise with the contractor to ensure that this issue is resolved going forward.  
8.c Email received from a resident in relation to overgrown footpaths. The resident has contacted SCC directly.  
8.d Email received from SCllr Wood in relation to the government confirming the expansion of the Suffolk Coast and Heaths Area of Outstanding Natural Beauty by around 38 square kilometres. The members congratulated Councillor Wood and his team.
9. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree any actions needed:  
**9.a Planning Committee**

Cllr Bareham reported that a zoom meeting had taken place on the 23/06/2020. One planning decision had been granted by BDC and two planning applications had been supported by the committee.

**9.b Village Hall**

No report

**9.c Playing Field**

Cllr Barwick reported that the Playing Field has been tidied up.

**9.d Village Amenities**

No report

**9.e Pin Mill Multi-Agency**

No report

**9.f Climate and Ecological Emergency Working Party:**

No report

**10. Recycle Centre:** to inform

The clerk informed the members of June's 2020 Financial Information. £1346.20 takings for the month and the Set-a-side funds standing at £14,748.41.

**11. Dinghy Park/Pin Mill**

**11.a For members to consider keeping the permit cost at £20.00 or £40.00 (July's permit cost)**

The members approved to keep the permit cost at £20.00

**11.b For members to consider whether to implement the Warning Notice (July01/07/2020 onwards)**

The members approved for the red notice not to be implemented due to the current circumstances.

**11.c To inform the members that the toilets have been closed. They will not be opened until Legionella testing has been completed and is all clear.**

Parish Clerk informed the members once the testing had been completed and were all clear the toilets would reopen

**11.d For members to consider a request from a resident re a Temporary Bin situated on Pin Mill Common to support with the extra litter**

This motion was approved by the members. Clerk to action

**11.e For members to consider a Memorial Bench at Pin Mill**

The consideration was deferred.

**11.f To inform members of the concern from a resident re Pin Mill Common**

Parish Clerk informed the members that a resident had emailed concerning the trees on Pin Mill Common looking unhealthy. The Tree Warden had been informed and hopes that they will recover in time. The tree warden will monitor the situation.

**11.g For members to consider the Pin Mill Dog Bin being emptied twice in a month £30.00 per month.**

This motion was approved by the members

**11.h To inform the members of the tree works that is being conducted at Pin Mill**

Parish Clerk informed the members of the tree works that were being completed at Pin Mill

**12. Neighbourhood Plan**

**12.a For members to consider the Stationary Request Costing £460+VAT maximum (Budget 2020)**

This motion was approved by the members

**12.b For members to consider the proposed changes to The Terms of Reference and approve for the Chairman to sign the document**

This motion was approved by the members and the Chairman was given the authority to sign.

**12.c For members to consider approving the Explanatory Notice for the Regulation 14 Consultation**

This motion was approved by the members

**12.d For members to consider approving the Regulation 14 Consultation Representation/Comment Form**

This motion was approved by the members

**12.e For members to consider approving an increase to the membership of the Steering Group**

The members approved two new members Andrew Sterling and Tracey Fletcher to the Steering Group.

**13. Grass Cutting Tenders:**

**13.a For members to consider High Cutz Tree and Garden Care's quote**

The members considered this tender – this tender was rejected

**13.b For members to consider Hartley's Garden Services quote**

The members considered this tender – this tender was rejected

**13.c For members to consider PJB Garden Maintenance quote**

The members considered this tender – this tender was approved

The Parish Clerk was requested by the members to inform all contractors of the decision and to organise a start date with PJB Garden Maintenance.

**14. NALC:**

**14.a To inform members of NALC's open letter to Councillors**

Parish Clerk has circulated the letter to all the members.

**14.b For members to consider a response to the New Model code of Conduct Consultation (17/08/2020)**

Parish Clerk informed the members that a response is required by the 17<sup>th</sup> of August.

**15. Covid - 19: UPDATE**

**15.a To inform members no expenditure for June 2020**

Parish Clerk informed the members that there was no expenditure for the month of June

**15.b To inform members that NALC and SALC recommend continuing with Remote Meetings at present**

Parish Clerk informed the members that NALC and SALC recommend the continuing use of remote meetings. Further information will be available for the August Meeting.

**15.c To inform members that the Community Payback Team can resume contracts within the next few weeks. Checking on the feasibility on that happening.**

Parish Clerk informed the members that the Community Payback Team can restart working within the next few weeks. Details to follow

**16. Traffic Calming Measures:**

**For members to consider approving the Traffic Calming Measures**

The members discussed the traffic calming measures and considered the purchase of a Speed Indicator Device. The members requested further information before making a decision and deferred the consideration. Clerk to action the required information.

**17. Finance and Administration:**

**17.a To remind members of the Accounts and Audit (Coronavirus)(Amendment) Regulations 2020 – Supporting Paper**

Parish Clerk reminded the members of the new legislation

**17.b To inform members of the information required for the Internal Audit for 2019 -2020**

Parish Clerk informed the members of the required work for the new internal auditor.

**17.c To inform members that the 2019 – 2020 Accounts are with SALC for Internal Audit Purposes**

Parish Clerk confirmed that the accounts are with SALC for the Internal Auditing purposes

**17.d To inform members that the Accounts for 2019 -2020 will be available for the August PC Meeting**

Parish Clerk informed the members that the Annual Accounts for 2019-2020 will be available for consideration for the August PC Meeting.

**17.e To inform members of the changes to the Business Account Interest Rates**

Parish Clerk informed the members of the reduction in Interest Rates from Lloyds Banks

**17.f To inform members of the Bank Account Statements for June 2020**

Parish Clerk to minute Bank Statements circulated to members

**17.g To inform members of the Annual CIL Reporting Template 2019 - 2020 and for the Chairman to sign the document**

Parish Clerk informed the members of the Annual CIL Reporting Template and the chairman was given the authority to sign the document.

**17.h To update members re the Grant Applications for the Resurfacing of the Car Park**

Parish Clerk informed the members that due to COVID – 19 application for grants were taking longer to process. Several BDC Grants needed to see evidence of the need before approving. The members agreed to continue with the works at the Village Car Park (for completion in August 2020) and use the Neighbourhood CIL Funds.

4 Members voted to complete the work without any delays and 2 members voted against.

**17.i For members to consider the delegated power of the Stationery Costing to the Parish Clerk/RFO £805.00 for 2020 -2021**

The members resolved to approve the motion for the parish clerk to purchase items up to the budget allowance if/when needed.

**18. Dates for the Diary:**

**18.a CAS Health and Wellbeing Zoom Meeting – 08/07/2020 2.30pm - 4.00pm**

**18.b SALC AGM Zoom Meeting – 30/07/2020 – 7pm -9pm**

Parish Clerk informed the members of the virtual meetings and requested to let her know if anyone wished to attend.

**Payments to Consider:** June 2020 Payments

A 002270	SA Meacock – Garden Services PAID 16/06/2020	May Account 2020	£208.00		£208.00
B 002271	SA Meacock – Garden Services PAID 16/06/2020	April Account 2020	£208.00		£208.00
C 002272	SA Meacock – Garden Services	June Account 2020	£208.00		£208.00
D 002273	Shotley Odd Jobs	Pin Mill Dog Bin Emptying Service	£60.00		£60.00
E 002274	Sackers Ltd	Skip Hire	<u>£1641.14</u>	<u>£328.23</u>	<u>£1969.37</u>
F 002275	Jill Davis	Salary June 2020	<u>£1019.17</u>		<u>£1019.17</u>
G 002276	Jill Davis	Expenses June 2020	<u>£118.13</u>	<u>£15.71</u>	<u>£133.84</u>
<b>SUB TOTAL:</b>			<b><u>£3462.44</u></b>	<b><u>£343.94</u></b>	<b><u>£3806.38</u></b>

**Invoices that arrived after the publication of the agenda:**

H 002277	HMRC	Qtr Payment	£322.75		£322.75
I 002278	VOID				
I 002279	Sackers Ltd	Skip Costs	£1079.92	£215.98	£1295.90
<b>TOTAL:</b>			<b>£4865.11</b>	<b>£559.92</b>	<b>£5425.03</b>

The members resolved to approve the payments. Cllr Bareham abstained.

20.

**The Next Parish Council Meeting:**  
**The next meeting of the Parish Council:**  
**Tuesday 4<sup>th</sup> of August 2020 at 7.30pm Held Remotely.**

There being no further business the Chairman thanked everyone and closed the meeting at 9.10pm.

Signed:..... Cllr David Cordle

Dated: 04/07/2020

The minutes were approved and signed by the Chairman in the presence of the parish clerk.