

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

Minutes of the Virtual Meeting of CHELMONDISTON PARISH COUNCIL held

REMOTELY on TUESDAY THE 3rd OF NOVEMBER 2020 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 3 members of the public

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 7.33pm and welcomed everybody.
The Chairman informed the members that Cllr Russell Stanley has now formally resigned from the parish council. He also informed the members he had thanked Cllr Stanley for all his support.
2. **Apologies for absence:** to receive and note apologies
All in attendance
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.
4. **To approve the minutes of the Parish Council Meeting held on the 6th of OCTOBER 2020:**
The minutes were approved for the Chairman to sign.
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
SCCllr Woods's when received will be circulated to the members and uploaded to the website.
6.b District Councillor Report
DCllr Gould gave her verbal report. Her report will be circulated to the members and uploaded to the website.
7. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
Report circulated to members. No further items.
8. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
8.a Overhanging tree (Footpath 28 Church Lane) still needs to be actioned. Parishioner chasing.
8.b Remembrance Sunday – Due to the second lockdown the Act of Remembrance is to be conducted in the churchyard around the war grave. Cllr Keeble will lay the wreath at the War Memorial.
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 on the following:
Meeting 03/11/2020
Draft Minutes available by the end of the November
1 Planning Application – No objection from the committee
1 Planning decision – Granted BDC
9.b Village Hall
No report
9.c Playing Field
Cllr Barwick informed the members of the following:
Football cancelled due to the second lockdown
Tennis Courts locked due to the second lockdown

A query re the trees on the playing field – who owns them. The members informed Cllr Barwick that the responsibility for them was the Playing Field Management Committee. Playing Field Management Committee were looking to seek grants for a new piece of play equipment. DCllr Gould requested that the Management Committee get in touch with her.

9.d Village Amenities

No report

9.e Pin Mill Multi-Agency

No report. Parish Clerk requested to contact a previous councillor in relation to this.

9.f Climate and Ecological Emergency Working Party:

No report

10. Recycle Centre: to inform

10.a To update the members with the Financial Information for October 2020

Parish Clerk updated the members with the financial information for October.

10.b For members to consider requesting for the Health and Safety Risk Assessment to be conducted.

Members requested the parish clerk to contact the organisation to organise a date and look to organise once the second lockdown is over

11. Dinghy Park/Pin Mill:

No items for discussion

12. Neighbourhood Plan:

12. a Cllr Ward to update the members when necessary

Cllr Ward informed the members of the following:

Michael Wellock – Due to illness has not been involved with the Neighbourhood Plan recently. The date for the next Zoom meeting – 17/11/2020

12.b For members to consider the refund to Groundwork UK – Underspent on the Neighbourhood Plan Grant £98.00

The members approved the motion

12.c To update the members that a £1,188.00 Grant will be available for the Neighbourhood Plan

Parish Clerk updated the members with the future funding for the Neighbourhood Plan

13. Covid – 19: UPDATE

13.a For members to approve the monthly Covid – 19 expenditure £25.00

This item is for update only for members.

13.b To update the members with the Covid – 19 Grant Information

Parish Clerk informed the members that the Covid -19 Grant Information will be in the In-Touch Magazine for November.

13.c To inform members of the Covid – 19 spend to date

Parish Clerk informed the members that £261.62 had been spend to date

14. Finance and Administration:

14.a To update the members in relation to the Jubilee Benches

Parish Clerk informed the members that the benches will be in place on Tuesday the 10th of November.

14.b To update the members with the September 2020 Bank statements

To formally minute that the Bank Statements for September have been circulated to the members

14.c To update the members with the monthly financial information for October 2020

Parish Clerk informed the members that the Bank statements for October have not arrived from the bank.

14.d To update members with the car park works – second phase

Parish Clerk informed the members that the second phase will be actioned sometime in December.

14.e To update the members with the Annual Tree Survey Report

Parish Clerk circulated the annual report to the members

14.f For members to consider extra seating (Memorial Benches) at Pin Mill

This item was deferred. Cllrs Barwick and Ward are to discuss the available places and report back to the Parish Council.

14.g For members to consider the meeting dates for 2021 -2022

This motion was approved by the members

14.h To update members in relation to the Finance Advisory Group Meeting (27/10/2020)

Parish Clerk informed the members that the Finance Meeting had taken place and the report will be available at the December/January Parish Council Meeting

14.i To inform members of the final CIL Funds received for the 7 dwellings Shotley Road has been received

Parish Clerk update the members that all the CIL Funding has now been received.

14.j For Members to consider the Financial Assistance to the Church Legal Topic Note

The members were provided with information regarding this matter and was advising the council not to fund local churches or churchyards as advised from NALC and SALC. However, the members felt that the information was inconclusive.

This item was approved by 3 votes for and 2 votes against with 1-member abstaining.

14.k To inform members (due to the low numbers of members) that for the Council to be quorate for a meeting, the minimum is 4 councillors.

To formally minute the requirements for a meeting to be quorate.

14.l To inform the members (due to the low numbers) for the Planning Committee to be quorate for a meeting, the minimum is 3 councillors.

To formally minute the requirements for a meeting to be quorate

14.m To inform members that the ICO Data Protection Charge £35.00 will be paid by direct debit on or behalf the 06/12/2020

To formally minute that the payment will be paid by direct debit.

14.n For members to consider an extra Insurance Payment of £28.00 (per annum) for further Fidelity Insurance.

This item was deferred

14.o For members to consider a Neighbourhood CIL Policy

This motion was approved. Cllr Ward abstained

14.p For members to consider a Neighbourhood CIL Application Form

This motion was approved. Cllr ward abstained.

14.q To inform members that FROM December 2021 Maytrees IT Services will no longer providing a service agreement

To formally minute that Maytrees IT – from December 2021 will no longer be providing IT Support due to retirement.

14.r For members to consider Registering Quiet Lanes in the parish.

The motion was approved. Parish Clerk to action.

14.s To inform members that the annual car park hedge cut will be completed in November

Parish Clerk informed the members that the car park hedge will be cut on Monday the 23/11/2020.

15. Remembrance Sunday 2020:

15.a To inform members that the Act of Remembrance Service will be held around the war grave in the churchyard at 10.50am (organised by the church)

Item was discussed under 8.b

15.b To inform he members that Cllr Keeble will lay the wreath from the Parish Council at the War Memorial (No public in attendance due to Social Distancing)

Item was discussed under 8. b

16. Footpath Matters:

16.a To inform members that all the finger posts identified from the monitoring group have been logged

Parish Clerk informed the members that all the damaged and missing finger posts have been logged with SCC.

16.b For members to consider requesting the parish clerk contacting landowners re footpath/fly tipping issues.

The members approved the motion. Parish Clerk to action.

17. GDPR Matters:

For members to consider approving the reviews of GDPR Polices A-I

The members approved the motion.

18. Payments to Consider: October 2020 Payments

A 002308	SA Meacock	Monthly Garden Services	£208.00		£208.00
B 002309	Peninsula Tree Services	Tree Survey 2020	£75.00		£75.00
C 002310	SALC	Payroll Service	£48.00	£9.60	£57.60
D 002311	Jill Davis	October Salary 2020	£1176.08		£1176.08
E 002312	Poppy Appeal	Wreath Payment	£40.00		£40.00
F 002313	PJ Mann	War Memorial Gardening	£43.72		£43.72
G 002314	Jill Davis	Covid – 19 Expenses	£25.00		£25.00
H 002315	Jill Davis	Expenses – October 2020	£135.27	£20.23	£155.50
TOTAL:			£1751.07	£29.83	£1780.90

Payments to Consider – Approved by the members. Cllr Bareham abstained.

19.

The Next Parish Council Meeting:

**The next meeting of the Parish Council:
Tuesday 1st of December 2020 at 7.30pm Held Remotely.**

20.

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:

21. To inform members of agreeing to support another parish on a temporary basis
Parish Clerk informed the members that she is supporting another parish on the peninsula for a limited time.

There being no other business the Chairman closed the meeting at 20.50pm.

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

Dated:.....08/12/2020.....

The members approved for the minutes to be signed at the meeting held on the 01/12/2020