

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 5th OF JANUARY 2021 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 1 member of the public

Babergh and Suffolk Councillors: DCllr Gould, SCCllr 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.

PBMCIC: 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 everyone.
2. **Apologies for absence:** to receive and note apologies
Cllr Ward – unwell. His apology was 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.
12.b Cllr Bareham – Chairman of the Neighbourhood Plan Steering Group.
13.a Cllr Bareham – Partner of the Parish Clerk
15.d,f,g Cllr Bareham – Partner of the Parish Clerk
15.e Cllr Bareham – Chairman of the Neighbourhood Plan Steering Group.
4. **To approve the minutes of the Parish Council Meeting held on the 1ST of DECEMBER 2020:**
The minutes were deferred.
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
David Wood gave a verbal report. His report has been circulated to the members and uploaded to the website.
6.b District Councillor Report
Jane Gould gave a verbal report. Her report has been 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
Further items received as follows:
Fallen tree/ivy onto a footpath has been removed by the tree surgeon.
Approximately 50 residents attended the Christmas Carol Singing on Pin Mill Common and over £100.00 was raised for Mind Charity.
A wedding between two parishioners has taken place at St Andrew's Church on Christmas Day.
8. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
Further items received are as follows:
A thank you has been received from a parishioner concerning the removal of a tree/ivy from a public footpath.
Two complaint letters received from parishioners concerning noise and disturbance from individuals gathering on the 'Woodlands Development' field. Members requested the Parish Clerk to speak with the owners.
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 (detailed information – available to view on the Planning Committee Minutes)
Cllr Bareham reported on the following:

3 planning applications – No objections
 1 planning decision – BDC permission granted
 1 appeal planning decision – permission granted
 No update concerning the 'Woodlands Development'
 No update concerning the cycle path between Chelmondiston and Woolverstone.

9.b Village Hall

No report

9.c Playing Field

No report

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

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

Parish Clerk updated the members with the Financial Information for December 2020.

10.b To update the members with the Health and Safety Risk Assessment

11. Dinghy Park/Pin Mill:

Parish Clerk informed the members that the Health and Safety contractor can complete the work at the Recycle Centre when required.

11.a For members to consider the condition of the sleepers adjacent to the stream (see photo)

The members requested the Parish Clerk to contact the owner of the sleepers to inform them of the issues.

12. Neighbourhood Plan:

12.a Cllr Bareham to update the members concerning the progress of the neighbourhood plan

Cllr Bareham reported on the following:

4 documents will need to be approved by the members at the Extraordinary Meeting on the 19/01/2021 before they can be considered by BDC.

The website is being uploaded with the documents for all the parishioners/members of the public to view.

12.b For members to consider the N/P Payment to Kirkwells Limited £4116.00

The members approved by resolution the payment.

12.c To inform members that the extra grant for £1208.00 has been approved

Parish Clerk informed the members that the grant has been approved and will be received within the next 10 days.

12.d To inform members that an Extraordinary Meeting has been called by the Chairman for the 19th of January 2021. The meeting is to consider the final versions of the documents before being submitted to BDC Planning.

Parish Clerk informed the members that the Chairman has called an Extraordinary Meeting for the 19/01/2021 concerning ratifying several documents of the neighbourhood plan.

13. Covid - 19: UPDATE

13.a For members to approve the monthly Covid – 19 expenditure £201.80

The members approved by resolution to approve the expenditure,

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

Parish Clerk informed the members here was only 1 consideration for the month.

13.c To inform members of the Covid – 19 spend to date £644.54

Parish Clerk informed the members of the total Covid – 19 year to date expenditure £644.54

14. Finance and Administration:

14.a To inform members of the ICO Renewal Certificate has been received and expires 06/12/2021

Parish Clerk informed the members that the ICO Certificate had been received.

14.b For members to consider the Annual payment to Maytrees IT Services £84.34

The members approved by resolution the annual payment.

14.c To minute that November's Bank Statements have been circulated to members

To minute that the November 2020 Bank Statements have been circulated to the members.

14.d To inform members that the £750.00 BDC Grant has been received

The members were informed that the grant towards the replacement garden benches for Jubilee Garden has been received.

14.e To inform members that SALC's Subscription will increase by 3% £423.36

The members were informed of the price increases

14.f To inform members that SALC's Internal Auditing charge will increase by £6.00

The members were informed of the price increases

14.g To inform members that the Dog and Litter Bin Charges for 2021 -2022 will increase by 3% £863.07

The members were informed of the price increases.

14.h For members to consider approving part payment to Booth Tarmacadam £14,107.20

The members approved the part payment, however with the caveat that a date is finalised to complete the work.

14.i To inform the members that the car park work will be completed sometime in January 2021 (weather permitting)

Please see item 14.h

14.j For members to consider approving the Financial Regulations 2020-2021

The members approved by resolution the Financial Regulations.

14.k For members to consider approving the Financial Risk Assessment 2020 -2021

The members approved by resolution the Financial Risk Assessment.

14.l For members to consider approving the Statement on Internal Control 2020 – 2021

The members approved by resolution. The Chairman and RFO were given the authority to sign.

14.m To update members with the financial information for December 2020

Parish Clerk informed the members that the Bank Statements had not been received and will be circulated to members once they arrive.

15. Payments to Consider: January 2021 Payments

A 002324	Booth Tarmacadam Limited	The surfacing of the car park	£11,756.00	£2,351.20	£14,107.20
B 002325	HMRC	Quarter 3 Payment	£451.64		£451.64
C 002326	Mr Anthony Gould	Maytrees IT Services Annual Charge	£84.34		£84.34
D 002327	Jill Davis	December Salary 2020	£1055.60		£1055.60
E 002328	Kirkwells Limited	Neighbourhood Plan Consultation	£3430.00	£686.00	£4116.00
F 002329	Jill Davis	Covid – 19 Expenses December 2020	£201.80		£201.80
G 002330	Jill Davis	December Expenses 2020	£127.23		£127.23
		TOTAL:	£17,106.61	£3037.20	£20,143.81

The members approved for payment items A – G. Cllr Bareham abstained.

16.

The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 2nd of February 2021 at 7.30pm Held Remotely.
Extraordinary Meeting Tuesday 19th January 2021 at 7.30pm held remotely

17.

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

18.

Private and Confidential matters:

18.a For members to consider a grant donation to a parishioner.

The members approved a grant request (Covid – 19). Parish Clerk to organise.

18.b To update members concerning the Keep Britain Tidy Awards

Parish Clerk informed the members of the update concerning the parishioners who were nominated. Parish Clerk to also inform the parishioners.

There being no further business, the Chairman thanked the members and closed the meeting at 20.18pm.

Signed: Cllr David Cordle

Dated: 02/02/2021

The Chairman was given the authority to sign the minutes at the meeting held on the 02/02/2021.