

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 07984733352

Minutes of the Meeting of CHELMONDISTON PARISH COUNCIL held In the Village

Hall on TUESDAY THE 3rd of August 2021 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 0

Babergh and Suffolk Councillors: DCllr Gould in attendance

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 everyone
2. **Apologies for absence:** to receive and note apologies
All members in attendance
SCCllr Harley sent his apologies
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.
16.l – Cllr Dot Cordle - a family member
17.d – Cllr Dot Cordle – a family member
17.h, i and j – Cllr Rob Bareham – Partner of the Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 1st of June 2021:**
The members approved the minutes
5. **To approve the minutes of the Extraordinary Parish Council Meeting held on the 29th of June 2021:**
The members approved the minutes
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Not applicable
7. **Reports:** to receive reports
7.a County Councillor Report
No report received
7.b District Councillor Report
Jane Gould informed the members of the following:
Locality Funding is now available
Jane Gould is now a member of a BDC working party looking into joining the cycle paths and footpaths together where possible. The working party aims to pull together all the stakeholders involved and look at ways to improve the quality of life for all in the community.
8. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree any actions needed:
8.a Planning Committee
Cllr Bareham reported on the following:
The full minutes are available on the website
1 planning application – Greenacres – No Objection
3 Planning decisions- Little Barnes BDC refused, 2 Stream Cottages BDC granted and 2 Stream Cottages BDC conditions approved
8.b Village Hall
No Report
8.c Playing Field

No Report

8.d Village Amenities

No Report

9. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
The Parish Clerk informed the members of the following:
 9.a The bottle banks at the Red Lion are now being emptied weekly
 9.b Three complaints have been received from parishioners concerning the overgrown condition at Jubilee Garden. The members concluded that no action was needed. Parish Clerk to inform the parishioners.
10. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
 10.a Thank you card received from a parishioner
 10.b Thank you's from several parishioners in the parish concerning the cutting of the footpaths
 10.c Request from Pin Mill Sailing Club – visiting yachtsmen from Brightlingsea are wanting to pitch with tents onto Pin Mill Common over the 21st -24th August 2021.
 The members did not grant the request but requested that the parish clerk inform the sailing club of other opportunities at Pin Mill. Parish Clerk to action
11. **Recycle Centre:** to inform
11.a To update the members with the Financial Information for July 2021
 Parish Clerk update the members with the financial information for July 2021
11.b To update members with the Health and Safety Risk Assessment
 Parish Clerk informed the members that she was waiting for the date to be finalised.
12. **Dinghy Park/Pin Mill**
12.a To update members concerning the Flood Defence Boards
 A parishioner contacted the parish clerk concerning the flood boards not being in place at Pin Mill. The parish clerk has been in discussion with a resident at Pin Mill concerning the matter. Correspondence circulated to members.
 The members agreed with the response from the resident, however, the members have requested that the parish clerk contact the environmental agency and also to contact the previous parish clerk concerning when the flood defence board scheme was introduced which cottages were involved. Parish Clerk to action.
12.b For members to consider approving the work BR6
 This item was deferred
12.c To update the members concerning the rubbish area at Pin Mill
 Cllr Barwick is due to meet with BDC on Wednesday the 4th of August concerning all the rubbish that is mounting up near the common. Cllr Barwick will report to the parish council after the meeting.
13. **Neighbourhood Plan**
Cllr Bareham to update the members we the following:
 BDC have formally agreed that a referendum can now take place.
 The date is scheduled for sometime in September. BDC Planning will confirm.
 The costs for the referendum will be met by BDC and the vote is conducted along the same lines as a normal election.
 The vote is for or against adopting the Referendum Version of the Plan. The examination report back in May required certain changes. All these changes should be completed within the next few weeks. Any further updates will be given at the end PC Meeting
14. **Covid - 19: UPDATE**
14.a To inform members of no expenditure for July 2021
 Parish Clerk informed the members that there was no expenditure for July 2021.
14.b For members to consider the payment of £78.78 for August 2021
 The item was approved by the members
14.c To inform members £553.54 left to use
 Parish Clerk informed the members that £553.54 was still left to use for the remainder of the year
15. **Administration:**
15.a For members to consider the Recruitment Poster
 The item was approved by the members. Parish Clerk to action
15.b To inform the members that the two outdoor benches are now in place
 Parish Clerk informed the members that the two replacement benches are in place and being used.
15.c To inform members that the PC is due to receive £693.76 in grants and the remainder of £550.00 can be allocated out of CIL.
 Parish Clerk informed the members that grant funding is due to be received to support the purchases of the benches.
15.d For members to consider approving the Terms of Reference for the Planning Committee 2021 – 2022
 This item was approved by the members.
15.e To update the members concerning the areas that BDC grass cut in the parish
 Parish Clerk informed the members she had circulated an updated BDC Grass Cutting List to them.
15.f To update the members concerning footpath 24/25 (Ongoing Issue)

Parish Clerk informed the members that SCC Rights of Way team has been informed. Rights of Way team have confirmed that they will be visiting the site.

15.g To update members concerning footpath FP7/44/43

Parish Clerk informed the members that SCC Rights of Way team has been informed. Rights of Way team have confirmed that they will be visiting the site

15.h To inform members concerning the communication from BDC

Parish Clerk informed the members that the Electoral Information for this year has been circulated to all parishioners via email and letter.

15.i For members to consider Cllr Ward investigating Pin Mill Road designated as a Quiet Lane

This item was deferred

15.j For members to consider approving any action to parishioners' complaints – St Andrews Drive area

Parish Clerk to contact Suffolk County Council directly

16.

Finance:

16.a For members to consider approving the CIL 2020 -2021 spend and for the form to be verified

The motion was approved by the members and the Chairman verified the form

16.b To inform members that 1 charity cheque has been returned – Age UK Suffolk – no longer in Suffolk

Parish Clerk informed the members that a charity cheque had been returned and has been voided

16.c To inform members that £30.00 has been received from Wherstead Parish Council – support for End of Year Accounts (Laptop and Printer)

Parish Clerk informed the members that £30.00 has been received from Wherstead Parish Council for paper and stationery – as the clerk supported them with their accounts

16.d For members to consider approving the costing for the Queens Commemorative Mugs

This item has been deferred

16.e To formally minute that May's Bank statements have been circulated to the members

To formally minute that May's 2021 Bank Statements have been circulated to the members

16.f To formally minutes that June's Bank Statement have been circulated to members

To formally minute that June's Bank Statements have been circulated to the members

16.g To update members concerning the Playing Field end of year accounts for 2020 - 2021

Parish Clerk informed the members that the year-end accounts of the Playing Field have been circulated.

16.h For members to consider approving/replying to parishioner letter – grass cutting

This item was withdrawn

16.i For members to consider approving replacing the Outdoor Bench Woodlands – Opposite Lings Lane bus stop (Cllr Bareham)

The item was approved by the member's Parish Clerk to action.

16.j For members to consider commissioning an outdoor bench on the green at Collimer Close (Cllr Bareham)

This item was deferred

16.k For members to consider approving the AED Pads – £300.00 Approx

This item was approved. Parish Clerk to action.

16.l For members to approve the Woodlands Grass cutting Costs (Cllr Dot Cordle excluded from all communication)

This item was approved. Cllr Dot Cordle excluded.

16.m To inform members that the expenses for June and July 2021 are presented as one month

Parish Clerk informed the members that the June and July 2021 expenses have been collated as one month

16.n To inform the members the Accounts are still in the queue with SALC. Extension granted from the External Auditor until 27th August 2021.

Parish Clerk informed the members that the external auditor has granted an extension until the 27th of August 2021 due to being in a queue with SALC.

17.

Payments to Consider: August 2021 Payments

A 002387	Covid – 19 Applicant	Grant Awarded	£25.00		£25.00
B 002388	SA Meacock Garden Services	Monthly Garden services	£208.00		£208.00
C 002389	Peninsula Community Play	Grant Award	£500.00		£500.00
D 002390	M and D Cordle	Woodlands Grass Cutting	£200.00	£40.00	£240.00
E 002391	Shotley Odd Jobs	Dog Bin Emptying	£90.00		£90.00
F 002392	Realise Futures	Replacement Outdoor Garden Furniture	£1243.76	£248.75	£1492.51
G 002393	Kirkwells Limited	N/Plan Stage 5	£490.00	£98.00	£588.00

H 002394	Jill Davis	Covid -19 August Expenses 2021	£48.98	£4.80	£53.78
I 002395	Jill Davis	July 2021 Salary	£1066.73		£1066.73
J 002396	Jill Davis	July 2021 Expenses	£70.89	£7.50	£78.39
K DD	Nest Pension	July Pension Payment 2021	£80.45		£80.45
TOTAL:			£4023.81	£399.05	£4422.86

A Cheque number 002387 has already been paid to a parishioner, due to being a Covid 19 application and previously approved.

A-K members approved.

Cllrs Bareham and Dot Cordle abstained

18.

**The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 7th of September 2021 at 7.30pm in the Village Hall**

19.

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

19.a To remind members of the clerk’s holiday dates

Parish Clerk reminded the members of her upcoming holidays

19.b To formally approve Covid - 19 Grant

The members approved the item

19.c To formally approve Covid – 19 Grant

The members approved the item

19.d To update the members with an approved Covid – 19 Grant

Parish Clerk informed the members that the item has been withdrawn

19.e To update members with outstanding Covid -19 Applications

Parish Clerk informed the members that there were still two outstanding applications and the applications have been chased.

19.f For members to consider an application

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

There being no further business the Chairman closed the meeting at 8.50pm and thanked everyone.

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

Dated:.....07/09/2021.....

The members approved the minutes and the Chairman was given the authority to sign at the PC Meeting held on the 07/09/2021.