

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 7th of SEPTEMBER 2021 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 0

Babergh and Suffolk Councillors: 0

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
2. **Apologies for absence:** to receive and note apologies
Cllr Dot Cordle – Holiday
DCllr Gould – Meeting
SCCllr Harley - Meeting
3. **Dispensations:** to consider requests
No dispensations received
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Cllr Bareham – Item 18.g.h.j – Partner of Parish Clerk
Cllr Bareham 17 b – Partner of Parish Clerk
Cllr Bareham 13.a – Partner of Parish Clerk
Cllr Bareham 15.e -Partner of Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 3rd of August 2021:**
The members approved the minutes and the Chairman was given the authority to sign.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
No public in attendance
6. **Reports:** to receive reports
6.a County Councillor Report
DCllr Gould's report has been circulated to the members and will be uploaded to the website
6.b District Councillor Report
SCCllr Harley's report has been circulated to the members and will be 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:
Two planning applications. One Object and one defer
Several parishioner letters received Objecting to the Ralston Proposed Development
Three planning permissions were granted by Babergh District Council
Update on the Woodlands Development – the current landowner has exchanged contracts with a developer who has been discussing purchasing the land since 2020. The second archaeological dig has still to be completed and the current owner has given the developer permission to have the dig completed.
The current landowner will inform the members when the dig is to take place and when the purchase of the land has been completed.
7.b Village Hall
No report
7.c Playing Field

No report

7.d Village Amenities

No report

8. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion

8.a Defib Pads

Parish Clerk informed the members that the new defib pads have arrived and have been fitted.

8.b BDC Paper Bank

Parish Clerk informed the members that a new BDC Paper Bank has been installed at the recycling centre

8.c Tree Safety Work

Parish Clerk informed the members that National Trust will be conducting Tree Works at Pin Mill Wood week commencing 06/09/2021

9. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion

9.a Thank you's received from parishioners – Footpath Contractor

Parish Clerk informed the members that several parishioners had sent thank you comments for the footpath contractor

9.b Thank you received from a parishioner – Covid -19 Grant Award

Parish Clerk informed the members that a thank you has been received from a parishioner.

9.c Update – Peninsula Community Play

Parish Clerk informed the members that the play was successful with approximately 200 people viewing the four performances over two days. £700.00 was raised for EACH and the Parish Council was thanked for the grant of £500.00

10. **Recycle Centre:** to inform

10.a To update the members with the Financial Information for August 2021

Parish Clerk informed the members of the financial update for August 2021.

10.b To update members with the Health and Safety Report

This item was deferred and a Working Party set in place. The meeting of the working party is set for the 21st of September via zoom

10.c To update members with the Risk Assessment

This item was deferred and a Working Party set in place. The meeting of the working party is set for the 21st of September via zoom

11. **Dinghy Park/Pin Mill:**

11.a To update members concerning the Flood Defence Boards

Parish Clerk informed the members of the update. The members requested the parish clerk to gather further information.

11.b To update the members concerning the rubbish area at Pin Mill

Parish Clerk informed the members that there is no update at present.

11.c To update the members – the contractor has ordered the materials for the areas for the memorial benches

Parish Clerk informed the members that the contractor has ordered the materials for the area

11.d For members to consider approving a Memorial Bench Request

The members approved the motion

12. **Neighbourhood Plan:**

CIlr Bareham updated the members with the following:

Following the publication of the examiner's report in May listing some required changes, Michael made these changes and we submitted the revised text to BDC Planning (Paul Bryant). Some further presentation modifications were requested by Paul Bryant (mostly related to the maps) which were actioned/summitted, and we are now at about the fourth iteration of the 'Referendum' version of the plan, with each time the required modifications getting fewer. Thanks are due to Michael for continuing to make all the requested modifications

So, it seems that we are nearly there with achieving a version which Paul Bryant will sign-off as the 'Referendum' version. As regards the date of the (BDC-approved) referendum however there is no further information available. You will remember that it was provisionally scheduled for September, to take place alongside the votes for plans in 5 other parishes. We don't know the status of these 5 other plans, but if they are all subject to the scrutiny/required changes of the Chelpin Plan then it would not be a surprise if the date slips further into the Autumn – but at the moment we just don't know. Once there is some further news I will report back.

13. **Covid – 19: UPDATE**

13.a For members to consider the payment of £69.39 for August 2021

The members approved the motion

13.b To inform members £484.15 left to use

Parish Clerk informed the members that they were £484.15 of the Covid-19 grant to use.

14. **Administration:**

14.a To inform the members that the Draft Meeting Notes from the SALC/BDC have been circulated to all members

Parish Clerk minuted that the draft meeting notes have been circulated to the members

14.b To inform members of fly-tipping around the parish

Parish Clerk informed the members of fly-tipping issues around the parish. Namely Church Lane and the Recycling Centre. Members requested to keep them informed of further issues.

14.c To inform the members of the Festival of Suffolk Zoom Invite – Chairman

Parish Clerk informed the members that the Chairman has been invited to a Zoom meeting for the Festival of Suffolk

14.d To inform members of the Image Copyright for the Website

Parish Clerk informed the members of the update from One Suffolk concerning copyright law.

15.

Finance:

15.a For members to consider the costing for the Annual Tree Risk Assessment Costing £75.00

The members approved the motion

15.b For members to consider Defib training in the parish

The members requested the Parish Clerk to gather further information.

15.c To inform members of the July Bank Statements £74,178.44

Parish Clerk informed the members that the Bank Account Statements £74,178.44

15.d To inform members of the monthly Expenditure

The item was deferred

15.e For members to consider 20 hours overtime – Website Update

The members approved for the Parish Clerk to be paid 20 hours overtime once the work has been completed. Cllr Bareham abstained from this item.

16.

End of Year 2020 -2021:

16.a To review the points made from the Internal Audit Report from SALC

The points were reviewed by the members. There were no concerns or queries from the members.

16.b To consider approving the points raised from the Internal Audit Review

The members approved the motion. Parish Clerk to action.

16.c To inform the members that the AGAR was amended (Internal Audit Report and conversation with the external auditor) Chairman informed before actioning

Parish Clerk informed the members that the AGAR was amended due to information received from SALC's Internal Audit Report and the Chairman was informed before actioning.

16.d To inform the members that the AGAR and supporting papers were emailed to the External Auditor on Thursday the 26th August 2021

Parish Clerk informed the members that all the supporting documents and AGAR has been emailed to the external auditor.

16.e To inform members of the updated End of Year Reserves

Parish Clerk informed the members of the updated End of Year Reserves 2020-2021. There were no issues or queries from the members.

17.

Financial Year 2021 -2022:

17.a For members to consider appointing SALC as the Internal Auditor for 2021 -2022

The members approved the motion

17.b For members to approve Jill Davis as the RFO for 2021 -2022

The members approved the motion

17.c For members to consider the Annual Insurance Review

The members reviewed the Annual Insurance requirements. The members approved the requirements and approved the premium annual payment.

18.

Payments to Consider: September 2021 Payments

A 002397	Covid – 19 Applicant 'Power to Pay'	Grant Awarded	£25.00		£25.00
B 002398	SA Meacock Garden Services	Monthly Garden services	£208.00		£208.00
C 002399	Sackers	Skip Hire	£603.60	£120.72	£724.32
D 002400	Sackers	Skip Hire	£575.15	£115.03	£690.18
E 002401	PJB Garden Maintenance Invoice – 98	Footpaths	£150.00		£150.00
F 002402	SALC	Internal Audit Report	£286.00	£57.20	£343.20
G 002403	Jill Davis 'Power to Pay'	Covid -19 Expenses	£36.99	£7.40	£44.39
H 002404	Jill Davis	August Expenses 2021	£70.68	£9.83	£80.51
DD	Nest – Pension	Monthly Pension	£80.45		£80.45
I 002405	Wel Medical	Defib Pads	£149.95	£29.99	£179.94
J 002406	Jill Davis	August Salary 2021	£1066.73		£1066.73
K 002407	Sackers	Skip Hire	£1051.94	£210.39	£1262.33
		TOTAL:	£4304.49	£550.56	£4855.05

Parish Clerk informed the members that an invoice was received after the publication of the agenda.

Cheque Number 002408 PJB Garden Maintenance Ltd Invoice Number 97 amount £150.00

The members approved the September Payments A -K and the cheque number 002408 under power to pay.

Cllr Bareham abstained from item number 18.

19.

**The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 5^h of October 2021 at 7.30pm in the Village Hall**

There being no further business the Chairman closed the meeting at 8.30pm and thanked everyone.

Signed:.....Cllr Keeble.....

Dated:..... ..02/11/2021.....

These minutes were approved by the members at the PC Meeting held on the 02/11/2021