

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 5th of OCTOBER 2021 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 0

Babergh and Suffolk Councillors: 2

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.

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 Barwick – Holiday. His apology was noted
3. **Dispensations:**
No dispensations offered
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
13.a Cllr Bareham – Partner of the Parish Clerk
18.d Cllr Bareham – Partner of the Parish Clerk
18.e Cllr Bareham – Partner of the Parish Clerk
18.j Cllr Keeble – Member of the Village Hall Management Committee
4. **To approve the minutes of the Parish Council Meeting held on the 7TH of September 2021:**
This item was deferred – Parish Clerk holiday
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Not applicable
6. **Reports:** to receive reports
6.a County Councillor Report
SCCllr Harley delivered his report. His report has been circulated to the members and will be uploaded onto the website
6.b District Councillor Report
DCllr Gould delivered her report. Her 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:
The full minutes are available on the Parish Council's website
One planning application – the committee objected to the application.
One re-consultation – the committee supported the application
The Planning Officer of BDC has confirmed that the Ralston application is being amended and a re-consultation application will be published in due course
7.b Village Hall
Cllr Keeble informed the members that a meeting is scheduled for October
7.c Playing Field
No report
7.d Village Amenities
No report
8. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion

8.a Reply to residents' letter

Parish Clerk informed the members of the response emailed to a resident. No further action is required.

8.b Correspondence from Woolverstone Parish Council

Parish Clerk informed the members of an email received from Woolverstone Parish Council (WPC) concerning the recent road traffic incident between the two parishes. WPC was also concerned with the ongoing traffic speeds and requested the support of CPC. The members were happy to support WPC. Parish Clerk to action.

8.c Correspondence from a resident

Parish Clerk informed the members that a resident has emailed concerning a damaged tree stump in Woodlands. Parish Clerk has reported the issue and no further action is required.

8.d Correspondence from Sackers

Parish Clerk informed the members that there is another increase from Sackers effective from 01/10/2021

8.e Correspondence received concerning laying of the wreath for Remembrance Sunday
Cllr Keeble offered to lay the wreath and the members thanked him. Parish Clerk confirmed that the wreath has been ordered

9. Clerk's Report: Items received after the publication of the agenda or for items needing discussion**9.a Replacement bench in place – opposite Lings Lane bus stop**

Parish Clerk informed the members that the replacement outdoor bench opposite Lings Lane bus stop is now in place.

9.b Confirmation received from the primary school and the board of Governors – parish councillor vacancies.

Parish Clerk informed the members that confirmation has been received from both the primary school and the board of governors concerning the councillor vacancies. To date, no one has applied.

9.c All outstanding items from the September Meeting will be completed by the end of October along with the October items.

Parish Clerk informed the members that all outstanding tasks would be completed by the end of October.

9.d Advert for Parish Councillor – October edition of the InTouch Magazine

Parish Clerk informed the members that the councillor advert will be in the October edition of the InTouch Magazine.

10. Recycle Centre: to inform

Cllr Bareham requested through the Chairman to make a statement. That statement was permitted by the parish council. Cllr Bareham requested for it to be minuted and is as follows:

To My fellow councillors,

Further to our zoom meeting of the 21st of September, I wanted to unreservedly apologise to my fellow councillors as I may have offended.

At the meeting, I was far too outspoken and voiced my opinion too abrasively taking over the meeting and I'm sure, deterred any fellow councillors from exercising their voice.

I want to also apologise for being dismissive of the volunteer's efforts to "comply" with the Health and Safety Report. Not once did I show appreciation for the efforts and hard work of both of the volunteers to maintain the centre. Something I wish to now correct by publicly thanking them both for their hard work and dedication, "THANK YOU BOTH"!

In my defence, I do become focused and passionate about a "subject" and that is often misinterpreted. I want to assure everyone that the welfare of those who use and work at the recycle centre is of my highest concern and I am keen to cement its future as a cornerstone of the community.

There is money in the kitty for the recycle centre and I would simply love to see it re-invested. Again, my apologies for any disrespect I may have shown.

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

Parish Clerk informed the members of the Financial Information for September

10.b To inform the members of the recycling credit (paper, bottle bank, etc) £342.92

Parish Clerk informed the members that the recycling credit of £342.92 has been received

10.c To update the members with the Risk Assessment and Report (if received)

This item was deferred – awaiting further information

10.d To inform members of the recommended Fire Risk Template from the risk assessor

This item was deferred – awaiting further information

10.e To inform members of the reply from Cllr Barwick's query concerning Fire Risk Assessment

Parish Clerk informed the members that Cllr Barwick is waiting to hear whether the member of the public can complete the Fire Risk Assessment.

11. Dinghy Park/Pin Mill:

No items to report

12. Neighbourhood Plan:

Cllr Bareham updated the members with the following:

Following the response to a couple of more requests for change from BDC Planning, what we hope is the final iteration of the 'Referendum' copy of the Plan is back with Babergh. The action is with BDC to sign-off the Plan, and then to let the parish council know a date for the

Referendum. Unfortunately, at the moment there is no indication of when either of these actions will take place – hopefully it may take place before Christmas.

- 13. Covid - 19: UPDATE**
13.a For members to consider the payment of £14.39 for September 2021
 The members resolved the consideration
13.b To inform members £469.76 left to use
 Parish Clerk informed the members that £469.76 was left to use
- 14. Administration:**
14.a For members to consider allowing the parish clerk to research replacement noticeboards, signage boards and grants.
 The members resolved the consideration. Parish Clerk to action
- 15. Finance:**
15.a For members to consider the annual costing of the Clerks and Council Direct Annual Subscription £12.00
 The members resolved the consideration
15.b To inform members that £272.00 has been received for the Bottle Bank at the Red Lion
 Parish Clerk informed the members that £272.00 has been received.
15.c To inform members of the August Bank Statements £73,477.58
 Parish Clerk informed the members that the Bank Statements for August 2021 - £73,477.58
15.d To minute that the August Bank Statements have been circulated to the members
 Parish Clerk to minute that August Bank Statements have been circulated to the members
15.e For members to consider ordering the Commemorative Mug (deferred from a previous meeting) The Queen's Platinum Jubilee
 This item was deferred
15.f To inform members that the second Precept Payment has been received £13,414.50
 Parish Clerk informed the members that the second Precept Payment has been received
15.g To inform members that the parish clerk's expenses for September will be carried forward to the following month
 Parish Clerk informed the members that Septembers' expenses will be carried forward to October.
- 16. End of Year 2020 -2021:**
16.a To inform members of the Completion of the Limited Assurance Review 2020-2021 – no issues.
 Parish Clerk informed the members that Limited Assurance Review 2020-2021 has been completed with no issues or concerns. Parish Clerk minuted that all members have received copies of the Limited Assurance Review 2020 -2021 and all supporting documents. Cllr David Cordle minuted a thank you to the RFO for the completion of the review.
- 17. Financial Year 2021 -2022:**
17.a To update members with the asset register
 Parish Clerk updated the members with an upto -date asset register
17.b For members to consider the Annual Insurance Review (emergency powers)
 Parish Clerk informed the members that the current Insurance has withdrawn the Parish Protect Cover to all Town and Parish Councils. Therefore, with limited time another company had to be sought and approved, and the emergency powers had to be implemented. The Parish Clerk liaised with the Chairman and Vice-Chair and also CAS to ensure that the new policy chosen was fit for purpose. The asset register was also updated to ensure that every area was considered. The new policy is for 1-year only as CAS hope to be able to support parish councils in the future.
 The members resolved the Insurance Review.
17.c For members to consider approving the Annual Insurance Costing £752.33 (emergency powers)
 The members resolved the consideration
- 18. Payments to Consider: October 2021 Payments**
- | | | | | | | |
|---|--------|------------------------------------|-----------------------------------|----------|---------|-----------------|
| A | 002409 | BDC | Annual Brown Bin Charge | £46.60 | | £46.60 |
| B | 002410 | SA Meacock Garden Services | Monthly Garden services | £208.00 | | £208.00 |
| C | 002411 | Mansion House Publishing | Advert in the InTouch Magazine | £125.00 | £25.00 | £150.00 |
| D | 002412 | Jill Davis | September Salary | £1066.73 | | £1066.73 |
| E | 002413 | Jill Davis | October Covid -19 Payments | £11.99 | £2.40 | £14.39 |
| F | 002414 | McCormack Benson Health and Safety | Health and Safety Risk Assessment | £595.00 | £119.00 | £714.00 |
| G | 002415 | PJB Garden Maintenance | Invoice 99 Garden Services | £200.00 | | £200.00 |
| H | 002416 | PJB Garden Maintenance | Invoice 100 Garden Services | £160.00 | | £160.00 |
| I | 002417 | Realise Futures | Replacement Bench | £681.02 | £136.20 | £817.22 |

J 002418	Chelmondiston Village Hall	Village Hall Hire	£80.00		£80.00
K 002419	Came & Company	Annual Insurance Payment	£752.33		£752.33
L 002420	HMRC	HMRC Payment	£358.02		£358.02
M 002421	PKF Littlejohn LLP	External Audit Payment	£300.00	£60.00	£360.00
N 002422	Clerk's and Councils Direct	Annual Subscription	£12.00		£12.00
O DD	Nest Pension	September Nest Payment	£80.45		£80.45
TOTAL:			£4677.14	£342.60	£5019.74

The members resolved the payments A-O. Cllr Bareham abstained from the item.

19.

**The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 2nd of November 2021 at 7.30pm in the Village 1Hall**

There being no further business the Chairman closed the meeting at 8.27pm and thanked everyone for attending.

Signed:.....

Dated:.....