

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 11th of January 2022 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 2

Babergh and Suffolk Councillors: 2 SCCllr Harley and 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.

1. **Welcome by the Chairman:**
Plan B is now in place. Face Masks are now Mandatory. Unless exempt or a reasonable excuse for removing it.
The Chairman opened the meeting at 7.38pm and apologised for the delay. He welcomed everyone.
2. **Apologies for absence:** to receive and note apologies
Cllr Dot Cordle – Illness. Her apology was noted.
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.
13.d Cllr Bareham – Partner of the Parish Clerk
14.a Cllr Bareham – Partner of the Parish Clerk
15.l Cllr Bareham – Partner of the Parish Clerk
17 Cllr Bareham – Partner of the Parish Clerk
17.b Cllr Keeble – Member of the Chelmondiston Village Hall Committee
4. **To approve the minutes of the Parish Council Meeting held on the 2nd of November 2021: (Cllr Keeble to sign)**
The members approved for the minutes to be signed by a resolution. Cllr Keeble signed the minutes.
5. **To approve the minutes of the Parish Council Meeting held on the 7th of December 2021: (Cllr David Cordle to sign)**
The members approved for the minutes to be signed by resolution. Cllr David Cordle signed the minutes.
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
No items were requested
7. **Reports:** to receive reports
7.a County Councillor Report
SCCllr Harley delivered his report. His report has been uploaded to the website and circulated to the members
7.b District Councillor Report
DCllr Gould delivered her report. Her report has been uploaded to the website and circulated to the members.
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 meeting that was held on 11/01/2022:
The Ralston Planning Application has been extended until the 5th of February 2022 by BDC. The Planning Officer from BDC will be invited to a planning meeting when Ralston is being considered. Ralston has been called by BDC 's Planning Committee date to be confirmed.

One Planning Application – the members Supported the application

One Planning Permission granted by BDC

An email has been received from Woolverstone Parish Council concerning the former Ganges development and construction plan. The members support Woolverstone Parish Council's concern and request that the Parish Clerk email BDC and Woolverstone Parish Council with the supporting comments.

The full minutes of the Planning Meeting are available on the Website under Planning.

8.b Village Hall

No Report

8.c Playing Field

No Report

8.d Village Amenities

No Report

9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
9. Items circulated to the members 06/01/2022.
 Parish Clerk minuted that the correspondence items have been circulated to the members.
 9.a The Parish Clerk informed the members of the recent communication on the Shotley Peninsula Nub News Website. The matter was discussed between the members.
10. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
10. Items circulated to the members 06/01/2022
 Parish Clerk minuted that the Clerk's Report has been circulated to the members.
10.a Woodlands Dog bin Repaired
 Parish Clerk informed the members that a parishioner has repaired the dog bin at Woodlands. A thank you letter has been sent.
11. **Recycle Centre:** to inform
11.a To update the members with the Financial Information for December 2021
 Parish Clerk updated the members with the December's 2021 Financial Information
11.b To approve the renewal of the Environmental Agency Certificate (Power to Pay) £105.00
 The Parish Council approved the consideration by resolution.
11.c To update the members with the Status of the Grant Requests
 Parish Clerk informed the members that no communication has been received.
11.d For members to consider approving Collins Skip Hire as a replacement for Sackers (AN supports the change)
 The Parish Clerk informed the members of a potential replacement to Sackers. The members approved Collins Skip Hire. The Parish Clerk to action.
11.e To update the members with the status of the Fire Risk Assessment
 The Parish Clerk informed the members that the recent Fire Risk Assessment has been completed by a professional and will be available to discuss at the February meeting. The members were concerned whether they had the expertise to sign off the risk assessment and requested the Parish Clerk to contact SALC. Parish Clerk to action
12. **Dinghy Park/Pin Mill:**
12.a To update the members – The footpath contractor is still to clear the dinghies. Date set for the end of January 2022
 Parish Clerk informed the members that the grindles are still to be cleared. The work is due for completion by the end of January 2022.
12.b To update the members with quotations for the scheduled work on Pin Mill Common- still waiting for the quotations.
 Parish Clerk informed the members that quotes were still being sought.
13. **Neighbourhood Plan:**
13.a Cllr Bareham to update the members with the following:
13.b For members to consider approving the Referendum Communication for the In-Touch magazine
 Cllr Ward requested an amendment to the Referendum Communication providing Paul Bryant from BDC agrees. The members approved the amendment by resolution. Parish Clerk to action once the date has been confirmed by BDC.
13.c For members to consider supporting the leaflet drop with the Chelplin Plan Steering Group
 Parish Clerk requested members to support with the leaflet drop of the referendum communication. Cllrs Bareham and Ward and the Parish Clerk offered their support.
13.d For members to consider the overtime payment
 The members approved the consideration by resolution. Parish Clerk to action the printing, folding and delivering of the Referendum Communication. Cllr Bareham abstained.
14. **Covid - 19: UPDATE**
14.a For members to consider approving the monthly Covid -19 Spend £195.70
 Parish Clerk informed the members that the amount to consider for approval was £52.89. The members approved the consideration by resolution. Cllr Bareham abstained.
14.b To update members - £195.70 available
 Parish Clerk updated the members with £195.70 was still available to use.

- 15. Budget 2022-2023 & Statutory Documents & Precept:
For members to consider approving the following:**
- 15.a Standing Orders 2021 -2022**
The annual review was actioned by the Finance Advisory Group and recommended to Full Council. The Full Council approved the consideration by a resolution.
- 15.b Financial Regulations 2021 -2022**
The annual review was actioned by the Finance Advisory Group and recommended to Full Council. The Full Council approved the consideration by a resolution.
- 15.c Financial Risk Assessment and Management (Chairman and RFO to Sign if approved) 2021-2022**
The annual review was actioned by the Finance Advisory Group and recommended to Full Council. The Full Council approved the consideration by a resolution. The members approved for the Chairman and the RFO to sign the document.
- 15.d Statement on Internal Control for Year Ending March 22 (Chairman and RFO to sign if approved)**
The annual review was actioned by the Finance Advisory Group and recommended to Full Council. The Full Council approved the consideration by a resolution. The members approved for the Chairman and the RFO to sign the document.
- 15.e New Donation to Chelmondiston C OF E Primary School £30.00**
The Finance Advisory Group recommended a new donation for 2022-2023 to Chelmondiston C of E Primary School. The members approved the new donation by resolution and requested the Parish Clerk to liaise with the school.
- 15.f New Donation to Citizens Advice Ipswich £40.00**
The Finance Advisory Group recommended a new donation for 2022-2023 to replace Age UK Suffolk. The members approved the donation by resolution and requested the Parish Clerk to liaise with the charity.
- 15.g New Donation Library Bus £40.00**
The Finance Advisory Group recommended a new donation for 2022-2023 to the local Library Bus. The members approved the donation by resolution and requested the Parish Clerk to liaise with the charity.
- 15.h Existing Charity Donations 11x £40.00**
The Finance Advisory Group recommended a new donation for 2022-2023 to the existing charities. The members approved the donations by resolution and requested the Parish Clerk to liaise with the organisations.
- 15.i Existing Holbrook Academy Donation £30.00**
The Finance Advisory Group recommended a donation for 2022-2023 to Holbrook Academy. The members approved the donation by resolution and requested the Parish Clerk to liaise with the academy.
- 15.j Grant to Chelmondiston Good Neighbours Scheme £160.00 (recommended by the Finance Advisory Group)**
The Finance Advisory Group recommended the Grant to the Full Council. The members approved the consideration by resolution.
- 15.k Grant to Chelmondiston Playing Fields Committee £3076.00 (not recommended by the Finance Advisory Group – please see information)**
After a discussion, this item was deferred until further information has been received from the Playing Fields Management Committee
- 15.l Parish Clerk/RFO Information**
This item was approved by the members. Cllr Bareham abstained.
- 15.m The Budget and ring-fenced Reserves**
The members discussed the budget for 2022-2023. The members approved Budget B and the current Ring-Fenced Reserves by resolution.
- 15.n For members to consider approving a separate meeting for the Budget to the Full Council Meeting.**
This item was not discussed
- 15.o Precept amount of £28,170.00**
The members approved the Precept amount for 2022 -2023 of £28,170.00
- 15.p Authority for the Chairman and the RFO to sign the Precept Charging Form for 2022 - 2023**
The members approved for the Precept Charging Form 2022-2023 to be signed by the Chairman and RFO. RFO to email the Precept Charging Form to BDC.
- 16. Finance:**
- 16.a To inform members of the Dog/Litter Bin Charges for 2022/2023**
Parish Clerk informed the members of the Dog/Litter Bin Charges for 2022/2023
- 16.b To update members with the October Bank Statements 2021**
Parish Clerk formally minuted that the October Bank Statements 2021 have been circulated to the members.
- 16.c To update members with the November Bank Statements 2021**
Parish Clerk formally minuted that the November Bank Statements 2021 have been formally circulated to the members
- 16.d For members to approve the Emergency Work Required at FP32 (Emergency Powers Power to Pay)**

The members approved the payment which was for a fallen tree on FP32. The work was conducted by Peninsula Tree Services.

17. Payments to Consider: January 2022 Payments

A 002438	Sackers	Skip Collection	£633.66	£126.73	£760.39
B 002439	Chelmondiston Village Hall	Room Hire	£40.00		£40.00
C 002440	Jill Davis	Covid -19 January 2022 Costs	£50.49	£2.40	£52.89
D 002441	Jill Davis	December 2021 Salary	£1066.73		£1066.73
E 002442	HMRC	Quarter 3 Payment	£479.43		£479.43
F 002443	Peninsula Tree Services (Power to Pay)	Emergency Work Footpath 32	£45.00		£45.00
G 002444	Jill Davis	December 2021 Expenses	£186.73	£7.58	£194.31
H 002445	Peninsula Tree Services	Annual Tree Survey 2021	£75.00		£75.00
I DD	Government Nest	December 2021 Pension Payment	£80.45		£80.45
TOTAL:			£2657.49	£136.71	£2794.20

Payments to consider items A-I approved by the members. Cllr Bareham abstained from the consideration and Cllr Keeble abstained from item 17.b

**18. The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 01st February 2022 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 For members to approve the Covid -19 Payment Award

This item was not completed due to the Chairman allowing questions from a member of the public. There was then a disagreement between a Parish Councillor and a member of the public. The Chairman closed the meeting.

There being no further business, the Chairman thanked everyone and closed the meeting at 8.53pm.

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

Dated: ...01/03/2022.....

The minutes were approved and signed at the parish Council Meeting held on the 01/03/2022