

# Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 07984733352

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

**Hall on TUESDAY THE 01st of February 2022 at 7.30pm.**

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

**Parish Clerk:** Jill Davis

**Public:** 4

**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.

1. **Welcome by the Chairman:**  
The Chairman opened the meeting at 7.30pm and welcomed everybody and thanked the members of the public for attending.
2. **Apologies for absence:** to receive and note apologies  
SCCllr Harley – Prior engagement
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.  
Cllr Barwick – 12.a and 12.b. Dinghy Owner  
Cllr Bareham – 13.a – Partner of Parish Clerk  
Cllr Bareham – 16.b and 16.c and 16.d – Partner of Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 11th of January 2022**  
The minutes were deferred due to a query concerning 13.b. Parish Clerk to action the amendment.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda  
Items 14.b,14.c,14.d,15.l and 15.n
6. **Reports:** to receive reports  
**6.a County Councillor Report**  
SCCllr Harley's report has been circulated and uploaded to the website  
**6.b District Councillor Report**  
No report received from DCllr Gould
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**  
No meeting  
**7.b Village Hall**  
No report  
**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. Items received upto the date of the publication**  
Items circulated to the members.  
No further items were received after the publication of the agenda.
9. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion  
**9. Items received upto the date of the publication**  
Items circulated to the members

- 9.a The branches overhanging the oil tank at the Village Hall have been removed  
 9.b The Notice Boards at Pin Mill Common are damaged – Members requested quotes to be sought. Parish Clerk to action.  
 9.c Fire Risk Assessment – Information still outstanding
10. **Recycle Centre:** to inform  
**10.a To inform members of the Financial Information for January 2022**  
 Parish Clerk updated the members with the financial information for January 2022  
**10.b To update members concerning the Skip Contractor**  
 Parish Clerk informed the members that Collins Skip Hire would be in place once Sackers Skips have been removed  
**10.c To update members concerning the Grant Requests**  
 Parish Clerk informed the members that no information has been received.
11. **Neighbourhood Plan:**  
**Cllr Bareham reported on the following:**  
 The Referendum Date has been confirmed for the 24<sup>th</sup> of February 2022. The result should be a few days later.  
 Also, the Notice of the Referendum has been uploaded to the website and placed onto the noticeboards.
12. **Dinghy Park/Pin Mill:**  
**12.a For members to consider approving the Dinghy Park documentation for 2022-2023**  
 The members approved the consideration by resolution. Cllr Barwick abstained  
**12.b For members to consider approving the annual cost of the dinghy permits for 2022-2023 £150.00**  
 The members approved the consideration by resolution. Cllr Barwick abstained  
**12.c To inform members that the grindle on Webb's side has been cleared (not by our contractor)**  
 Parish Clerk informed the members that the grindle on Webb's side has been cleared by members of the public  
**12.d For members to consider approving the replacement of the Dog Bin on Pin Mill Common £460.00 (damaged)**  
 The members approved the consideration by resolution. Parish Clerk to action.  
**12.e For members to consider approving the replacement Litter Bin on Pin Mill Common £236.00**  
 The members approved the consideration by resolution. Parish Clerk to action.  
**12.f To inform members that the Memorial Bench contractor has been chased**  
 Parish Clerk informed the members that the Memorial Bench contractor has been chased.
13. **Covid - 19: Update:**  
**13.a For members to consider approving the monthly Covid -19 Spend £28.67**  
 The members approved the consideration by resolution. Cllr Bareham abstained.  
**13.b To update members - £167.03 available**  
 Parish Clerk updated the members with £167.03 left to use.
14. **Administration:**  
**14.a To inform members that the Re-declaration Form for the Pension Regulator has been completed**  
 Parish Clerk informed the members that the Re-declaration form has been completed  
**14.b For members to consider approving supporting/organising events for the Queens Platinum Jubilee.**  
 The Parish Council and the members of the public discussed the item. Mr Sam Nunn the Chairman of the Playing Field Management Committee informed the members that the committee was organising an event – Chelmofest. The event would take place on Friday the 3rd of June on the playing field. There would be stalls, music, BBQ, refreshments, games and many more activities.  
 Mr Nunn was looking for donations and hoped the PC would be able to help. The initial total cost would be approximately £4,500 but would get accurate costings. The PC thanked Mr Nunn for organising the event and thought it would be a wonderful day for all. Mr Nunn asked whether a member of the Parish Council would like to join the working party who is coordinating the event. Cllr Barwick was nominated and accepted. Parish Clerk to inform the members when further information is received.  
**14.c For members to discuss the Annual Meeting of the Parish/Village Event**  
 The members discussed the item and requested that the Parish Clerk reach out to the various organisations in the parish who could help with organising a buffet and drinks. Also, the members requested that the meeting be well advertised. Parish Clerk to research and report back to the members at the April 2022 Full Council Meeting.  
**14.d For members to consider an 'Open Surgery' for the Parish**  
 The members approved the consideration by resolution. The members of the public thought this was an excellent idea. The Parish Council requested that the 'Open Surgery' be discussed at the Annual Meeting of the Parish/Village with the parishioners.  
**14.e To inform members that BDC has confirmed receipt of the Precept Request for 2022 - 2023**

Parish Clerk informed the members that the receipt of the Precept Request for 2022-2023 has been received.

- 15. Finance:**
- 15.a To inform members that £464.40 has been received from SCC Footpath Payment**  
Parish Clerk informed the members that £464.40 has been received from SCC for the annual Grass Cutting Season
- 15.b To inform members that £682.00 has been received from The Tudwick Foundation for a replacement bench**  
Parish Clerk informed the members that the Grant has been received from the Tudwick Foundation. The members requested a thank you letter to be sent and a plaque to be commissioned.
- 15.c For members to consider approving a replacement outdoor bench at Hollingsworth (see above) £772.50 (with VAT)**  
The members approved the consideration by resolution.
- 15.d To inform members that December 2021 Bank Statements have been circulated to the members**  
Parish Clerk to formally minute that the Bank Statements for December 2021 have been circulated to the members
- 15.e To minute that the members are circulated the monthly Bank Statements.**  
Parish Clerk to formally minute that the Bank statements for 2021-2022 have been circulated to all the members
- 15.f For members to consider approving the setting of the budget to a separate meeting from a full council meeting**  
This item was deferred for further discussion.
- 15.g For members to consider 2022-2023 Projects**  
Parish Clerk highlighted the projects for 2022 – 2023. The members further added Quiet Lane – Pin Mill Road and the refurbishment and resite of the Village Sign. Parish Clerk to agenda during the 2022 -2023 year.
- 15.h For members to consider approving a replacement outdoor bench at Main Road/St Andrew's Drive £772.50 (with VAT)**  
This item was deferred to allow the members to see whether the bench needs to be replaced
- 15.i For members to consider approving the purchase of the Queen's Platinum Jubilee Commemorative Mug (4 boxes 144/112 pupils) £1049.66**  
The members approved the consideration by resolution. The wording of the mug is to be decided.
- 15.k To update members with the Grant Award to Chelmondiston C of E Primary School**  
The Headteacher wished to thank the Parish Council. The school is considering using the grant for an end of year award ceremony to give several prizes to the children. Members of the Parish Council have been asked to attend.
- 15.l For members to consider approving the Playing Field Annual Grant for 2022 -2023**  
The members discussed this item and requested Mr Nunn to speak on the item. There were several questions raised which resulted in the deferral of the item for the Playing Field Management Committee to amend their request. The Chairman thanked Mr Nunn for attending.
- 15.m To update members concerning CIL**  
Parish Clerk updated the members with the information, process and expenditure of 2021 -2022 CIL. The Chairman formally thanked the Parish Clerk for the information.
- 15.n For members to discuss funding for the Playing Field for the Jubilee Event 2022**  
The members discussed the funding and requested that the Playing Field Management Committee provide a costing for the Parish Council. Parish Clerk to itemise for the April Council meeting.
- 15.o For members to consider approving a replacement pole for the Rectory Field Dog Bin £230.00**

The members approved the consideration by resolution.

**16. Payments to Consider: February 2022 Payments**

A 002446	Mansion House Publishing	Advert	£135.00	£27.00	<b>£162.00</b>
B 002447	Jill Davis	Covid -19 February 2022 Costs	£28.67		<b>£28.67</b>
C 002448	Jill Davis	January 2022 Salary	£1066.73		<b>£1066.73</b>
D 002449	Jill Davis	January 2022 Expenses	£19.17		<b>£19.17</b>
E DD	Government Nest	January 2022 Pension Payment	£80.45		<b>£80.45</b>
<b>TOTAL:</b>			<b>£1330.02</b>	<b>£27.00</b>	<b>£1357.02</b>

The members approved payments A – E by resolution. Cllr Bareham abstained.

17.

**The Next Parish Council Meeting:  
The next meeting of the Parish Council:  
Tuesday 01<sup>st</sup> March 2022 at 7.30pm in the Village Hall**

**18. 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.a For members to approve the Covid -19 Payment Award**

The members approved the item by resolution. Parish Clerk to action

**18.b To update the members will the dates for Annual Leave**

Parish Clerk informed the members of the date of the annual leave for February

**There being no further business, the Chairman thanked everyone and closed the meeting at 9.15pm**

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

Dated: ...05/04/2022.....

**The minutes were approved for signing at the PC Meeting held on the 05/04/2022**