

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 01st of March 2022 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 0

Babergh and Suffolk Councillors: 1 SCCllr Harley

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 everyone. The Chairman with the approval of the members delivered a prayer to the people of Ukraine.
2. **Apologies for absence:** to receive and note apologies
DCllr Gould – 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.
14.a – Cllr Bareham – Partner of Parish Clerk
18.a- e – Cllr Bareham – Partner of Parish Clerk
21.c – Cllr Bareham – Partner of Parish Clerk
21.d – Cllr Bareham – Partner of Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 11th of January 2022**
The members approved the minutes by resolution. The Chairman signed the minutes.
5. **To approve the minutes of the Parish Council Meeting held on the 1ST of February 2022**
The item was deferred due to annual leave
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Not applicable – No members of the public in attendance
7. **Reports:** to receive reports
7.a County Councillor Report
SCCllr Harley delivered his report. His report has been circulated to members and will be uploaded to the website.
7.b District Councillor Report
DCllr Gould's report has been circulated to the members and will be uploaded 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 following:
2 emails were received from parishioners concerned about the 'state' of the Former Foresters Arms development.
1 application for tree works application supported
1 Planning decision – granted by BDC
1 Planning appeal application – the appeal was supported by the members
Ralston Development – BDC's Planning Officer confirmed that once the developer provides the outstanding information all consultees and members of the public would have 21 days to comment. The reason for the delay in the information being received from the applicant was due to costings for the glazing to the main house.

HMS Ganges development – The meeting between the local parish councils and the developers had been positive. The developers requested all parish councils to send their concerns and suggestions about the Construction Management Plan to them by the 14th of March. There is an extraordinary planning meeting planned to discuss the plan. There are further meetings planned between all parties at the end of May.

8.b Village Hall

No report

8.c Playing Field

Cllr Barwick informed the members that a meeting was planned with the Jubilee Working Party to discuss the event and will update the members in due course.

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

No further items received

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

10. Items circulated to the members

10.a Parish Clerk informed the members that a meeting had been arranged with the footpath contractor to arrange a schedule of work for the coming season

10.b Parish Clerk informed the members that a request from a parishioner concerning overgrowing branches onto their garden from a tree situated at the Village Hall. The parishioner requested that the branches be cut. Members requested the Parish Clerk to contact the Tree surgeon and action the work.

10.c Parish Clerk informed the members that a complaint from a parishioner had been received concerning the outdoor furniture on Pin Mill Common. Parish Clerk to organise photographs to circulate to the members.

10.d Parish Clerk informed the members that SCC had agreed to complete the work at Footpath 55. Date to be finalised.

10.e Parish Clerk informed the members that SCC had agreed to complete the work at Bridleway that connects to footpath 55. Date to be finalised.

11. **Recycle Centre:** to inform

11.a To inform members of the Financial Information for February 2022

Parish Clerk informed the members of the financial information for February 2022

11.b To update members concerning the Skip Contractor

Parish Clerk informed the members that the new skip contractor would be in place once the Sackers Skips have been filled and removed.

11.c To update members concerning the Grant Requests

Parish Clerk informed the members that Shotley Parish Council has awarded £750.00. A thank you letter has been sent.

12. **Neighbourhood Plan:**

12.a To inform members that the Referendum takes place on the 24th February and the result will be available several days later

Please see 12.d

12.b To inform members of the correspondence received from a parishioner. Parish Clerk actioned and circulated to the members.

Parish Clerk minuted that the correspondence and reply have been circulated to the members, Paul Bryant BDC and John Deacon. The matter has now been resolved.

12.c For members to consider approving £41.94 for the Land Registry Information (Power To Pay)

This item is in connection with item 12.b. The item was approved to pay by resolution and thanked John Deacon for his time in organising it.

12.d To inform members of the Referendum Result (If known)

Cllr Bareham informed the members that the result has been received and all members have been circulated the result. The declared result was 95.44% (230) for the plan being used to help determine future planning applications. The next stage will be for BDC to formally adopt the Chelmondiston Neighbourhood Plan. That should take a couple of weeks and Cllr Bareham will update the members in due course.

12.e For members to consider approving the Neighbourhood Plan Payment

The members approved the payment by resolution to the Parish Clerk

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

13.a To inform members that King's side of the grindle has been completed

Parish Clerk informed the members that King's Side of the grindle had been cleared.

13.b For members to approve (power to pay – Emergency Powers) £231.66 +VAT for the replacement tidal boards.

Parish Clerk informed the members that the tidal boards at the back of Pin Mill Common were no longer fit for purpose. Due to the storms, The Pin Mill Residents Association were concerned about the flooding of the cottages behind the common. Parish Clerk requested quotes to be

supplied and Realise Futures were awarded the work. Both the Chairman and the Vice-chair were involved with the issue. Parish Council approved the costing by resolution.

- 14. Covid - 19: Update:**
14.a For members to consider approving the monthly Covid -19 Spend £14.39
 The members approved the consideration by resolution.
14.b To inform members there is £152.64 left in the grant
 Parish Clerk informed the members that £152.64 was left in the grant.
- 15. Queen's Platinum Jubilee:**
15.a To inform members of the preparations for the Jubilee Event (Playing Field)
 Cllr Barwick informed the members that at the moment the Playing Field Management Committee was thinking of a donation of £1200.00 but actual costings will be supplied.
15.b For members to consider approving a costing for Platinum Jubilee products for the Parish
 Parish Clerk informed the members of the various items available for the Jubilee Event. Cllr Ward volunteered to look into areas of the parish to look at planting trees.
- 16. Administration:**
16.a To inform members that the Website will be fully updated by 31/03/2022 (Overtime Payment carried into 2022-2023)
 Parish Clerk informed the member that the Website will be fully updated by the end of March 2022 and the overtime payment carried forward to the 2022-2023 financial year.
16.b For members to consider a request to use Pin Mill Common
 Parish Clerk informed the members that a member of the public would like to offer keep fit classes on Pin Mill Common. The member of the public is fully qualified, will provide all her certificates, insurance and risk assessment and there will be no costs involved for the Parish Council. The members approved the consideration by resolution. Parish Clerk to action.
16.c To inform members that the next dates for the Babergh East, Police and Parish Forum meetings are 23/03/2022 and the 14/06/2022.
 Parish Clerk to inform the members of the next dates of the next Babergh, east, Police and Parish Forum. Parish Clerk requested if anyone can attend to let her know.
16.d For members to consider approving the Asset Register for 2021 -2022
 The members discussed the Asset Register. The bench at Hollingsworth Store was removed from the Asset Register as it belonged to a parishioner. The members then approved the consideration by resolution.
16.e To inform members of the email received from the Tree Surgeon
 Parish Clerk informed the members of the email received from our tree surgeon concerning Page's Common. The members were unable to provide any further information. Parish Clerk to reply to the tree surgeon.
16.f For members to consider a parishioner suggestion – Page's Common
 The consideration was deferred by the members due to requesting further information.
- 17. Finance:**
17.a For members to consider replacing the bench at Jubilee Garden/Main Road
 The consideration was deferred. The Chairman suggested asking his son whether the bench could be repaired. Members approved the request. Cllr David Cordle will inform the members at the next meeting in April.
17.b For members to consider a donation to a Memorial Bench dedicated to a former Parish Councillor
 The members approved a donation of £250.00 to be donated to a memorial bench dedicated to a former councillor. The donation is on the condition that the Parish Council is named on a memorial plaque. Parish Clerk to action.
17.c To update members with the Bank Statements for January 2022 and to formally minute that the bank statements have been circulated to the members.
 Parish Clerk minuted that the Bank Statements for January 2022 had been circulated to the members.
17.d For members to consider approving the Playing Field Grant Request for 2022-2023
 The consideration was deferred due to further questions from the members. Members requested the treasurer of the Playing Field Management Committee to attend the next PC meeting in April. Parish Clerk to contact the treasurer.
17.e For members to consider approving S.A Meacock Garden Services – 3-year contract £228.80 per month.
 The consideration was deferred due to the concerns of the cost and the number of cuts per season. Cllr David Cordle to contact the contractor to discuss.
- 18. Payments to Consider: March 2022 Payments**

A DD	Government Nest	February 2022 pension Payment	£80.45		£80.45
B 002450	Jill Davis	February 2022 - Expenses	£78.43	£4.08	£82.51
C 002451	Jill Davis	Covid – 19 Expenses	£11.99	£2.40	£14.39
D 002452	John Deacon – Power to Pay	Land Registry Payment	£34.95	£6.99	£41.94
E 002453	Jill Davis	February 2022 - Salary	£1066.73		£1066.73
TOTAL:			£1272.55	£13.47	£1286.02

The members approved items A – E by resolution.
 F 002454 Jubilee Mug Order, Communicorp. £874.72 £174.94 £1049.66
 The quotation for the order of the mugs arrived after the publication of the agenda.
 Cllr Bareham abstained.

- The Next Parish Council Meeting:**
The next meeting of the Parish Council:
Tuesday 05th of April 2022 at 7.30pm in the Village Hall
- 19.**
- 20. 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
- 21. Employment Matters:**
21.a 2021 -2022 Annual Leave Update – 1 day 14.03.2022
 Parish Clerk updated the members with the annual leave date for 2021 -2022
21.b 2022 -2023 Annual Leave – 1 week 11.04.2022
 Parish Clerk updated the members with the annual leave date 2022-2023
21.c For members to consider approving an Employment Matter
 The members approved the amended Job description by resolution. Cllr Bareham abstained
21.d For members to consider approving the Employment Matter
 The members approved the amended Terms and Conditions of Employment. Cllr Bareham abstained.
- 22. Covid -19 Grant Matters:**
22.a For members to consider a Covid-19 Request
 Parish Clerk informed the members of the Covid -19 Request. The members approved the consideration. Parish Clerk to action.
22.b For members to consider a Covid -19 Request
 Parish Clerk informed the members of the Covid -19 Request. The members did not support the consideration. Parish Clerk to action.

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 members approved for the minutes to be signed at the PC Meeting on the 05/04/2022