

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

Minutes of the Virtual Meeting of CHELMONDISTON PARISH COUNCIL held

REMOTELY on TUESDAY THE 5TH OF MAY 2020 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 3 members

Babergh and Suffolk Councillors: DCllr Jane 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. This *does not extend to* live verbal commentary.

1. **Welcome by the Chairman:**
The Chairman opened the meeting and welcomed everyone to the first parish council meeting by Zoom
2. **Apologises for absence:** to receive and note apologies
Cllrs Green, Roberts and Stanley. The apologies were noted.
3. **Dispensations:** to consider requests
None requested
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
6.d Cllr David Cordle – Non pecuniary
19.I and M Cllr Bareham (23/03/2020) – Pecuniary - partner of the Parish Clerk
19.C Cllr Ward – Pecuniary – payment to Cllr Ward
19.A Cllr Keeble – Non pecuniary – representative to the Village Hall Management Committee
19.H Cllr Barwick – Non pecuniary – representative to the Playing Field Management Committee
4. **To approve the minutes of the Parish Council Meeting held on the 3rd of MARCH 2020:**
The members approved the minutes to be signed. The hard copy of the minutes will be collected from the Chairman by the Clerk.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
No items requested
6. **THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020:** to formalise and Inform
6.a To inform the members of the Regulations 2020
Parish Clerk informed the members of the introduction of the Regulations 2020 and that the information had been circulated to the members.
6.b To inform the members of the Cancellation of the Annual Meeting of the Parish Council
To formally minute that due to the current circumstances and Government Legislation the Annual Meeting of the Parish Council is cancelled.
6.c To inform the members of the Cancellation of the Annual Meeting of the Parish/Village
To formally minute that due to current circumstances and Government Legislation the Annual Meeting of the Parish/Village is cancelled.
6.d To formally minute and approve the current Chairman to continue in the role
The Chairman was approved by the members to continue in the role for the year 2020 -2021 due to the current circumstances and the cancellation of the Annual Meeting of the Parish Council. Cllr David Cordle abstained from the vote.
6.e To formally minute that the PC Meeting in April 2020 was cancelled
To formally minute that the Parish Council Meeting in April 2020 was cancelled due to the current circumstances and Government Legislation

7. **Reports:** to receive reports
7.a County Councillor Report
 SCCllr Wood's report is to be circulated to the members and uploaded onto the website.
7.b District Councillor Report
 DCllr Gould gave a verbal report. The report is to be circulated to members and uploaded on to the website.
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:
 A Planning Meeting had taken place on Monday the 27th of April to consider comments for 1 Planning Application. The Planning Application was for a single storey dwelling: near to 30, Collimer Close. The Planning Committee Supported the application with Comments. Cllr Bareham informed the members that BDC Planning Officer has since refused the planning application.
8.b Village Hall
Cllr Keeble reported on the following:
 The Village Hall has received a grant from BDC for £10,000.00 due to the current circumstances.
 The Village Hall has received the Annual Grant from the Parish Council for £1,000.00
 Various Annual bills have been paid
 The rear doors at the Village Hall have been replaced and painted.
 The Annual Accounts have been finalised
 The BT Line Rental has been reduced.
8.c Playing Field
Cllr Barwick reported on the following:
 The Playing Field Management Committee will be replacing the winding mechanisms for the tennis court nets at a cost of over £200.00
8.d Village Amenities
 No report
8.e Pin Mill Multi-Agency
 No report
8.f Climate and Ecological Emergency Working Party:
 No report
9. **Sabbatical Request:**
For members to consider a request from Cllr Stanley for 6 months
 The Chairman explained the background to Cllr Stanley's request. Cllr Stanley had verbally resigned at the March 2020 Parish Council Meeting. After conversations with the Chairman, other members and the clerk, Cllr Stanley instead requested the sabbatical. The members resolved to approve the consideration by 5 members supporting and 2 members against.
10. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
To inform members of the April and May reports.
 No further reports.
11. **Correspondence:** Items received after the publication of the agenda or for items needing discussion
To inform members of the April and May Reports
 No further correspondence
12. **Covid – 19**
12.a To update members with BDC, SCC and Parish Council Information
 Parish Clerk informed the members that all the information is being circulated.
12.b For members to consider the Zoom monthly charge £11.99+VAT
 Parish Clerk informed the members of the monthly charge due to the need of using zoom for more than 40 minutes per meeting. Members resolved to approve the request.
12.c For members to consider supporting with Financial aid, Food Parcels, etc. Grant secured £1500.00 from BDC
 Members resolved to approve supporting the parish with the BDC Grant. Parish Clerk requested to provide ideas and information.
13. **Recycle Centre:**
To inform members of the feedback from customers
 Parish Clerk informed the members of the positive feedback from the members of the public in relation to keeping the recycling centre open with the added safety measures in place
To formally thank the two volunteers (letter)
 The members agreed a formal letter of thanks to both the volunteers who run the recycling centre. Parish Clerk to action.
14. **Neighbourhood Plan:**
Cllr Ward reported on the following:
 At present the next step of consultation of the draft plan by the whole parish (Regulation 14) is on hold for the immediate future as it impossible to undertake it under lockdown conditions and the situation will be kept under review with a view to carrying it out when we can.
15. **Dinghy Park/Pin Mill:**
To update members if applicable – no update

- 16. War Memorial:**
16.a To inform members the new quotes are still outstanding for the restoration
 Parish Clerk informed the members that the recent requests for the quotes are still outstanding but will speak with the contractors again.
16.b For members to consider Insurancing the War Memorial
 The members resolved to approve the parish clerk to seek 3 quotes.
- 17. Finance and Administration:**
17.a For members to consider the Holbrook Academy Grant £30.00
 Members resolved to approve the consideration
17.b For members to consider the Annual Jubilee Garden Maintenance Contract £300.00
 Members resolved to approve the consideration
17.c For members to approve the 45p mileage allowance
 Members resolved to approve the consideration
17.d For members to consider the Annual Wreath Donation £40.00
 The members resolved to approve the consideration
17.e For members to consider the Sponsorship Request from Ashley Watts
 The members resolved to approve the charity Survivors in Transition (which is the charity that Ashley Watts is raising funds for) to be added to the Parish Council's annual list of donations that is considered every year by the members.
17.f To inform members the first Precept Payment has been received £13,414.50
 Parish Clerk informed the members that the first payment of the parish precept has been received
17.g To inform members that the first Instalment of CIL Money for the 7 dwellings (land opposite White House Farm) has been received £3290.07
 Parish Clerk informed the members that the first instalment of three has been received.
17.h To inform members that SCC's Cutting Grass Schedule for 2020-2021 has been received
 Parish Clerk informed the members that the grass cutting schedule has been received
17.i For members to approve the credit for £464.60 from SCC
 Members resolved to approve the credit from SCC to support with the cutting of the footpaths and bridleways
17.J To inform members that February and March's 2020 Bank Statements have been circulated to the members.
 Parish Clerk informed the members that the bank statements have been circulated and uploaded to the website.
17.k To inform members of the Bank Balances February, March and April 2020
Parish Clerk informed the members of the following:
 February 2020 Bank Balances have been already circulated to members
 March 2020 Bank Balances and End of Year Bank Balances: £70,758.84
 April 2020 -2021 Bank Balances: Parish Clerk informed the members that Lloyd's Bank are not running the telephone service at the moment. When the hard copies arrive the clerk with email copies of the statements to the members.
17.l To inform members of the increase to our Dog/Litter Bin Collections from BDC
 Parish Clerk informed the members of the cost increase to the collections from April 2020 onwards.
17.m For members to consider the 'Dog Bin' Emptied – every 3 weeks
 Members resolved to approve the request
17.n For members to approve the Annual SALC Subscription £411.02
 Members resolved to approve the subscription charge. Parish Clerk to action
- 18. Standing Orders 2020:**
 Parish Clerk reminded that members that the cut off day for items for the agenda is always the day before the posting of the agenda at 5.00pm.
- 19. Payments to Consider: March 2020 (2019 – 2020 Financial Year)**
Payments approved by the Chairman and Vice-Chair (23/03/2020)
- | | |
|---|------------------|
| I 002242– Jill Davis – March Salary 2020 | £996.39 |
| M 002246 – Jill Davis – March's Expenses £107.53 [£6. 24] | £113.77 |
| TOTAL: | £1,110.16 |

Members resolved to approve items I and M - Retrospectively
 Cllr Bareham abstained from the vote.

Payments to Consider: April 2020 (2020 – 2021 Financial Year)
Payments approved by the Chairman and Vice – Chair (23/03/2020)

A 002234 Chelmondiston Village Hall – Room Hire	£120.00
B 002235 Ross Peters Woodcraft – Security Box	£50.00
C 002236 Cllr Peter Ward – Shrub Jubilee Garden	£49.95
D 002237 Shotley Odd Jobs – Dog Bin Emptied	£60.00
E 002238 BDC – Dog & Litter Bins Emptied £678.00 [£135.60]	£813.60
F 002239 Chelmondiston Village Hall – Grant for 2020-2021	£1,000.00
G 002240 Chelmondiston Good Neighbours Scheme – Grant 2020-2021	£160.00

H 002241 Chelmondiston Playing Field – Grant 2020-2021	£2900.00
I 002242 SEE ABOVE 2019-2020	
J 002243 HMRC Payment – Month 10	£108.15
K 002244 HMRC Payment – Month 11	£108.15
L 002245 HMRC Payment – Month 12	£108.15
M 002246 SEE ABOVE 2019-2020	
N 002247 SARS – Donation 2020-2021	£40.00
O 002248 Home Start – Donation 2020-2021	£40.00
P 002249 EACH – Donation 2020-2021	£40.00
Q 002250 St Elizabeth Hospice – Donation 2020-2021	£40.00
R 002251 EAAA – Donation 2020-2021	£80.00
S 002252 The Befriending Scheme – Donation 2020-2021	£40.00
T 002253 Suffolk Family Carers – Donation 2020-2021	£40.00
U 002254 Revitalise – Donation 2020-2021	£40.00
V 002255 Suffolk Neighbourhood Watch Association – Donation 2020-2021	£40.00
W 002256 Age Concern – Donation 2020-2021	£40.00
X 002257 VOIDED ERROR MADE	
X 002258 Holbrook Academy – Grant 2020-2021	£30.00
Y 002259 P AND J LABELS – Dinghy Permits 2020-2021 £111.95 [£22.39]	£134.34
TOTAL:	£6,082.34

Members resolved to approve items A -Y -
 Cllr Bareham abstained from the vote
 Cllr Keeble abstained from item A
 Cllr Ward abstained from item C
 Cllr Barwick abstained from item H

Payments to Consider: May 2020 (2020-2021 Financial Year)

A 002260 SALC – Annual Subscription 2020-2021	£411.02
B 002261 SA Meacock Garden Services – Monthly Garden services	£208.00
C 002262 SALC – 6 Month Payroll Service £48.00 [£9.60]	£57.60
D 002263 S Sacker Ltd – Skip Removals £1080.03 [£216.00]	£1296.03
E 002264 Jill Davis – April Salary 2020	£1019.37
F 002265 Jill Davis – April Expense's 2020 £79.68 [£6.00]	£85.68
TOTAL:	£3077.70

Parish Clerk informed the members that item D S Sacker Ltd £1296.03 was a duplicate invoice and is not for consideration.

Members resolved to approve items A, B, C, E AND F
 Cllr Bareham abstained from the vote.

20.

The Next Parish Council Meeting:

The next meeting of the Parish Council: Tuesday 2nd of June 2020 at 7.30pm in the Village Hall or to be held remotely.

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

Signed: Cllr David Cordle

Dated: 03/07/2020

These minutes were approved by the members at the meeting on the 02/06/2020 and were signed by the Chairman in the presence of the clerk.