

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 1ST OF DECEMBER 2020 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 2 members of the public

Babergh and Suffolk Councillors: DCllr Gould, SCCllr Wood

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 at 7.32pm and welcomed everybody.
2. **Apologies for absence:** to receive and note apologies
All members in attendance
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 Bareham – 15.a-h – Partner of the Parish Clerk
Cllr Bareham – 10.c – Parish Councillor at Shotley Parish Council
4. **To approve the minutes of the Parish Council Meeting held on the 3RD of NOVEMBER 2020:**
The members approved the minutes by resolution
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
No items
6. **Reports:** to receive reports
6.a County Councillor Report
David Wood gave a verbal report. His report has been circulated to the members and uploaded to the website.

6.b District Councillor Report
Jane Gould gave a verbal report. Her report has been circulated to the members and uploaded to the website.
7. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
No further items
8. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
No further items
9. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree any actions needed:

9.a Planning Committee**Cllr Bareham reported on the following:**

Meeting held on 01/12/2020

1 planning application

1 planning decision.

Several public consultations highlighted

DC/20/03247 Cycle Paths between Chelmondiston and Woolverstone. The application is being amended by the developer and further public consultation will follow in due course.

The detailed minutes are available on the website under the Planning section.

9.b Village Hall

No report

9.c Playing Field

Cllr Barwick informed the members that the playing field committee was hoping to organise carol singers to perform several songs on the playing field for Christmas Eve.

9.d Village Amenities

No report

9.e Pin Mill Multi-Agency

No report

9.f Climate and Ecological Emergency Working Party:

No report

10. Recycle Centre: to inform**10.a To update the members with the Financial Information for November 2020**

The financial information was circulated to the members. No queries from members

10.b For members to consider applying for a grant from SCC £1500.00

The members approved the motion by resolution. Vote: 5 for and 1 abstention

10.c For members to consider applying for a grant from Shotley parish Council £750.00

The members approved the motion by resolution.

11. Dinghy Park/Pin Mill:**11.a For members to consider extra seating (Memorial Benches) at Pin Mill**

The Chairman thanked Cllrs Barwick and Ward for taking the time to look into the matter.

The members approved the motion by resolution. Cllr Barwick and the Parish Clerk will organise the quotes needed for the Parish Council to consider.

12. Neighbourhood Plan:**12. a Cllr Ward to update the members concerning the progress of the plan and other matters****Cllr Ward reported on the following:**

That he was resigning from the steering group due to personal reasons. He thanked John Deacon for all his support and all the other members of the group.

Cllr Bareham was voted as Chairman

Russell Stanley as Vice-Chair.

No further matters to report on.

13. Covid - 19: UPDATE**13.a For members to approve the monthly Covid – 19 expenditure £181.12**

The members approved the motion by resolution

13.b To update the members with the Covid – 19 Grant Information

The Parish Clerk informed the members that funds were still available.

13.c To inform members of the Covid – 19 spend to date £442.74

The Parish Clerk informed the members of the up-to-date expenditure.

14. Finance and Administration:**14.a To update the members concerning the cost of the benches (ex VAT and grant) £393.76**

Parish Clerk informed the members that the costs of the benches and the work needed to secure them cost £393.76 due to the £750.00 BDC Grant.

14.b To update the members with the October 2020 Bank statements

Parish Clerk minuted that the October Bank statements have been circulated to the members.

14.c To update the members with the monthly financial information for November 2020

Parish Clerk informed the members that the Bank statements have not been received. The Bank Statements will be circulated to all members once

14.d For members to consider if any action is to be taken concerning the gate at Bank House (Cllr Barwick)

Cllr Barwick highlighted to the members that the contractor (14.e) had tarmacked an access point (the Parish Council had not informed the contractor to leave that area) to a resident's property and he was concerned about the implication. Numerous members commented that there had been issues with the gate access several years previously.

The members approved the following action:

For the Parish Clerk to inform the residents that the access was for pedestrian use only and that the tarmac layout did not permit the access to be used by vehicles.

14.e To update members with the car park works – 03/12/2020 (Cllr Barwick and Parish Clerk)

Parish Clerk informed the members that one layer of tarmac had been completed and the date of the second layer is too be confirmed as the rain has stopped the work continuing.

14.f For members to consider approving for the signatories to sign the Direct Debit Instructions for NEST Pension.

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

14.g For members to consider approving the purchase a new laptop

The members approved the motion by resolution with a maximum budget of £1,000.00

14.h For members to consider requesting support from Maytrees IT to recommend (if 14.g approved)

The members approved the motion by resolution

14.i For members to consider requesting the clerk to research grants in support of the new laptop (if 14.g is approved)

The members approved the motion by resolution.

14.j To inform members that the Budget 2021 -2020 delayed due to BDC Tax Bases being delayed. The expectation is early January 2021.

Parish Clerk informed the members that another budget meeting will need to be organised due to the tax bases being delayed from BDC.

14.k To inform members that the External Auditor raised a matter on the Accounting Statements – a typo error. The External Auditor approved for the RFO to amend the typo.

Parish Clerk informed the members of a typo error raised by the External Auditor and that the auditor had approved the amendment. Chairman informed and all emails kept for verification.

14.l To inform members that the Notice of Conclusion of Audit is now completed, and the accounts have been published (23/11/2020)

Parish Clerk informed the members the Notice of Conclusion of Audit is now completed, and the documents have been uploaded to the website and published on the noticeboards.

15. Payments to Consider: November 2020 Payments

A 002316	PKF Littlejohn LLP	External Audit Costs	£300.00	£60.00	£360.00
B 002317	BDC	Litter/Dog Bin emptying	£698.34	£139.67	£838.01
C 002318	Jill Davis	Covid -19 Expenses	£160.75	£20.37	£181.12
D 002319	Jill Davis	November Salary 2020	£1055.60		£1055.60
E 002320	Realise Futures	Jubilee Benches	£1143.76	£228.75	£1372.51
F 002321	Sackers Limited	Skips Removal	£1203.93	£240.79	£1444.72
G 002322	Groundwork UK	Underspent N/Plan Grant	£98.00		£98.00
H 002323	Jill Davis	Expenses – November 2020	£257.94	£6.31	£264.25
		TOTAL:	£4918.32	£695.89	£5614.21

The members approved the Payments A – H.

Cllr Bareham abstained from all payment considerations.

Cllr Ward requested that the Parish Clerk investigates the possibility of the salary payment being paid directly through the bank.

16.

**The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 5th of January 2021 at 7.30pm Held Remotely.**

17. **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.

Covid -19 Grants:

18.a For members to consider Christmas Donations to existing recipients (Cllr Bareham)

The members approved the motion by resolution. Vote: 5 and 1 abstention.

18.b For members to formally approve the recent donation

The members approved the motion by resolution.

18.c For members to consider nominations for the Keep Britain Tidy Awards

The members discussed two nominations from the parish. Both nominations were approved by the members by resolution. Parish Clerk requested to action asap.

There being no further business the Chairman closed the meeting at 8.36pm and thanked everybody

Chairman: Cllr David Cordle

Date: 02/02/2021

The Chairman was given the authority to sign the minutes at the PC Meeting held on the 02/02/2021.

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Signed: Cllr David Cordle

Title: Chairman

Date: 02/02/2021

Signed: Jill Davis

Title: Parish Clerk/RFO

Date: 02/02/2021