

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 02nd of February 2021 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 1 member of the public

Babergh and Suffolk Councillors: Jane Gould and David 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 7.34pm and welcomed everyone.
The Chairman welcomed back Cllr Ward – who had been absent due to ill health.
2. **Apologies for absence:** to receive and note apologies
None required – all 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.
13. a,b and c – Cllr Barwick – Owns a dinghy at the Dinghy Park
18. a – e – Cllr Bareham – Partner of the Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 1ST of DECEMBER 2020:** to consider
The members approved for the minutes to be signed.
5. **To approve the minutes of the Parish Council Meeting held on the 5th of January 2021:** to consider
The members approved for the minutes to be signed
6. **To approve the minutes of the Extraordinary Parish Council Meeting held on the 19th of January 2021:** to consider
The members approved for the minutes to be signed
7. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
No items
8. **Reports:** to receive reports
8.a County Councillor Report
David Wood delivered his report. His report has been circulated to the members and will be uploaded to the website.
8.b District Councillor Report
Jane Gould delivered her report. Her report has been circulated to the members and will be uploaded to the website.
9. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
No further items to report
10. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
Parish Clerk reported on the following further items:
The village car park is due to be completed on the 12/02/2021 weather permitting
The recycling centre has received more rubbish left outside the gates
Maytrees IT will be switching over to a different host system in due course. Members have been emailed with the dates.

- 11. Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree any actions needed:
- 11.a Planning Committee**
Cllr Bareham reported on the following:
Pre-Planning Presentation – RALSTON, Pin Mill.
Two Planning Applications – one application being deferred for further information
Two Planning Decisions
Updates from the parish clerk.
Full information available on the Planning Committee Minutes
- 11.b Village Hall**
No report
- 11.c Playing Field**
No report
- 11.d Village Amenities**
No report
- 11.e Pin Mill Multi-Agency**
No report
- 11.f Climate and Ecological Emergency Working Party:**
No report
- For members to consider removing 9.e and 9.f from the agenda going forward**
The members approved for the items 11.e and 11.f to be removed from the agendas going forward.
- 12. Recycle Centre:** to inform
- 12.a To update the members with the Financial Information for January 2021**
Parish Clerk updated the members with the financial information for January 2021.
- 13. Dinghy Park/Pin Mill:**
- 13.a For members to consider approving the Permit Holder Agreement 2021 -2022.**
Five members approved the item. Cllr Barwick abstained.
- 13.b For members to consider approving the Privacy Policy 2021 – 2022**
Five members approved the item. Cllr Barwick abstained.
- 13.c For members to consider the costing for the Permit Labels 2021 -2022 £132.00**
Five members approved the item. Cllr Barwick abstained.
- 13.d For members to consider annual maintenance to the Flood Barrier at Pin Mill (PC's responsibility)**
The members approved for Cllr Barwick to check the flood barrier on an annual basis and for the action to be minuted.
- 14. Neighbourhood Plan:**
- 14.a Cllr Bareham to update the members (if applicable)**
Cllr Bareham informed the members that the relevant documents had been emailed to BDC and confirmation has been received.
- 15. Covid - 19: UPDATE**
- 15.a For members to approve the monthly Covid – 19 expenditure £140.58**
This item was approved by the members.
- 15.b To update the members with the Covid – 19 Grant Information**
Parish Clerk informed the members that there were no new applications. The members requested that the parish clerk clarifies with BDC whether some of the funding can be released to the local school for equipment.
- 15.c To inform members of the Covid – 19 spend to date £785.12**
Parish Clerk informed the members of the grant spent-to date £785.12
- 16. Finance and Administration:**
- 16.a To inform members that BDC has confirmed receipt of the Precept Request 2021 - 2022**
Parish Clerk informed the members that the receipt has been received.
- 16.b To minute Decembers Bank Statements 2020 have been circulated to members.**
Parish Clerk minuted December's 2020 bank statements have been circulated to the members.
- 16.c For members to consider approving SALC as the Internal Auditor for 2021 -2022**
The members approved the item by resolution.
- 16.d For members to consider approving Jill Davis as the RFO (annual legal requirement) to be responsible for the administrative affairs of the Parish Council.**
The members approved the item by resolution
- 16.e To minute that the members receive the Bank Account Statements every month.**
Parish Clerk minuted that the Bank Statements are circulated to the members every month
- 16.f To minute that the members received an update re the budget in January 2021.**
Parish Clerk minuted that the Budget for 2020 -2021 had been reviewed by members and action is taken where needed.
- 17. GDPR Matters (Annual Reviews):**
- 17.a For members to consider approving the Data Protection Policy**
The members approved the item by resolution.
- 17.b For members to consider approving the SAR Policy**

The members approved the item by resolution.

17.c For members to consider approving the Document and Electronic Data Retention Policy

The members approved the item by resolution.

17.d For members to consider approving the Electronic Communications Policy

The members approved the item by resolution.

17.e For members to consider approving the Assessment of Personal Data Checklist

The members approved the item by resolution.

18. Payments to Consider: February 2021 Payments

A 002331	Peninsula Tree Services	Removal of tree and Ivy footpath 31	£75.00		£75.00
B 002332	Shotley Odd Jobs	Dog Bin Emptying	£105.00		£105.00
C 002333	Jill Davis	January 2021 Monthly Salary	£1055.60		£1055.60
D 002334	Jill Davis	Covid – 19 January Expenses	£123.80	£16.78	£140.58
E Direct Debit	Chelmondiston Nest Pension	Jill Davis – Pension Month 10 January 2021	£80.45		£80.45
		TOTAL:	£1439.85	£16.78	£1456.63

**19. The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 2nd of March 2021 at 7.30pm Held Remotely.**

Five members approved items A-E.

Cllr Bareham abstained.

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. Private and Confidential matters:

21.a Employment Matter - for members to consider approving the working from home allowance for 2021 -2022.

The members approved the item by resolution

21.b Employment Matter – for members to consider approving overtime.

The members approved the item by resolution

21.c Employment Matter – for members to consider approving (if 21.b approved)

The members approved the item by resolution

21.d Employment Matter – to inform members of the holiday allowance for 2021 -2022

The Parish Clerk informed the members of the annual leave entitlement for 2021 -2022.

21.e Employment Matter – for members to considering approving the updated contract of employment.

The members approved the item by resolution

There being no further business, the Chairman thanked the members and closed the meeting at 8.10pm.

Signed: Cllr David Cordle

Dated: 03/03/2021

These minutes were a true record, and the Chairman signed the minutes on the 03/03/2021.