

# Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 01473 780159

## MINUTES of the CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON TUESDAY 3rd APRIL 2018 at 7.30pm.

**Present:** Councillors David Cordle, R Kirkup, C Keeble, D Barwick, M Stevens, Dot Cordle, A Fox, J Deacon, J Hawkins and J Hammond.

**In Attendance:** J Davis – Parish Clerk

**Public:** DCllr D Davis (DD) SCCllr D Wood (DW)

**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

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 Chairman** and to receive and consider **Apologies for Absence**  
Cllr David Cordle opened the meeting at 7.33pm and welcomed everyone.  
**Apologies for Absence:** DCllr Patrick sent his apologies (illness).
2. **Dispensations:** to consider requests and **Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.  
Dispensations: None  
Declaration of Interests: Cllr R Kirkup declared an interest in item 22.4c payments.
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **6<sup>th</sup> March 2018**.  
These minutes were taken as read and were agreed to be a true record by those who had been present. The Chairman was given the authority to sign.
4. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda **AND** to receive **Reports** (if available) from:
  - a) **County Councillor:** SCCllr Wood had emailed his report to the Clerk. The report will also be emailed to the Parish Councillors will be available on the website.
  - b) **District Councillor:** DCllr Davis gave a verbal report to the **PC** regarding the possible merger between **B/MSDCs** despite there being no referendum at present. The Boundary Commission consultation is still open for residents to put their point of view. DCllr Davis further reported that The Boundary Commission has recommended the peninsula becomes a three-member ward taking in Wherstead and Belstead.  
Cllr Keeble requested information about the two caravans and car that has been parked in Freston for several months. DCllr Davis informed the **PC** that there had been issues with removing the vehicles due to different local government departments being involved but he was still pursuing the matter.  
**District Councillor:** DCllr Patrick emailed a report to the **PC** and the Clerk which comprised of the following: An apology of not being in touch since Christmas 2017 due to an ongoing illness. The Council Tax rise for the year was due to issues with **BDCs** finances. The possible merger between **B/MSDCs** could be the only realistic alternative. Finally, with **BDCs** move to Endeavour House, there could be significant financial savings in the future.
5. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests** and to take **any action** deemed necessary.
  - a) **Planning Committee:** No meeting held due to no Planning Applications.
  - b) **Village Hall:** Cllr Keeble attended a meeting on the 26<sup>th</sup> March 2018 and consisted of the following:  
Chelpin Projects still need to remove their equipment.  
Emergency exit signs and a fire extinguisher replaced during Fire Certificate Inspection.  
The boiler has been serviced.  
Community Action Suffolk had booked the Village Hall 10/04/2018

The Committee needed to investigate their responsibilities to the new data protection regulations.

Electrical Certificate has been renewed.

The outside lights have been replaced with a lower cost alternative.

Interior decoration of the Village Hall to be decided at the next meeting.

WIFI has been installed.

Annual General Meeting – 23<sup>rd</sup> May 2018.

**c) Playing Field:** to discuss

Cllr Barwick reported on several points to the **PC** that had been raised at a Playing Field Management Committee meeting on the 27/03/2018. The points consisted of the following: Toilet seat needs replacing – Bill to be sent to Chelplin Projects

Bonfire Debris – still not cleared

Bonfire replacement grass – needs seeding

Tennis Club – information needed and a request for a rep to attend the Playing Field Meetings.

Chelplin Project Rep – Request for a rep to attend the Playing Field Meetings.

Cllr Stevens had received correspondence from Mr Hazelwood with regard to requesting whether he was cutting the playing field. The clerk informed Cllr Stevens that a letter had been sent to Mr Hazelwood confirming his quote and the approval to complete the work. The clerk informed the **PC** that she would contact Mr Hazelwood direct.

**d) Footpaths, Trees & Hedgerows:** to discuss

A meeting is to be scheduled in April 2018.

**e) Village Amenities**

Pin Mill Common Bench Seat quote.

Cllr Barwick informed the **PC** the contractor quote would be between £75.00 - £100.00.

Cllr David Cordle asked Cllr Barwick to also ask Mr Curtis for a quote.

**Proposal:** The **PC** to approve the quote between the costs already supplied.

**Proposed:** Cllr Fox                      **Seconded:** Cllr Stevens                      **Vote:** All in favour.

Cllr Barwick informed the **PC** about the condition of several benches around the village.

The **PC** suggested contacting David Latter and the Community Payback Team.

**Action to Clerk:** PC requested Mr Latter and the Community Payback Team to be contacted for possible quotes.

**f) Housing Needs – WG:** Update No information to update.

**g) Other**

**6. Clerks Report:** and to consider any action necessary

**a) Updates:** report from previous meetings

Tennis Court Treatment. Clerk reported that the treatment for the tennis courts would be completed after Easter due to the bad weather.

**b) BT Broadband:** to update

Clerk reported that the Village Hall Management Committee had installed broadband and had also taken over the telephone line costs effective from the 15/03/2018.

**c) Grant applied:** to update

Clerk reported that a Playing Field Grant of £6.5k had been fully assessed by Viridor and the next stage would be a consideration to a steering group.

Cllr Kirkup enquired about CIL funding for the village.

**Action to Clerk:** **PC** requested CIL information.

**d) Footpath Service Cutting:** to update

Cllr David Cordle informed the **PC** that he would liaise with Mr Foster at the Footpaths meeting in April.

**e) War Memorial:**

Clerk reported that the contractor is to complete the work approved within the next two weeks.

**7. 7.1 Correspondence:** to take any action deemed necessary on correspondence received

Clerk reported the resignation of Cllr Kirkup effective from the 31/05/2018. Cllr David Cordle took the opportunity to thank Cllr Kirkup for all her support and hard work and expressed his sorrow that she was leaving. The **PC** echoed his comments.

**7.2** Clerk advised that an email had been received from the Suffolk Preservation Society asking if the PC wished to stay on the mailing list. Clerk advised that this had been actioned

**7.3** Clerk advised that an email had been received from **CAS** reminding the PC that the membership was up for renewal. The membership was free for another 12 months Clerk advised that this will be actioned unless there were any objections.

**7.4** Clerk advised that an email had been received from a dinghy owner. The owner had removed her dinghy but wanted to thank the **PC** for providing a wonderful facility at such a little cost.

**7.5** Clerk advised that an email had been received in relation to one of the memorial seats on Pin Mill Common and highlighting that it was a state of disrepair. Clerk informed the **PC** that the emailer had been replied to and the issue raised was being discussed at the **PC** Meeting on the 03/04/2018.

- 7.6 Clerk advised that an email had been received via **SCC** from a member of the public complaining that the Recycling Centre was closed when they went. **SCC** also wanted to confirm opening times. Clerk has checked the opening times with the recycling centre and updated the **PC** website and informed **SCC**.
- 7.7 Clerk advised that an email had been received from **DCllr** Davis in relation to a request from Woolverstone Parish Council to receive a copy of the **PCs** Housing Needs Survey. Cllr Kirkup suggested that **CAS** may need to be involved as there could be a copyright issue. Clerk agreed to contact **CAS**.
- 7.8 Clerk advised that an email had been received from the Police Parish Forum advising them of their next meeting on the 11/04/2018. Clerk advised that no action was required.
- 7.9 Clerk advised that an email had been received from James Cartlidge MP in relation to his next constituency surgery on the 20/04/2018. Clerk advised that a poster had been displayed on each notice board.
- 7.10 Clerk advised that an email had been received from the Shotley Peninsula Tourism Action Group in relation to their next planned meeting on the 19/04/2018. Clerk advised no action was required.
- 7.11 Clerk advised that an email had been received from Suffolk Highways in thanking the **PC** for completing the Community Self Help Survey. Clerk advised no further action was required.
- 7.12 Clerk advised that an email had been received from Anglia Surface Care to confirm the date for the treatment to the tennis courts. Clerk advised no further action was required.
8. **Parish Councillor Vacancy:** to update  
Clerk informed the PC that two applications had been received for the vacancy. Cllr David Cordle informed the PC that one of the applicants had applied before but felt embarrassed by the process. After further discussion, the PC decided that if any of the applicants wanted to leave once there had delivered their presentations they would be informed formally within the next couple of days. Cllr Fox requested whether the applications could be emailed to the PC. Clerk advised that she would seek approval in writing from both applicants before emailing the information.
9. **GDPR:** to approve
- a) **LCPAS** - DPO Service agreement of £300.00 for the first year then £150.00 each year after. Clerk suggested **LCPAS** due to the recent training day, support and expertise in this area.  
**Proposal:** For **LCPAS** to be appointed DPO  
**Proposed:** Cllr Fox **Seconded:** Cllr Deacon **Vote:** All in favour
  - b) Overtime of 18 hours to be approved for implementation (**LCPAS**)  
To be discussed in item 27.
  - c) **LCPAS** templates to be approved  
Clerk requested approval for **LCPAS** templates to be approved due to new legislation  
**Proposal:** Approval of templates  
**Proposed:** Cllr Fox **Seconded:** Cllr Deacon **Vote:** All in favour
  - d) Data Protection Fee £40.00  
Clerk informed **PC** that the annual Data Protection Fee will increase to £40.00 from its renewal date and needed approval.  
**Proposal:** To approve new costing  
**Proposed:** Cllr Fox **Seconded:** Cllr Deacon **Vote:** All in favour
  - e) Container – budget requirements  
Clerk informed **PC** that the container would need to be organised as and when due to the new legislation and they would be extra costs involved. Cllr David Cordle suggested that when the weather improves that the **PC** could support this requirement.
  - f) Best practice – Confidential Waste Cost  
Clerk informed **PC** going forward that any personal information that needed to be destroyed in bulk needed to be destroyed through a confidential waste organisation and costs would be involved
  - g) Insurance Policy  
Clerk informed **PC** that **CAS** had confirmed that due to the new legislation that there would be rewording of the policy to include the GDPR and that the policy already included safeguards for **PC** and employees.
10. **Litter Pick:** to discuss  
A new date set for Saturday 28/04/2018 10.00am – noon. Village Car Park and Pin Mill Car Park. Cllr Hammond suggested the local school be made aware. Clerk informed **PC** that school had been emailed and that posters would be circulated around the village.
11. **Suffolk Coast & Heath Area of Outstanding Natural Beauty Boundary Review:** to discuss  
Review to be completed by 20<sup>th</sup> April 2018  
Cllr Kirkup suggested that the review did not need to be responded due to limited information, however, agreed with **SCCllr** Wood that a letter of support is sent to Natural England for added protection and for potential future grants.  
**Action to Clerk:** PC requested letter of support to be sent.

12. **Onderneming Dutch Barge:** to discuss  
**PC** discussed ongoing issues with regard to the holiday letting of the Dutch barge and that there has been a limited response from the enforcement officer at **BDC**. **DCllr** Davis advised that he would chase this up and Cllr Keeble proposed that the **PC** again contact the enforcement officer.  
**Proposal:** Clerk to contact the enforcement officer  
**Proposed:** Cllr Keeble      **Seconded:** Cllr Fox      **Vote:** All in favour  
**Action to Clerk:** **PC** requested letter sent to the enforcement officer.
13. **Pin Mill Bay Management CIC:** to approve  
Parish Council Minutes once approved to be distributed to **PMBMCIC**  
Clerk requested approval for the monthly **PC** minutes once approved and signed to be emailed to the **PMBMCIC** due to a previous agreement in swapping minutes.  
**Proposal:** Clerk to email monthly **PC** minutes.  
**Proposed:** Cllr Deacon      **Seconded:** Cllr Barwick      **Vote:** All in favour
14. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary  
No reports and actions required.
15. **Annual Meeting of the Village/Parish:** to discuss  
Date Wednesday 30<sup>th</sup> May 2018  
Proceedings  
Responsibilities  
Agenda  
Clerk requested information on the Parish/Village meeting. Cllr Hammond suggested encouraging clubs and societies attending and suggested that it was an opportunity to raise the profile of the **PC**. Cllr Kirkup informed the **PC** that the meeting was for the Village/Parish and not for the **PC** itself. Cllr David Cordle requested the **PC** to decide items for the agenda and to discuss at the Annual General Meeting at the beginning of May. Several **Cllrs** queried the date of the Parish/Village meeting. Clerk informed the **PC** it would be investigated.
16. **Original Deeds:** to discuss  
Photocopy  
Secure  
Clerk suggested photocopying/security of deeds. Cllr Kirkup informed the **PC** that the previous parish clerk had started the process and the originals were stored by the Chairman. The clerk suggested gathering further information for the **PC** to discuss/approve.
17. **Projector:** to discuss  
To purchase  
Cllr Fox suggested the purchase of a projector to help with viewing planning applications for the Planning Committee. The clerk informed the **PC** that the cost could be approx. £300.00 and that had not been planned in the 2018 – 2019 budget. **DCllr** Davis offered to look into whether **BDC** had one that was available at no cost due to the recent move to Endeavour House.
18. **Recycling Centre:** to update  
a) Update from Derek Davis re-receiving of recycling costs  
Clerk informed the **PC** that the new reduction in payments from **BDC** Waste Department was due to **BDC** overpayment for the recycling items.  
b) Issue re Shotley PC  
Clerk informed the **PC** that Shotley **PC** taken items to the recycling centre and wanted Shotley **PC** to be invoiced. The recycling centre did not want this to happen again. Clerk reported that Shotley **PC** claimed they had an arrangement in place which dated back to the opening of the recycling site. Clerk informed **PC** that she could not locate any information with regard to the arrangement. **PC** informed the clerk that no such arrangement existed. The recycling centre approx. suggested a cost of £10.00 for the items from Shotley **PC**.  
**Proposal:** To invoice Shotley **PC** for £10.00  
**Proposed:** Cllr Fox      **Seconded:** Cllr Keeble      **Vote:** All in favour  
**Action to Clerk:** **PC** requested to invoice Shotley **PC**  
c) Update of Hours: BH Monday Wednesday & Saturday 9.00am – noon  
Clerk informed **PC** the opening times for the recycling centre due to the recent complaint.  
d) Financials  
Clerk informed **PC** that the recycling centre had made a profit at the year end of 2017 – 2018. For 2018 - 2019 (even though) the payments from **BDC** had been reduced the recycling centre would still make a small profit if the same tonnage of items were received as the payments for the skip days had greatly increased.
19. **Fidelity Liability Insurance 2018 -2019:** to review  
INSURANCE - £100,000  
PRECEPT 1.3% INCREASE  
CIL 15% - NEIGHBOURHOOD PLAN - 25%  
PLAYING FIELD GRANTS £16.5K  
Clerk suggested no change for the Fidelity Insurance due to the precept being increased by only 1.3%, no Neighbourhood Plan in place and grants still awaiting a decision. Cllr Kirkup informed the **PC** that the internal auditor for 2017 – 2018 had also recommended no increase.

**20. Promoting the Parish Council:** to discuss  
Involvement of Local Councils/ Societies

Sheet 465

Cllr Hammond wanted to discuss promoting of the **PC** such as being involved with schools, organising village promotions and liaising with local businesses. The **PC** discussed time constraints in organising events, difficulty in generating interest in the village and how promoting the **PC** could be achieved. Cllr David Cordle suggested returning to this item at a later meeting.

**21. Clerk's Holiday:** to update  
Week Commencing 9<sup>th</sup> April 2018 for 1 week  
Procedure

Clerk informed **PC** of authorised holiday and asked with regard to the procedure for cover. Cllr Kirkup informed the clerk that generally there is no cover for clerk's holidays.

**22. Financial Items:**

**End of Year Audit & Reserves:** to discuss  
PKF Littlejohn External Auditor information  
Email from LCPAS - recommendations

**22.1** Clerk informed **PC** that there had been no information from the external auditor to date. Clerk informed **PC** that **LCPAS** had recommended that reserves should be 50% - 150% depending on the size of the council and that generally, councils should have at least 3 months in reserve to financially survive. Clerk informed **PC** that the recommendations are in place.

**End of Year Reserves:** to discuss

**22.2** Clerk informed the **PC** of the end of year reserves and whether any further discussions were needed. The **PC** was satisfied with the amounts for the earmarked areas.

**22.3 RFO's Monthly Report:** March's 2018 Bank Reconciliation

**22.4 To Consider Payments to:** and other invoices arriving after the posting of this agenda

BT QUARTERLY BILL £3.61 [£0.72] £4.33

a) 1989 BDC: Litter & Dog Bin(prepaid) £639.12 [127.82]	£766.94
b) 1990 Chelmondiston & Pin Mill Good Neighbours: Grant approved for Public Liability Insurance	£160.00
c) 1991 Mrs R Kirkup: Ink Cartridges	£35.99
d) 1992 Chelmondiston Village Hall: Hire of Village Hall	£51.00
e) 1993 HMRC: National Insurance Employers and Employees	£27.09
f) 1994 S A Meacock Garden Services: Monthly Garden Services	£72.50
g) 1995 SALC: Training Planning Workshop £25.00 [£5.00]	£30.00
h) 1996 SALC: Provision 4 months Payroll Service £30.00 [£6.00]	£36.00
i) 1997 Mrs J Davis: March Monthly Salary	£628.02
j) 1998 Mrs J Davis: March Expenses £163.78 [£6.20]	£158.73
<b>TOTAL:</b>	<b>£1203.66</b>

**Proposal: to approve c)**

**Proposed:** Cllr Keeble      **Seconded:** Cllr Fox      **Vote:** All in favour

**Proposal: to approve payments apart from c)**

**Proposed:** Cllr Barwick      **Seconded:** Cllr Dot Cordle      **Vote:** All in favour

**23. Lloyds Bank Errors:** to discuss

Treasury February Bank Statement Balance £1057.36/ £865.36

Business Bank Instant February Statement =10p error

Clerk informed the **PC** of two financial errors. The first being a cheque deposit from Whip Street Motors for £192.00. Clerk telephoned Lloyds bank 28/02/2018 and was given a balance of £865.36 when the bank statement arrived (sheet 4) the £192.00 had been cleared and the actual balance being £1,051.36 for the month.

Second financial error from the Business Bank Instant Account 10p error. Clerk given a balance over the telephone when the statement arrived on the 07/03/2018 the error had been discovered. To minimise the risk of errors going forward the Business Bank Instant Account statements have been approved by the **PC** in an earlier **PC** meeting to be received monthly.

**24. Parish Clerk Literature:** to approve

Local Council Explained = £22.98

The Good Councillors Guide 2017 = £5.40

The Good Councillors Guide to Finance and Transparency = £5.40 TOTAL £33.78

Clerk requested approval for local government literature.

Proposal: Literature for approval.

**Proposed:** Cllr Fox      **Seconded:** Cllr Keeble      **Vote:** All in favour

**25. Parish Clerk Training:** to approve

SALC = 8 Training Courses

TRAINING TOTAL = £334.80

TRAVEL = £104.00 Total = £438.80 (Budget 2018- 2019 £400.00)

Clerk requested approval for 2018 – 2019 training courses.

Cllr Kirkup informed the **PC** that the costs were above the budget and that if a new Parish Councillor is co-opted there will be further training costs. The clerk informed the **PC** that the training was required for the job role and that in the job Interview and the 3-month probationary period meeting the clerk explained the need for training where appropriate.

**Proposal:** Training courses to be approved

**Proposed:** Cllr Keeble

**Seconded:** Cllr Hawkins

**Vote:** All in favour

- 26. BullGuard Renewal:** to approve  
Renewal form 2<sup>nd</sup> June 2018 for 1 year  
Clerk informed **PC** of renewal date for the anti-virus software for the **PC's** laptop. The cost of the renewal being £69.95 however, BullGuard often offer promotions and the clerk will wait for a lower price if possible.

**Proposal:** To purchase the anti-virus software.

**Proposed:** Cllr Kirkup

**Seconded:** Cllr Hammond

**Vote:** All in favour

- 27. 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

**Employment Matters – (Contract of Employment) Parish Council:** to approve

**PC** discussed and informed the clerk of employment matters that had been raised by the clerk at the 3- month probationary period meeting. The **PC** approved the matters. Clerk also informed by **PC** of the request from item 9b. This item (9b) was not approved by the **PC** as requested but a compromise proposal was **PC** approved and made to the clerk and then accepted.

**The Next Parish Council Meeting:  
Tues 1st May 2018 at 7.30pm in the Village Hall.**

There being no further business the Chairman thanked everyone and closed the meeting at 9.25pm.

**Signed:** .....David Cordle.....

**Dated:**.....01/05/2018.....

**The minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 1<sup>st</sup> May 2018.**