

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 05th of April 2022 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 10

Babergh and Suffolk Councillors: 2 SCCllr Harley and DCllr 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.

1. **Welcome by the Chairman:**
The Chairman opened the meeting at 7.30pm and welcomed everyone.
2. **Apologies for absence:** to receive and note apologies
N/A All members in attendance
3. **Dispensations:** to consider requests
No dispensations offered
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Item 9 Cllr Barwick – Member of the Playing Field Management Committee
Item 16.d Cllr Barwick – members of the Working Group
Item 15.a Cllr Bareham – Partner of Parish Clerk
Item 25.c Cllr Bareham – Partner of the Parish Clerk
Item 20.h Cllr Bareham – Partner of Parish Clerk
Item 18.c Cllr Dot Cordle – Wife of Mr Marcus Cordle
Item 18.i Cllr Ward –Own consideration
4. **To approve the minutes of the Parish Council Meeting held on the 1st of February 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 March 2022**
The members approved the minutes by resolution. The Chairman signed the minutes
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Item 9.
Item 16.a and Item 16.b
7. **Reports:** to receive reports
7.a County Councillor Report
SCCllr Harley delivered his report. There were several questions from the members. The report has been circulated to the members and uploaded to the members.
7.b District Councillor Report
DCllr Gould delivered her report. DCllr Gould announced that some Ukrainian citizens are to be moving onto the peninsula. The members welcomed the announcement. The report has been circulated to members and uploaded to the website.
8. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:
8.a Planning Committee (10/03/2022) and (05/04/2022)
Cllr Bareham reported on the following: (10/03/2022)
To formally minute thanking Cllr Richard Wrinch for attending the meeting.
Former HMS Ganges Development was discussed. Comments concerning the Construction Management Plan were approved. Parish Clerk to action.
1 planning application supported by the members
Cllr Bareham reported on the following: (05/04/2022)
4 planning applications all supported by the members
Query concerning the Caravan/Motorhome site in the parish. BDC Planning has been informed.

New owners of the Woodlands Development. The parish clerk has been asked to contact them. Former HMS Ganges development – next meeting 25th of May at 10.30am in Shotley Village Hall.

Full minutes available on the website

8.b Village Hall

No report

8.c Playing Field

Cllr Barwick informed the members that the inside of the Pavilion has been decorated, however, there were still other items outstanding to complete.

8.d Village Amenities

No report

9. Playing Field Grant:

For members to consider approving a Grant of £2326.00.

The Chairman thanked the Chairman and the Treasurer for attending. There were several questions asked by the members. The members approved the consideration by resolution. Cllr Barwick abstained from the vote.

10. Correspondence Report: Items received after publication of the agenda or for items needing discussion

10. Items circulated to the members (If applicable)

Parish Clerk minuted that correspondence items have been circulated to the members

10.a SARS Report

Parish Clerk minuted that the SARS report has been circulated to the members

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

11. Items circulated to the members (If applicable)

Parish Clerk minuted that the items have been circulated to the members. The following items arrived after the publication of the agenda

11.a Finger Post (Cllr Ward) – Repaired

Parish Clerk informed the members that the fingerpost has been repaired

11.b Footpath Contractor – Will check all grit bins when completing work in the Parish

Parish Clerk informed the members that the footpath contractor will check the grit bins when completing the work in the parish.

11.c Freston Hill Flooding – SCC have agreed to carry out the work. Date to be confirmed

Parish Clerk informed the members that SCC have agreed to complete the work at Freston Hill. The date has to be confirmed.

11.d Tree Planting – Pages Common Autumn

Parish Clerk informed the members that tree planting for Pages Common will be in the Autumn

11.e Parish Clerk informed the members that a parishioner had issues accessing the Defib Cabinet Number. The cabinet was checked and all was OK. Parish Clerk to check with the PC's contact at the Ambulance/Police Services.

12. Recycle Centre: to inform

12.a For members to consider discussing/approving information received concerning the Fire Risk Assessment

The members discussed the Fire Risk Assessment and approved the Fire Risk Assessment that is in place.

12.b To inform members concerning the process for CCTV

The Chairman informed the members of the process and legal requirement in having CCTV in the parish and at the recycling centre. The members decided not to consider CCTV at this moment in time.

13. Neighbourhood Plan:

13.a For members to consider John Deacon's recommendations

The members approved by resolution to approve the recommendations. Cllr Ward will organise a paper for discussion/approval at the next meeting in May.

13.b To update the Terms of Reference (re 13.a) if approved

The Terms of Reference are to be updated once the paper is discussed by Cllr Ward at the next meeting in May.

13.c To formally minute that in an 'out of meeting' decision taken on Wednesday 2nd of March 2022; Babergh District Council agreed to adopt 'make' the Neighbourhood Plan (Chelpin Plan). This now forms part of the Joint Local Plan and will be used to help decide on planning applications in the Parish.

Parish Clerk to formally minute that in an 'out of meeting' decision taken on Wednesday 2nd of March 2022; Babergh District Council agreed to adopt 'make' the Neighbourhood Plan (Chelpin Plan). This now forms part of the Joint Local Plan and will be used to help decide on planning applications in the Parish. The Parish Council formally thanked The Steering Group for all their work.

14. Dinghy Park/Pin Mill:

14.a To update members with Coach Becca's information

Parish Clerk informed the members that all the paperwork has been received and Coach Becca is due to start after Easter.

14.b For members to consider approving the Parish Clerk to seek a quotation for the replacement noticeboards on Pin Mill Common

The Parish Clerk requested permission to organise a quotation from Realise quotations for the replacement noticeboard on Pin Mill Common. The members approved the request.

14.c For members to consider replacing the damaged outdoor furniture on/at Pin Mill Common

The members requested that the Parish Clerk organises three quotes

14.d For members to consider approving the Parish Clerk to start the process of bidding from CIL Funds to cover the Costings (Bids open 01/05/2022 -31/05/2022)

The members approved the consideration by resolution.

14.e For members to consider approving any action concerning Pin Mill Common and Pages Common

This consideration was deferred. A working party of the parish council will be researching legal information concerning Pages Common and Pin Mill Common. A date for the first meeting is to be organised by the parish clerk.

15. Covid - 19: Update:

15.a For members to consider approving the monthly Covid -19 Spend £39.39

The members approved the consideration by resolution.

15.b To inform members there is £127.64 left in the grant

Parish Clerk informed the members that the remaining balance is £127.64

16. Queen's Platinum Jubilee:

16.a To update members with the planned Jubilee Event (Cllr Barwick)

Cllr Barwick update the members with the following:

The plans for the event are well underway.

Sponsorship funding has been pledged

There is a second meeting of the Jubilee group members planned for 06/04/2022.

16.b For members to consider approving a Grant of £1000.00

The members approved the consideration by resolution. Cllr Barwick abstained

16.c For members to consider tree planting in the parish in honour of the Queen's Jubilee (Cllr Ward) (Women's Institute)

The members approved for Cllr Ward to liaise with the Women's Institute and our tree surgeon for the areas in the village that could be used for the tree planting and to feedback on the information at the next meeting in May.

17. Administration:

17.a For members to consider approving letters to all of our volunteers for all their help and support during 2021 – 2022.

The members approved the consideration by resolution

17.b To inform members that the grass cutting schedule for 2022-2023 from SCC has been received

Parish Clerk informed the members that the grass cutting schedule for 2022 – 2023 has been received.

17.c To inform members that the grass cutting schedule for 2022-2023 has been set with our contractor

Parish Clerk informed the members that the grass cutting schedule with our footpath contractor for 2022 – 2023 has been confirmed.

17.d To update members with the bench inspection (Cllr David Cordle)

Cllr David Cordle informed the members that the bench inspection is to be conducted in the next couple of weeks.

17.e To update members with the catering arrangements for the Parish/Village Meeting

Parish Clerk informed the members that no one could help with the catering as a buffet was not needed the members agreed to help with the catering in the evening.

17.f To inform members of the Community Governance Review

Parish Clerk informed the members of the Community Governance Review. The members agreed to discuss this further as a working party. Date to be arranged.

17.h For members to discuss potholes in the Parish (Cllr Ward)

This item was removed

17.i For members to consider any action concerning Bylam Common

Please see item 14. e

18. Finance:

18.a For members to consider approving the payment to Mr Miller £350.00 (2021-2022)

The members approved the consideration by resolution

18.b To formally minute that February 2022 Bank Statements have been circulated to the members

The Parish Council formally minuted that the February Bank statement for 2022 has been circulated to the members.

18.c For members to consider approving the Power to Pay to Mr Marcus Cordle of £216.00 for removal of damaged trees and debris from the recent storms. Please note Cllr Dot Cordle was not involved in the process.

The members approved the consideration by resolution. Cllr Dot Cordle abstained from the discussion and the consideration.

18.d For members to consider approving the Power to Pay to Booths for the work needed at the Village Car Park. Costing still to be supplied

The members approved the power to play by resolution

18.e For members to consider approving Mr Meacock's 3-year Contract

The members approved the amended grass cutting contract by resolution. Parish Clerk to inform the contractor

18.f For members to consider approving Mr Breitsprecher's (footpath contractor) increase in costs. From £150.00 per day to £160.00 per day. (He works 8 hours per day)

The members approved the consideration by resolution. Parish Clerk to inform the contractor

18.g For members to consider approving SCC to investigate the costing of a road sign at Hollow Lane

The members discussed the item. SCC informed the members that it would not pay for any road signage at Hollow Lane. The members decided not to ask SCC to investigate the costs due to financial constraints.

18.h To inform members that the Recycling Credits (Red Lion and Recycling Centre) have been applied for

Parish Clerk informed the members that the recycling credits have been applied for

18.i For members to consider the redirection costs and the permanent change of address

The members approved the redirection by resolution. costs for a final 1 year. The members also approved the permanent change of address. Parish Clerk to action

18.j For members to consider allowing Cllr Peter Ward to purchase 10 Queens's Jubilee Mugs @ £ 5.88 each = £58.80 from the Parish Council

The members approved the consideration by resolution. Cllr Ward abstained from the discussion and the consideration.

18.k For members to approve the following (budget):

PJB Garden Maintenance £200.00, Shotley Odd Jobs £150.00, SALC £57.60, Chelmondiston Village Hall £60.00, 12 x 137 Donations £480.00, 2x 137 Donations £60.00 and Chelmondiston Good Neighbours Scheme £160.00

The members approved the consideration by resolution.

18.l For members to consider approving the One Suffolk Website Charge £60.00

The members approved the consideration by resolution

19. End of Financial Year 2021-2022:**19.a To inform members that the VAT Reclaim amount for the year is £3082.18**

Parish Clerk informed the members that the VAT Reclaim amount is £3082.18 and the reclaim has been submitted

19.b To inform members of the Financial Information for the Recycling Centre

Parish Clerk informed the members of the end of year financial year from the recycling centre

20. Financial Year 2022-2023:**20.a To inform members that the Section 137 expenditure is £8.82 per elector**

Parish Clerk informed the members of the Section 137 expenditure for 2022 -2023 is £8.82 per elector

20.b For members to consider approving the Annual War Memorial Planting £120.00

The members approved the consideration by resolution

20.c For members to consider the mileage allowance of £0.45p per mile

The members approved the consideration by resolution

20.d For members to consider approving SALC as the Internal Auditor

The members approved the consideration by resolution

20.e For members to consider delegating the Stationery Budget to the Parish Clerk £1000.00

(Financial regulations and Standing Orders will be updated if approved)

The members approved the consideration by resolution. Parish Clerk to update the Standing Orders and Financial Regulations

20.f For members to consider delegating the Footpath Management to the Parish Clerk £3000.00 (Financial Regulations and Standing Orders will be updated if approved)

The members approved the consideration by resolution. Parish Clerk to update the Standing Orders and Financial Regulations

20.g For members to consider delegating small jobs (upto a value) to exist, contractors, when required (Financial regulations and Standing Orders will be updated if approved)

The members approved the consideration by resolution. The amount approved is £200.00. The delegated jobs are in addition to the Parish Clerk's Emergency Powers. Parish Clerk to update the Standing Orders and Financial Regulations.

20.h For members to consider approving the Annual BullGuard Subscription of £69.99

The members approved the consideration by resolution. Parish Clerk to action. Cllr Bareham abstained from the discussion and the consideration.

20.i For members to approve Jill Davis as the RFO for 2022-2023 – Annual legal requirement

The members approved the consideration by resolution as required by Section 151 of the Local government Act 1972.

20.j To inform members that the External Audit cost has been increased by 5% to £378.00

Parish Clerk informed the members of the increase in the External Audit Costs.

21. Payments to Consider: April 2022 Payments

A	002455	Jill Davis	Covid-19 March 2022 Payment	£36.99	£2.40	£39.39
B	002456	Bruce Miller	Jubilee Garden Maintenance	£350.00		£350.00
C	002457	M & D Cordle (Contractors)	Clearing and removing damaged trees post storms	£180.00	£36.00	£216.00
D	002458	PJB Garden Maintenance	Footpath Work	£200.00		£200.00
E	002459	Shotley Odd Jobs	Dogbin Emptying	£150.00		£150.00
F	002460	P & J Labels	Dinghy Permit Labels	£120.95	£24.19	£145.14
G	002461	Suffolk Assn. of Local Councils	6 Month Payroll Service	£48.00	£9.60	£57.60
H	002462	Chelmondiston Village Hall	Room Hire	£60.00		£60.00
I	002463	Jill Davis	March 2022 Payslip	£1103.75		£1103.75
J	002464	HMRC	Quarter Payment 4	£384.29		£384.29
K	002465	Suffolk Accident Rescue Service (SARS)	137 Donation	£40.00		£40.00
L	002466	Home-Start	137 Donation	£40.00		£40.00
M	002467	Each Anglia's Children's Hospices	137 Donation	£40.00		£40.00
N	002468	Elizabeth Hospice	137 Donation	£40.00		£40.00
O	002469	East Anglian Air Ambulance	137 Donation	£40.00		£40.00
P	002470	The Befriending Team	137 Donation	£40.00		£40.00
Q	002471	Suffolk Family Carers	137 Donation	£40.00		£40.00
R	002472	Revitalise	137 Donation	£40.00		£40.00
S	002473	Magpas	137 Donation	£40.00		£40.00
T	002474	Suffolk Neighbourhood Watch Association	137 Donation	£40.00		£40.00
U	002475	Holbrook Academy	137 Donation	£30.00		£30.00
V	002476	Chelmondiston C OF E Primary School	137 Donation	£30.00		£30.00
W	002477	Citizens Advice Ipswich	137 Donation	£40.00		£40.00
X	002478	Suffolk's Libraries IPS Limited	137 Donation	£40.00		£40.00
Y	002479	Policy Bee	Good Neighbourhood Scheme	£160.00		£160.00
Z	002480	Jill Davis	March 2022 Expenses	£110.01	£17.92	£127.93
AA	DD	Nest	Government Pension Scheme	£84.49		£84.49
BB	002481	John Deacon	Land Registry payment	£41.94		£41.94
TOTAL:				£3570.41	£90.11	£3660.52

Parish Clerk informed the members that cheque payment Y 002479 for £160.00 to Policy Bee could not be paid as the payee information was inaccurate. Cheque CC 002482 for £160.00 to Eastern Savings and Loan was presented. The amount of £160.00 is for the Good Neighbours Scheme Insurance.

Payments for April 2022 A – CC approved by members by resolution.

Cllr Bareham abstained from all the payments.

Cllr Dot Cordle abstained from payment C 002457

Cllr Keeble abstained from payment H 002462

**22. The Next Parish Council Meeting:
Tuesday 3rd of May 2022 at 7.30pm in the Village Hall**

**23. The Annual Meeting of the Parish/Village
Wednesday 4th of May 2022 at 7.00pm in the Village Hall**

24. 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

25. Employment Matters:

25.a To update members with the Pay Scales for 2021-2022

Parish Clerk updated the members with the pay scales for 2021 - 2022

25.b To remind members of the annual leave date -11/04/2022 - one week

Parish Clerk reminded the members of the next annual holiday date of 11/04/2022 for 1 week.

25.c For members to consider approving the NJC pay award for 2021 – 2022

The members approved the consideration by resolution. Cllr Bareham abstained from the discussion and the consideration.

26. Other Matters:

26.a For members to consider approving the Covid -19 Request (TP)

The members approved the consideration by resolution.

26.b For members to consider a Community Award (NP)

The members approved the consideration by resolution

26.c For members to discuss and consider approving a donation to the British Redcross Ukraine Appeal

The members discussed approving a donation from the Covid -19 grant to the British Red Cross Ukrainian Appeal. The Parish Clerk explained to the members that any donation would be unlawful. However, the members approved by resolution the remaining balance of £127.64 to be processed for the Appeal.

There being no further business, the Chairman thanked everyone and closed the meeting at 9.00pm

Signed:.....

Dated:.....