

Chelmondiston Parish Council

Chairman: Cllr. David Cordle

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

MINUTES of the CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON TUESDAY 5TH JUNE 2018 at 7.30pm.

Present: Councillors David Cordle, C Keeble, D Barwick, M Stevens, Dot Cordle, A Fox and J Deacon.

Public: DCllr D Davis (DD) SCllr 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 7.30pm and welcomed everybody
Apologies for Absence: Jill Davis (Parish Clerk – holiday) Cllr Hawkins (prior commitment)
DCllr Peter Patrick (prior commitment) all were noted.
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 Stevens declared an interest in 14.6c
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **1st May 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:**
DW highlighted the following from his report:
The transport survey received 3600 responses, 90% of which were opposed to the proposed changes. **SCC** Cabinet is due to vote on these changes week commencing 10/06/2018.
A concern is that it appears that OFSTED does not revisit schools with an 'Outstanding' rating for 6 or more years, which is unsatisfactory as a lot can happen in 6 years – this is being investigated.
Unitary discussions – on hold, awaiting new leader.
New Records Office for Ipswich – opposition from settlements in the North of the County but this will happen.
50+ new houses in Copdock.
 - b) **District Councillors**
DD highlighted the following:
A new Communications Officer (for internal and external communications) has been appointed.
DD has made representations about the fact that the Enforcement Team is short of 3 people, but this is recognised that this is a long-term problem and so imminent resolution should not be anticipated.

DCllr Peter Patrick's report has not been read out at the Parish Council Meeting but will be circulated to the Cllrs and will be uploaded to the website.
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:** report on 15/05/2018
Full Minutes available on the website and hard copy from the Parish Clerk.
Cllr Deacon reported on the following:
BDC letter sent and emailed to the Planning Officer in relation to the Woodlands Development. Awaiting confirmation and a reply.
DC/18/01386 Former Ganges Site, Shotley Gate, Shotley. Suffolk. The Planning Committee decided not to make any comments on this Planning Application.
DC/18/02028 Mill Farm House, Wades Lane, Chelmondiston. Suffolk. The Planning Committee supports the application.
DC/18/02071 Land Adjacent Highlands, Shotley Road. Chelmondiston. Suffolk. The Planning Committee supports this application.
DC/18/01832 Mill House, Mill Lane, Chelmondiston. Suffolk. The Planning Committee supports the application.
- b) **Village Hall:**
Cllr Keeble did not attend the AGM and the monthly meeting of the Village Hall, however, he is able to provide the following:
The Chairperson was re-elected.
The secretary/Treasurer was re-elected.
The minutes of the AGM from Wednesday 24th May 2017 were accepted.
Elliston's (solicitors) had booked the Village Hall on 10/08/2018 for an informal drop-in day to discuss legal matters.
The Village Hall to be redecorated sometime in the Autumn.
The Secretary wishes to step back from attending the gardens and the outside of the Village Hall. The Parish Clerk has access to the Community Payback Team and maybe be able to help.
- c) **Playing Field:**
Cllrs discussed on whether the older mower could be removed from the playing field and used for footpath maintenance. It was decided that it was not practical the mower was not suitable
- d) **Village Amenities:** Asset maintenance/ War memorial
No report.
- f) **Housing Needs – WG:** Update
No Update. This working Group effectively in abeyance.
- g) **Other:** None.
6. **Clerks Report:** and to consider any action necessary
- a) **Updates:** report from previous meetings
There is a meeting confirmed for Friday 08/06/2018 with Viridur and the Playing Field Committee Chairman to discuss the grant application.
Cllr David Cordle informed the **PC** that the decision on the grant was imminent.
- b) **Babergh East, Police and Parish Forum:** to approve
Clerk to attend the Babergh East Police and Parish Form meetings.
4 meetings in total for the remaining of the year
Mileage Cost: 81 miles £36.45 not authorised due to being missed however PC were happy for the Clerk to attend.
- c) **AONB May Monthly Update – supporting documents**
Cllr David Cordle informed the **PC**. No further action required.
- d) **Stour and Orwell Summer Party Invitation 10th June-** would anyone like to go
Cllr David Cordle informed the **PC**. No further action required.
- e) **Shotley Peninsula Action Group Meeting 12th June-** would anyone like to go
Cllr David Cordle informed the **PC**. No further action required.
- f) **Thank you, letter, - resident**
Cllr David Cordle informed the **PC** of a thank you letter received from an ex Parish Councillor for the lovely gifts she had recently received.
7. **Correspondence:** to take any action deemed necessary on correspondence received
None. All letters as clerk's reports.
8. **Community Payback Team:** to approve
- a) **Cost of materials**
2x litres of wood stain
2x 1-inch brushes
10x sheets med grade sandpaper
TOTAL = £57.00
Cllrs discussed and agreed that the amount was reasonable. However, the proposal was not formally approved in error.

- b) Service Level Agreement for 1 year for the Community Payback Team to work on projects in the village.
Cllr David Cordle informed the **PC** of the Service Level Agreement and all **Cllrs** were happy for this to go ahead.
- c) Second Person required to be a contact –
Cllr David Cordle requested his name to be the second contact all the **Cllrs** were happy for this to happen.
9. **Literature:** to approve
a) 2 Good Councillor's Guides 2018 to purchase
TOTAL = £15.00 (INCLUDING POSTAGE)
Proposal: to approve literature for Parish Councillor's
Proposed: Cllr Fox **Seconded:** Cllr Barwick **Vote:** All in favour
10. **Neighbourhood Plan:** to update
Grant has been approved
The grant of £8890.00 has been approved and now just waiting for the amount to be BACed to the bank.
11. **Pin Mill Bay Management CIC:** to update
Email received reissues of rubbish at Pin Mill
Cllr David Cordle reported to the **PC** of issues with rubbish at Pin Mill. The **PC** felt that the rubbish would be collected as part of the catch -up from the Bank Holiday. No further actioned required at the moment.
12. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
No report.
13. **Recycling Centre:** to consider reports and to take any action deemed necessary
£1500.00 grant received
14. **Financial Items:**
- 14.1 **End of Year Accounts 2017-2018:** to inform
Notice of Public Rights from Monday 02/07/2018 – Friday 10/08/2018
Cllr David Cordle informed the **PC** of the dates for this years 'Notice of Public Rights' in relation to the end of year accounts.
- 14.2 **End of Year Accounts 2017-2018:** to inform
LCPAS Internal Report for 2017-2018
Cllr David Cordle informed the **PC** of the Internal Report that had been received. He wanted it minuted to congratulate the Parish Clerk on an 'excellent report' that was stated by **LCPAS**.
- 14.3 **End of Year Reports 2017-2018:** to inform
External Auditor Report to arrive by Monday 11th June 2018
Cllr David Cordle informed the **PC** that the end of year reports had been sent to the external auditor.
- 14.4 **Replacement Cheque:** to approve
LCPAS replacement cheque for £300.00 DPO Service. Missing number.
Original Cheque Number 2000. Cheque to be cancelled.
Cllr David Cordle reported on a replacement cheque needed for **LCPAS**. The original cheque had been completed incorrectly and **LCPAS** had tried to change the cheque. However, the bank had returned it unpaid. The Parish Clerk was in the process of having the cheque cancelled.
- 14.5 **RFO's Monthly Report:** May's 2018 Bank Reconciliation
Cllr David Cordle reported on the following:
£2,037.81 paid into the treasurer's account.
(£1500.00 recycling grant, £283.00 skip days, Interest £2.81 and Dinghy Payments £180.00)
Bank Balance Treasurer's Account = £10,146.64
Bank Balance Business Instant Account = £68,303.03
TOTAL IN BOTH ACCOUNTS £78,449.67
Unpresented cheques x2 = £342.48
- 14.6 **To Consider Payments to:** and other invoices arriving after the posting of this agenda
- | | |
|---|---------|
| a) 2009 LCPAS: Annual Audit Fee | £200.00 |
| b) 2010 P J MANN: Gardening Village Hall/ Plants | £56.26 |
| c) 2011 M Stevens: Food annual meeting of the Parish/ Paint (brackets) | £16.73 |
| d) 2012 S A Meacock: monthly grass cutting | £72.50 |
| e) 2013 SALC: Literature £30.44 (0.79) | £31.23 |
| f) 2014 Suffolk Preservation Society: Annual Charge | £30.00 |
| g) 2015 Chelmondiston PCC: Hire of Room NP | £12.50 |
| h) 2016 SALC: Village HALL Training £26.00 (£5.20) | £31.20 |

i) 2017 Collins & Curtis Masonry Ltd: Repair War Memorial £175.00 (£35.00)	£210.00
j) 2018 J. Davis: May Salary	£747.73
k) 2019: J Davis Expenses: mileage/office supplies/ 6 monthly allowance/ postage £348.03 (£31.47) *	£379.50

SUB TOTAL: £1787.65

- Clerk wishes to inform **PC AND Public** of high expenses due to the following:
 £66.66 fuel for the Annual end of year accounts
 £100.00 6 monthly allowance
 £52.46 annual anti-virus charge
 £31.69 shredder
 £101.05 bulk office supplies

● **LCPAS CHEQUE 2000 TO BE CANCELLED (14.4)** -£300.00

● **LCPAS CHEQUE 2008 £300.00 RE-ISSUE (14.4)** £300.00

TOTAL: £1787.65

Proposal: to approve: a-k (except c)

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

Proposal: to approve item c

Proposed: Cllr Fox **Seconded:** Cllr Keeble **Vote:** 6 in favour (1 abstention Cllr Stevens)

**The Next Parish Council Meeting:
Tues 3rd JULY 2018 at 7.30pm in the Village Hall.**

There being no further business the Chairman thanked everyone and closed the meeting at 8.20pm

These minutes were agreed to be a true record and were signed by the Chairman Cllr David Cordle at the meeting held on the 3rd July 2018.

Signed

Dated: