

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 Meeting Room at St Andrew's Church on TUESDAY THE 28th of June 2022 at 7.30pm.

Present: Councillors: David Cordle, D Barwick, R Bareham and I Melville

Parish Clerk: Jill Davis

Public: 0

Babergh and Suffolk Councillors: 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 welcomed everyone and opened the meeting at 7.38pm.
Cllr David Cordle formally minuted that the members send their good wishes and get well soon wishes to Cllr Keeble.
2. **Apologies for absence:** to receive and note apologies
Cllr Dot Cordle – Funeral. Noted
Cllr Keeble – Illness. Noted
Cllr Ward – Holiday. Noted
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 14.a – Cllr David Cordle – Parent of the contractor.
Item 17 – Cllr Bareham – Partner of the Parish Clerk
Item 21.a – Cllr Bareham – Partner of the Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 3rd of May 2022** deferred due to holiday and illness
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
No members of the public were in attendance.
6. **Reports:** to receive reports
6.a County Councillor Report
SCCllr Harley's report was circulated to members.
6.b District Councillor Report
DCllr Gould delivered her report. Her report has been circulated to the members.
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:
 - 7.a **Planning Committee**
No meeting
 - 7.b **Village Hall**
No report
 - 7.c **Playing Field**
Cllr Barwick informed the members that the Playing Field Management Committee had raised £2123.00 which will go towards the piece of play equipment.
Cllr Barwick informed the members that the Playing Field Management Committee need the space in the container so requested that the Parish Council remove all the archive paperwork.
Cllr Cordle requested for the Parish Clerk to look into a storage unit.
 - 7.d **Village Amenities**
Cllr Barwick informed the members of an issue with the defib. Parish Clerk to investigate and report to the members at the August 22 PC Meeting.
Cllr Bareham reported that the new noticeboard, dog bin and litter bin are now in place on Pin Mill Common.
 - 7.e **For members to consider which groups/committees they wish to join**
Cllr Melville was approved by the members to join the Planning Committee. The remaining groups are to be itemised at the August 22 PC meeting for discussion.

8.

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

8. Items circulated to the members (If applicable)

8.a DCllr Davis – has been elected Vice-Chairman of BDC

No further items were discussed

9.

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

9. Items circulated to the members (If applicable)

No further items were discussed.

10.

Recycle Centre: to inform

10.a To inform members of the May Financial Information Total £22,172.30

Parish Clerk informed the members of the financial information for May.

10.b To inform members of the June Financial Information Total £23,704.60

Parish Clerk informed the members of the financial information for June.

11.

Neighbourhood Plan:

11.a For members to consider approving N/Plan Information (Cllr Ward)

This item was deferred

11.b For members to consider approving Hard Copies of the N/Plan

The item was approved by resolution. Parish Clerk to action.

12.

Dinghy Park/Pin Mill:

12.a To inform members that information is located on the Clerk's Report

Parish Clerk informed the members

12.b To inform members that the slabs are in place for the Memorial Benches

Parish Clerk informed the members that the slabs are now in place on Pin Mill Common

12.c For members to consider approving an unwanted dinghy to be sold to a parishioner

Parish Clerk informed the members of unwanted dinghies on Pin Mill Common. After a discussion, the members approved the item to be sold.

12.d To update members with the Pin Mill Management CIC article

Parish Clerk updated the members with the Pin Mill Management CIC Article.

13.

Administration:

13.a To inform members of ongoing 'dog poo' issues around the footpath connecting Red Lion.

This item was deferred.

13.b For members to consider moving the Dog Bin to the end of the Footpath (If applicable)

This item was deferred.

13.c To inform members of Training Courses through Salc

This item was deferred.

13.d To inform members that the July Meeting is cancelled due to June's Meeting being on the 28th of June

Parish Clerk minuted that the July Full Council Meeting is cancelled due to the meeting being held on the 28th of June 2022.

13.e To inform members of the accident at the Village Hall (Emailed 18/06/2022)

Parish Clerk informed the members of an accident at the Village Hall. One of the handrail posts came loose and a parishioner fell. The parishioner is fine. Parish Clerk under the emergency powers organised our contractor to make the stairs and handrail safe.

13.f To inform the members of the invite from the Playing Field Management Committee

Parish Clerk informed the members of the invite from the Playing Field Management Committee.

13.h To inform members of SALC's Annual General Meeting on 20/07/2022.

Parish Clerk informed the members of the date of SALC's Annual General Meeting

14.

Financial Matters:

14.a For members to consider approving the cost of the refurbishment of the bench near Jubilee Gardens

The members approved the item by resolution. Cllr David Cordle declared an interest in the item.

14.b To inform members that the 1st Precept Payment has been received £14085.00

Parish Clerk informed the members that the 1st Precept Payment has been received.

14.c For members to consider approving the Invoice for the work (slabs) on Pin Mill Common for £900.00

The members approved by resolution.

14.d To update members with the Red Cross Ukraine Appeal £187.45 (Still funds to be added)

Parish Clerk informed the members that the running total for the Ukraine Appeal is standing at £187.45

14.e For members to consider approving the Annual Dog/Litter Bin Cost £907.62

The members approved the item by resolution.

14.f To inform members that March 2022 Bank Statements have been circulated to members £71351.57

Parish Clerk minuted that the March 2022 Bank Statements have been circulated to members.

14.g To inform members that April 2022 Bank Statements have been circulated to members for £82780.07

Parish Clerk minuted that the April 2022 Bank Statements have been circulated to members.

14.h To inform members that May 2022 Bank Statements have been circulated to members £79679.44

Parish Clerk minuted that the May 2022 Bank Statements have been circulated to members.

14.i To inform members that the VAT Reclaim has been received £3082.18

Parish Clerk informed the members that the VAT Reclaim funds have been received.

15. End of Financial Year 2021-2022:

15.a To update members with the End of Year Bank Balances

The RFO updated the members with the End of Year Bank Balances. The information will be uploaded to the website to the archives financial section.

15.b To update members with the Financial Overview

The RFO updated the members with the financial overview for 2021 -2022. The overview will be uploaded to the website in the archives financial section.

15.c For members to consider approving the CPC's Bank Reconciliation for 2021 -2022

The members approved the item by resolution. The document is to be uploaded to the website in the archives financial section and placed on the noticeboards.

15.d For members to consider approving for Explanation of Variances

The members approved the item by resolution. The document is to be uploaded to the website in the archives financial section and placed on the noticeboards.

15.e For members to consider approving PKF Bank Reconciliation

The members approved the item by resolution. The document is to be uploaded to the website in the archives financial section and placed on the noticeboards.

15.f For members to consider approving the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return

The members approved the item by resolution. The document is to be uploaded to the website in the archives financial section and placed on the noticeboards.

15.g For members to consider approving Section 1 Annual Governance Statement 2021 - 2022

The members approved Section 1 Annual Governance Statement for 2021 -2022. Both the Chairman and RFO signed the document. Document to be uploaded to the website in the archives financial section and placed on the noticeboards.

15.h For members to consider approving Section 2 Accounting Statements 2021 -2022

The members approved Section 2 Accounting statements for 2021 -2022. Both the Chairman and RFO signed the document. Document to be uploaded to the website in the archives financial section and placed on the noticeboards.

16. End of Year Reserves 2021-2022:

16.a For members to consider approving the End of Year Reserves of £44,536.57

The members approved the item by resolution

17. Payments to Consider: June 2022 Payments

The following Payments were signed by Cllrs David Cordle and Keeble on 30/05/2022

A – N.

| | | | | | |
|----------|---------------------------------|---|----------|---------|-----------------|
| A 002494 | Mrs VK Mann | Plants for the War Memorial | £50.00 | | £50.00 |
| B 002495 | Jill Davis | May 2022 Salary | £1125.78 | | £1125.78 |
| C 002496 | Collins Skip Hire | Recycling Centre | £547.70 | £109.54 | £657.24 |
| D 002497 | PJB Garden Maintenance | Footpath Work | £200.00 | | £200.00 |
| E 002498 | PJB Garden Maintenance | Footpath Work | £215.00 | | £215.00 |
| F 002499 | PJB Garden Maintenance | Footpath Work | £200.00 | | £200.00 |
| G 002500 | Realise Futures CIC | Flood Boards for Pin Mill Common | £231.66 | £46.33 | £277.99 |
| H 002501 | SA Meacock Garden Services | Monthly May Garden Services | £206.80 | | £206.80 |
| I 002502 | Chelmondiston Village Hall | Room Hire | £80.00 | | £80.00 |
| J 002503 | PJB Garden Maintenance | Footpath Work | £360.00 | | £360.00 |
| K 002504 | Glasdon UK Limited | Replacement litter and dog bin | £552.06 | £110.41 | £662.47 |
| L 002505 | Home-Start in Suffolk | 137 Donation | £40.00 | | £40.00 |
| M DD | Nest Pension | May Pension Payment | £87.15 | | £87.15 |
| N 002506 | Mr GD Barker | Overpayment from Mr GD Barker | £225.00 | | £225.00 |
| P 002507 | Mr Peter Cordle | Repair of Outdoor Bench | £121.04 | | £121.04 |
| Q 002508 | SA Meacock Garden Services | Monthly June Garden Services | £206.80 | | £206.80 |
| R 002509 | BDC | The annual charge for litter and dog bins | £756.35 | £151.27 | £907.62 |
| S 002510 | A.B. INCUBATORS | Laying of slabs on Pin Mill Common | £750.00 | £150.00 | £900.00 |
| T 002511 | St. Edmundsbury and Ipswich MAT | Donation | £30.00 | | £30.00 |
| U 002512 | Jill Davis | June Expenses | 386.25 | 38.16 | 424.41 |
| V 002513 | Peter Ward | Trees for Queens Jubilee | 120.00 | | 120.00 |

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|----------|--------------|----------------------------|----------|----------|
| W 002514 | Jill Davis | June 2022 Salary | £1125.98 | £1125.98 |
| X 002515 | HMRC Payment | Quarter 1 | £623.59 | £623.59 |
| Y DD | Nest Pension | 30 th June 2022 | £87.15 | £87.15 |

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|---------------|------------------------|---------------|-----------------|-----------------|
| Z 002516 | PJB Garden Maintenance | Footpath Work | £360.00 | £360.00 |
| AA 002517 | PJB Garden Maintenance | Footpath Work | £200.00 | £200.00 |
| BB 002518 | PJB Garden Maintenance | Footpath Work | £200.00 | £200.00 |
| TOTAL: | | | £9088.31 | £9694.02 |

June Payments: A – N signed by Cllr David Cordle and Cllr Keeble on 30/05/2022.

June Payments: A - BB Approved by the members.

Cllr Bareham abstained.

18. **The Next Parish Council Meeting:
Tuesday 5th of July 2022 is Cancelled**
19. **The Next Parish Council Meeting:
Tuesday 2nd of August at 7.30pm in the Village Hall**
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. **Employment Matters:**
21.a To consider approving the annual overtime payment (In the Budget)
The item was approved by resolution
22. **Suffolk Community Awards Nominations:**
For members to consider nominations:
Members approved the suggestions by resolution. Parish Clerk to action
23. **Grant Consideration:**
For members to consider a Grant Award.
The item was approved by resolution. Parish Clerk to organise

There being no further business, the Chairman thanked everyone and closed the meeting at 8.21pm

Signed:..... ..Cllr David Cordle.....

Dated:.....02/08/2022

These minutes were approved by the members at the meeting held on 02/08/2022