

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 3rd JULY 2018 at 7.30pm.

Present: Councillors David Cordle, C Keeble, D Barwick, M Stevens, Dot Cordle, A Fox, J Deacon, J Hawkins, R Bareham and D Webb

Parish Clerk: Jill Davis

Public: 15 members of the public (left after item 14), DCllr Peter Patrick

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 everyone. The public were asked which item on the agenda they were interested in, item 14 'Woodlands'.
Apologies for Absence: SCCllr D Wood (prior commitment) DCllr D Davis (no reason given). Both apologies 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
Declarations of Interest: Cllr Bareham to the following items: 21, 22, 23.1, 23.3, 23.15, and item number 28. The reason being the partner of the Parish Clerk.
Declaration of Interest: Item number 23.16 for **Cllrs** Bareham and Webb. The reason being both councillors would be receiving the training.
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **5th JUNE 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. **Parish Councillor Vacancy:** to ratify
Applicant
Due to a process error Cllr David Cordle ratified the 5th June 2018 Parish Councillor Appointment.
Proposal: to approve Mr Robert Bareham by co-option
Proposed: Cllr Keeble **Seconded:** Cllr Dot Cordle **Vote:** All in favour
5. **Parish Councillor Vacancy:** to ratify
Applicant
Due to a process error Cllr David Cordle ratified the 5th June 2018 Parish Councillor Appointment.
Proposal: to approve Mr David Webb by co-option.
Proposed: Cllr Keeble **Seconded:** Cllr Dot Cordle **Vote:** All in favour
6. **Election of Vice Chairperson 2018-2018:** to approve
Cllr David Cordle nominated Cllr Keeble. Cllr Keeble nominated Cllr Deacon. After a short discussion Cllr Deacon was nominated to Vicechair
Proposal: to nominate Cllr Deacon as Vice chairman
Proposed: Cllr Hawkins **Seconded:** Cllr Dot Cordle **Vote:** All in favour
7. **Election of Members to Committees and Working/ Monitoring Groups:** to approve
a) Planning Committee b) Advisory Finance Group c) Village Amenities d) Community Emergency Plan e) Housing Needs

Cllr David Cordle asked Councillors whether they were happy to continue in their existing committees and working groups, all the **Cllrs** agreed. Cllr Bareham asked to join the Advisory Finance Group and Planning Committee. All Cllrs agreed with that request.

8. **Election of Representatives to Other Committees and Other Bodies:** to approve
 a) Playing Field b) Village Hall c) SALC d) Chelmondiston Primary School
 Cllr David Cordle asked Councillors whether they were happy to continue in their existing committees and working groups, all Cllrs agreed. Cllr Bareham asked to representative the council at SALC. All **Cllrs** agreed with that request. Cllr David Cordle asked Cllr Webb to join the Planning Committee and be the representative for the primary school, Cllr Webb agreed.
9. **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's report to be circulated to the Parish Council and to be uploaded to the website.
 b) **District Councillors:**
 DCllr Davis's report to be circulated to the Parish Council and to be uploaded to the website.
 DCllr Patrick was in attendance and his report as follows:
 Apologised for not attending Parish Council meetings due to illness.
 He confirmed that he would not be standing again at May 2019 elections.
 He was proud to be apart of the move to Endeavour House.
 The finances of **BDC** are not in a good place.
BDC were discussions to consider selling public toilets that they own in the county.
10. **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:** to approve
 Terms of Reference
 Due to Cllr Deacon being appointed Chairman and the new Data Protection Regulations 2018 terms of reference were revisited.
 Cllr David Cordle asked the **Cllrs** whether they were happy for him and Cllr Deacon to sign the updated document. Cllrs David Cordle and Deacon were given the permission to sign.
 b) **Village Hall:**
 No meeting held.
 c.1) **Playing Field:** to report
 AGM 2018 Playing Field Meeting
 Cllr Stevens reported that a gate that been erected by a resident on the boundary of the Playing Field. No decision was made in relation to that. Also reported that the annual service on the sit on mower was booked.
 c.2) Viridor Grant of £6,295 has been successful
 Contractor meeting next week.
 Clerk reported that the Viridor grant for the gym equipment had been approved.
 d) **Village Amenities:** Asset maintenance/ War memorial: to approve
 Grit Bins
 Cllr Deacon reported that a Grit Bin was needed in the Village at the top of Hollow Lane. The cost could be £150.00
Proposal: to order a Grit Bin up to £150.00
Proposed: Cllr Fox **Seconded:** Cllr Keeble **Vote:** All in favour
Action to Clerk: to research and order Grit Bin
 e) **Housing Needs – WG:** to discuss
 No Meeting
 f) **Other: Chelmondiston Primary School:** to discuss
 Chelmondiston Parish Council Award for Community Achievement.
 Two Councillors Thursday 19th July 2018
 Cllr David Cordle reported that the Community Achievement Award would be awarded from this year. Cllr David Cordle and Cllr Webb would be visiting the school to choose a winner from the presentations given by the school children.
11. **Clerks Report:** and to consider any action necessary
 a) **Updates:** report from previous meetings
 b) **Parish Council Vacancy:** to update
 Co-op from the 21/06/2018
 Clerk informed the **PC** that the vacancy can now be by co-option.
 c) **Town and Parish Liaison Meetings:** to discuss
 Tuesday 10th July – Clerk happy to attend
 Clerk informed the **PC** of the Town and Liaison meeting. Clerk was happy to attend if **Cllrs** agreed. The **Cllrs** agreed.
 d) **Community Engagement Officers:** to inform

June 18th, 2018

Clerk informed the **PC** that 9 new Community Engagement Officers had been appointed by Suffolk Police. PC Dave Wright will be covering Ipswich west and Hadleigh which includes Chelmondiston. Clerk suggested organising PC Wright to attend a Parish Council meeting. The **PC** agreed.

- e) Data Protection Act 2018:** to inform
Data Protection Officer has now to be registered per ICO
Clerk informed the **PC** that due to the new Data protection Regulations 2018 the Data Protection Officer has to be registered. That registration has been completed.
- f) Data Protection Act 2018:** to inform
Updated Privacy Notices from ICO
Information Commissioner's Office have updated the Privacy Notices needed for Local Governments. Clerk informed **PC** that the privacy notices already appointed meet the requirement.
- g) Suffolk Constabulary:** to discuss
Fund a PCSO
Clerk informed the **PC** that an email has been received from Suffolk Police in relation to PCSO's been funded by local Parish Councils. Clerk has asked for further information and is waiting for a reply.
- h) Stour and Orwell Forum:** to inform
Tuesday 17/07/2018 Royal Harwich Yacht Club
Clerk informed the **PC** of a meeting from Stour and Orwell Group. No further action required.
- i) Notice of Public Rights:** to inform
Dates between: Monday 02/07/2018 – Friday 10/08/2018
Clerk informed **PC** of the dates for members of the public to view the 2017-2018 financial accounts.
- j) War Memorial:** to inform
Cleaning
Clerk suggested to the **PC** with the 100-year anniversary of the Great War that the War Memorial should be cleaned. Cllr David Cordle asked Cllr Barwick to look into a quote for this to happen.
- k) Parish:**
Road signs
Clerk reported with road signs on Pin Mill Road been covered with overgrown branches. **SCC** to be informed.
Road Sign Lings Lane
Clerk has reported a damaged road sign to **SCC**. Clerk informed that it takes 30 days to process.
Pin Mill Notice Board
Clerk reported that the notice board at Pin Mill was now difficult to open (the lock). The Parish Council suggested contacting a local resident who may be able to help.
Pin Mill Common
Clerk reported brown lines on Pin Mill Common grass. Cllr Fox informed the **PC** that is an annual event that happens and will disappear in due course.
Pin Mill Byelaws
Clerk reported that the cover holding the information in relation to the byelaws at Pin Mill Common had disappeared. The **PC** suggested contacting a local resident who may be able to help.
- l) Hastoe:** to inform
Meeting 04/07/2018
Attend either PC meeting or Planning Committee meeting.
Clerk reported about HASTOE wanting to attend a Parish Council meeting. **PC** suggested organising it for a later date.

- 12. Correspondence:** to take any action deemed necessary on correspondence received
Clerk informed the **PC** of the following:
- 12.1** 4 new dinghy owners
- 12.2** An offer from a resident to help with the defib at the Village Hall. Clerk to pass his details onto the defib team.
- 12.3** A resident sent an email requesting two pedestrian crossings in the village. Clerk informed that the request has been sent to **SCC**
- 12.4** SCCllr Wood has agreed to part fund the cost of a projector from **SCC** Locality Fund.
- 12.5** Resident concerned about the amount of dog bins in the village. Clerk and resident have walked the area. Clerk requested that the resident get back in touch if any further issues.
- 12.6** Clerk reported that a resident who has maintained the outside of the Village Hall no longer wishes to continue with the work. Clerk suggested contacting the Community Payback Team. **PC** agreed.
- 13. Clerk's Holidays 2019:** to update
10th June 2019 – 1 week (here for PC meeting)

4th September 2019 – 2 weeks (here for PC meeting)

Clerk informed the **PC** of her holidays for next year. **PC** agreed to the dates.

14. 14.1 **Woodlands Development:** to discuss
Resident emails
A resident informed the **PC** of several emails between himself and **BDC** and that he had formally made a complaint in regard to the development.
- 14.2 Resident email
Cllr Deacon reported that a letter that he and another resident had sent to the Secretary of State to request for a review of the approved 'Woodlands' development had not been granted.
- 14.3 Parish Council email
Cllr David Cordle informed the **PC** that a letter has been sent to the Secretary of State in relation to the 'Woodlands' development. The letter is asking for a review due to the process of decisions being arrived at where AONB land is involved. The Clerk was asked to email the letter to a resident.
Several residents asked to speak in relation to the development and their comments are as follows:
A vote of no confidence should be addressed at **BDC**
There has been a total disregard for the views of local residents.
Concerns about the safety of the primary school children has been ignored
The area is in an area of AONB and that has been disregarded
The senior Planning Officer at **BDC** proposed the planning application should be refused
Complaint has been sent to **BDC** citing that the development was unfair unlawful and unreasonable
The access is an issue and has been ignored.
The access should be along Richardson's Lane. Rather than the developers thinking about profits, Richardson's Lane should be widened to accommodate the access and traffic.
Objections by local bodies Chelmondiston Parish Council, Natural England have been ignored.
DCllr Davis kept residents in the dark about his 'predisposition' in voting to approve the application.
Cllr Bareham asked whether any evidence could be provided in the comment re DCllr Davis and suggested that due process had taken place in regard to the vote.
DCllr Patrick spoke and explained that he had limited knowledge of Planning Regulations but suggested that the **PC** look to undertake a Neighbourhood Plan as **BDC** need to deliver Government Policy when addressing planning applications. He also felt that it might be too late to apply for a Judicial Review. Cllr Fox stated that if the cost of a Judicial Review was to be levied at the Parish Council it would be too expensive to undertake.
15. **Asset Register 2018-2019:** to review
Asset Register to check before annual Insurance payment
Clerk requested the Asset Register to be checked before the annual Insurance review.
Cllrs Barwick, Hawkins and Stevens agreed to complete the task.
16. **Pin Mill Bay Management CIC:** to discuss
DCllr Patrick suggested that there is a lot of frustration at Pin Mill due to local politics and hoped that situations could be sorted out. Cllr Fox asked who controls the **PMBMCIC**.
Cllr Webb also asked whether **PMBMCIC** should be policed. Cllr Deacon pointed out that **BDC** has the ultimate authority over the **PMBMCIC** and together with the **PC** is supposed to provide guidance to its actions. Cllr Deacon explained that several years ago the **PC** and **BDC** met with **PMBMCIC** obtain greater transparency of its activities and to discuss recent actions of its management. It became clear in the meeting that **BDC** were siding with **PMBMCIC**, so little progress was made in the meeting. Since then there has been no further involvement from the **PC** in relation to **PMBMCIC**. Cllr David Cordle asked to for the discussion to end due to time constraints. Cllr Webb pointed out that the item was on the agenda so time should be allocated. Cllr David Cordle suggested that the item could be discussed at the next meeting.
17. a) **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
James Cartlidge MP confirmed **BDC** has received the Planning Committee's letter re the Jetty Foreshore.
Clerk confirmed that James Cartlidge MP had acknowledged receipt of the letter written by the Planning Committee
- b) Dinghy Park – 15 permits outstanding. Gentle reminder letter sent 06/05/2018.
4 new dinghy customers. 12 dinghies extra
Clerk reported about outstanding payments and that there were several dinghies that had no permits. Cllr Fox suggested removing the dinghies that had been left.
Proposal: to remove discarded dinghies once notice has been served
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** All in favour
Clerk requested a decision in relation to the outstanding permits. Cllr Fox suggested removal of dinghies and to inform the owners.
Proposal: to remove dinghies (outstanding permits) once notice has been given.

- Proposed:** Cllr Fox **Seconded:** Cllr Stevens **Vote:** All in favour
18. **Recycling Centre:** to update
Financial Information
Clerk reported that £7888 has been set aside and that at present the centre were running at a loss of £185.00.
19. **Neighbourhood Plan:** to update
£8890.00 grant has been received.
Clerk reported that the grant has been received.
- 20 a) **Neighbourhood Plan:** to approve
Terms of reference
Clerk requested approval for the terms of reference
Proposal: to approve the terms of reference
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** All in favour
- b) Neighbourhood Plan approx costing £21,000
Reserves approx £12,110 for approval
Clerk requested approval for the Neighbourhood Plan reserves, Cllr David Cordle was concerned with the costs. Clerk suggested deferring to gather further information. **PC** agreed.
21. **Community Payback Team:** to approve
£57.00 cost of materials
Clerk requested approval for purchases for equipment
Proposal: for Clerk to purchase the items agreed
Proposed: Cllr David Cordle **Seconded:** Cllr Deacon **Vote:** 9 in favour, 1 abstention (Cllr Bareham)
22. **Babergh East, Police and Parish Forum:** to approve
Clerk to attend 4 meetings £36.45 mileage costs
Clerk requested approval to attend the meetings.
Proposal: to approve mileage costs
Proposed: Cllr Dot Cordle **Seconded:** Cllr Barwick **Vote:** 9 in favour, 1 abstention (Cllr Bareham)
23. **Financial Matters:**
- 23.1 **Maytrees IT Services:** to approve
Quotation to provide a 'back up service and annual checks' £50.00 per annum
Clerk reported that there were problems with the work laptop. The problems were updates, printer issues and possibly the drivers. Clerk suggested a Service Level Agreement.
Proposal: to provide a backup service
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** 9 in favour, 1 abstention (Cllr Bareham).
- 23.2 **Nest Pension Scheme:** to inform
Begins 01/08/2018. The employer pays 4 weeks £15.07 5 weeks £18.84
Clerk informed the **PC** of the date when the pension contributions will start.
- 23.3 **NALC National Salary Award:** to approve
Annual Pay Award
Effective from 01/04/2018. Approving of Back Payment
Clerk requested annual pay award and back dated payment from 01/04/2018
Proposal: to approve the request
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** 9 in favour, 1 abstention (Cllr Bareham).
- 23.4 **Playing Field:** to inform
Accounts up to year end 31st March 2018
Clerk reported the accounts of the Playing Field Committee for 2017 -2018. No query or discussion entailed.
- 23.5 **Payment to Secretary:** to discuss
Playing Field
Clerk queried the relationship between the Playing Field Committee and the **PC**. Clerk queried that with the **PC** only being a Custodian Trustee why was the **PC** so involved with the Playing Field Committee. Cllr Fox explained that 4 members of the **PC** were members of the Playing Field Committee, the VAT from the Playing Field is claimed by the Parish Council and so the Playing Field funds remains in the bank account of the **PC**. Clerk also queried why she was asked to research payment to the Playing Field Secretary Cllr Stevens explained that had now been sorted.
- 23.6 **Playing Field:** to approve
Precept £2,000
Clerk reported a grant request of £2,000. The Finance Advisory Committee suggested £2,000 at the meeting on 23/10/2017
Proposal: to approve the grant request
Proposed: Cllr Deacon **Seconded:** Cllr Keeble **Vote:** All in favour
- 23.7 **Tennis Courts:** to approve
2018-2019 budget

Clerk queried whether The Tennis Club was still running before requesting payment. Cllr Fox stated that since the discussion on the Playing Field in 23.5 the Playing Field Committee should collect the payment. The **PC** agreed. The Clerk informed the **PC** she would inform the Playing Field Committee.

- 23.8 Standing Orders:** to approve
Statutory and Optional items
Clerk requested the approving and adoption of Standing Orders 2018. With the Data Protection Regulations 2018, National Association of Local Councils have updated the Model Standing Orders. Clerk also requested optional items to be included in the Model Standing Orders.
Proposal: to approve the statutory and optional standing orders 2018
Proposed: Cllr David Cordle **Seconded:** Cllr Fox **Vote:** All in favour
- 23.9 Lloyds Bank:** to approve
Mandate Variation Request
Clerk requested approval for the mandate to be signed due to the resignation of a councillor.
Proposal: Cllr Dot Cordle **Seconded:** Cllr Stevens **Vote:** All in favour
- 23.10 Donation to St Andrews Church:** to approve
Asking for any considered amount. Budget £250.00
Clerk reported that **SALC** had provided further information in providing donations to churches. **SALC** have confirmed that a donation can be made.
Proposal: to grant the donation request
Proposed: Cllr Stevens **Seconded:** Cllr Hawkins **Vote:** 7 in favour, 3 against.
- 23.11 Donation to Centenary Commemoration Committee 2018:** to approve
Requesting for £300.00. The budget allows £1,000 other grants
Clerk reported on a grant request to support the events for the Centenary event on 11th November 2018 to be held at Shotley Village Hall.
Proposal: to grant the donation request
Proposed: Cllr Fox **Seconded:** Cllr Keeble **Vote:** All in favour
- 23.12 Donations to listed Charities:** to approve
s.137. Budget allows £600.00
11 charities at £40.00 per donation (2017)
Clerk requested approval for the annual donations to charities.
Proposal: to award a donation to 11 charities
Proposed: Cllr Fox **Seconded:** Cllr Keeble **Vote:** 9 in favour, 1 against.
- 23.13 Donations to Local Groups:** to discuss
Budget allows £1,000
Clerk queried lack of donations to local groups in the village. Cllr David Cordle explained that funds are available when applications are received.
- 23.14 RFO's Monthly Report:** June's 2018 Bank Reconciliation
Clerk reported the following:
Monies paid into the Treasurer's Account = £9,793.09
£8890.00 Grant Award for the Neighbourhood Plan
£3.09 = Bank Interest
£54.00= Dinghy Permits
£536.00 = Skip Days
£310.00 = Metal
- Bank Balance 28/06/2018**
Treasurer's Account = £8959.29
Business Account = £77,196.12
TOTAL = £86,155.41 including unrepresented cheque £42.48
- 23.15 To Consider Payments to:** and other invoices arriving after the posting of this agenda
- | | |
|---|---------|
| a) 2020 Viridor: Third Part Funding | £629.50 |
| b) 2021 Jill Davis: expenses fuel and postage | £36.74 |
| c) 2022 S A Meacock: Garden Services | £72.50 |
| d) 2023 S A Meacock: Garden Services (No invoice for April 2018) | £72.50 |
| e) 2024 SALC: Publications £8.20 [£0.34] | £8.54 |
| f) 2025 SALC: Training Workshop £29.00 [£5.80] | £34.80 |
| g) 2026 LCPAS: Annual Subscription | £100.00 |
| h) 2027 Jill Davis: June's monthly salary | £747.43 |
| i) 2028 Sackers: Skip collection general £457.18 [£91.44] | £548.62 |
| j) 2029 Sackers: Skip collection green £369.20 [£73.84] | £443.04 |

k)	2030 HMRC: National Insurance Contributions	Sheet 484 £13.31
l)	2031: HMRC: National Insurance Contributions	£61.89
	total:	£2,768.87

Proposal: to approve A-I (except B and H)

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

Proposal: to approve B and H

Proposed: Cllr Fox **Seconded:** Cllr Deacon **Vote:** 9 in favour, 1 abstention

(Cllr Bareham)

23.16 Councillors Training Course: to approve

Midweek £123.60 each

Saturday £135.60 each

Dates to be arranged

Clerk suggested dates for the two new **Cllrs** approval is required.

Proposal: to approve costs for councillors training

Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** 8 in favour, 2 abstentions (Cllrs Bareham and Webb).

24. Consultation: to inform

Consultation on an update to the Draft Statement of Community Involvement.

From 29/06/2018 – 30/07/2018.

Clerk informed the **PC** about the consultation. Cllr David Cordle suggested that the document did not need replying to. The Parish Council agreed.

25. Consultation: to inform

Consultation on Draft Suffolk Minerals and Waste Local Plan.

From 11/06/2018 – 23/07/2018

Clerk informed the **PC** about the consultation. Cllr David Cordle suggested that the document did not need replying to. The Parish Council agreed.

26. Items to be Considered for Next Agenda:

No items to be considered.

27. The Next Parish Council Meeting:

Tues 7th AUGUST at 7.30pm in the Village Hall.

28. 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 – (Overtime) Parish Council: to approve

Clerk requested this item to be deferred due to the information not being available

There being no further business the Chairman thanked everyone and closed the meeting at 9.41pm.

These minutes were agreed to be a true record and were signed by the Chairman Cllr David Cordle at the meeting held on the 7th AUGUST 2018.

Signed.....DAVID CORDLE.....

Dated:.....07TH AUGUST 2018.....