

Chelmondiston Parish Council

Chairman: Cllr David Cordle

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

Minutes of the Virtual Meeting of CHELMONDISTON PARISH COUNCIL held

REMOTELY on TUESDAY THE 4th of AUGUST 2020 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 2 members of the public

Babergh and Suffolk Councillors: SCCllr Wood

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. This *does not extend* to live verbal commentary.

1. **Welcome by the Chairman:**
The meeting commenced at 7.32pm and the Chairman welcomed everybody.
The Chairman formally announced the resignation of Cllr Green and thanked her for the contribution to the parish.
2. **Apologises for absence:** to receive and note apologies
Cllr Mckinnell illness
DCllr Gould prior engagement
Cllr Roberts absent
3. **Dispensations:** to consider requests
No dispensations requested
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Cllr Barwick – 12.a Dinghy Owner at the Dinghy Park
Cllr Barwick – 12.b Dinghy Owner at the Dinghy Park
Cllr Bareham – 17.h Partner of the Parish Clerk
Cllr Bareham – 17.i Partner of the Parish Clerk
Cllr Bareham – 19.a -d Partner of the Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 2nd of June 2020:**
The minutes were approved by the members. The Chairman signed the minutes in the presence of the parish clerk.
5. **To approve the minutes of the Parish Council Meeting held on the 7TH of July 2020:**
The minutes were approved by the members. The Chairman signed the minutes in the presence of the parish clerk.
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Item 13 – A parishioner congratulated and thanked SCCllr Wood for all his hard work in securing the extension to Suffolk Coast and Heaths AONB.
7. **Reports:** to receive reports
7.a County Councillor Report
SCCllr Wood gave a verbal report. His report has been circulated to the members and uploaded to the website.
7.b District Councillor Report
DCllr Gould's report has been circulated to the members and uploaded to the website.
8. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
No other items
9. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
No items

- 10. Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree any actions needed:
- 10.a Planning Committee**
Cllr Bareham reported on the following:
 A meeting was held on the 21st of July
 3 Planning Applications – all supported 000000000001 with comments
 1 Planning decision
 Full draft minutes available on the website to view.
- 10.b Village Hall**
 No report
- 10.c Playing Field**
 Cllr Barwick asked if the members had any opinions in relation to Guy Fawkes Night on the playing field due to the current circumstances. The Parish Clerk reminded the members that any decision made is the responsibility of the Playing Field Management Committee and not the parish council.
- 10.d Village Amenities**
 Cllr Barwick informed the members that various footpaths and bridleways have been cut and cleared by the new contractor.
- 10.e Pin Mill Multi-Agency**
 No report
- 10.f Climate and Ecological Emergency Working Party:**
 No report
- 11. Recycle Centre:** to inform
To update the members with the Financial Information for July 2020
 Parish Clerk update the members with the Financial Information for July 2020.
 Year to date - £158.57- . Set – a - side funds £14,722.35
- 12. Dinghy Park/Pin Mill**
12.a For members to consider keeping the permit cost to £20.00 for the current season
 The members approved by resolution to keep the dinghy permit to £20.00 for the current season
12.b For members to consider no removal of dinghies for the current season
 The members approved for no dinghies to be removed for the current season
12.c To inform the members of the number of dinghies permits for the current season up to July 2020.
 The Parish Clerk informed the members that there were 30 permits in place for the season
- 13. Neighbourhood Plan**
Cllr Ward updated the members with the following:
 Statutory Consultation ends on the 01/09/2020
 The leaflet questionnaire has been delivered to every household in the parish
 Zoom Q and A Session planned for Tuesday the 18th of August
 If members could encourage neighbours/friends to complete the questionnaire
- 14. Covid - 19: UPDATE**
14.a To inform members of the current expenditure
 Parish Clerk informed the members that the total spend to date was £143.49
14.b For members to consider the Covid-19 documents
 The members approved by resolution the information for the Covid – 19 Grant with an amendment. Cllr Ward abstained from the vote.
- 15. Finance and Administration:**
15.a To inform the members of the casual vacancy
 Parish Clerk informed the members due to Cllr Green's resignation a casual vacancy has been advertised on the website and on the noticeboards.
15.b For members to consider the cost of £150.00 for the grass cutting at the Pyckle (within budget) PJB Garden services
 The members approved the consideration. Parish Clerk to action.
15.c For members to consider the cost of the Annual Tree Risk Assessment £75.00. Peninsula Tree Services.
 The members approved the consideration. Parish Clerk to action
15.d For members to consider the cost of £144.00 to ensure the website meets the new regulations Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. One Suffolk. (budget)
 The members approved the consideration. Parish Clerk to action.
15.e For members to consider the three quotes for the replacement of outdoor furniture (Jubilee Garden) (budget) (Grant available £750.00)
 The members approved for a grant to be applied for. The members also approved for Quotation number 3, Realise Futures Benches to replace the damaged benches.
15.f To update the members with the June 2020 Bank statements
 Parish Clerk informed the members that the bank statements for June have been circulated.
15.g To update the members with the monthly financial information for July 2020
 Parish Clerk update the following:
 Business Instant Account: £61,932.55

Treasurers Account: £16,945.12

TOTAL: £78,880.22

Parish Clerk informed the members that a direct debit for £4.80 had been set up on the Treasurers Account that was not authorised by the pc. This has been challenged and the bank will be crediting the account within the next 7 days.

15.h For members to consider rectifying the ownership of Bylam Common on the Commons Register with SCC

This item was deferred until further information is available.

15.i To inform the members of a grant of £500.00 approved from BDC towards the car park works.

Parish Clerk informed the members that a grant request had been successful from Babergh District Council

15.j Chelmondiston Parish Council became the first parish to be awarded a Locality Grant from BDC.

Parish Clerk informed the members that the parish council became the first council to be awarded a Babergh District Council Locality Grant.

15.k To formally thank David Wood and Jane Gould for the financial support re the car park.

The Parish Council formally thanked both councillors for the financial contribution towards the cost of the car park

15.l For members to consider PJB to become a contractor for the parish

The members approved by resolution PJB to become a contractor for the parish.

15.m For members to consider continuing with remote meetings until either legislation changes or until May 2021

The members approved by resolution to continue with remote meetings for the foreseeable future.

16. Financial Accounts 2019 – 2020:

16.a To update members with the Internal Audit Report for 2019 – 2020

RFO updated the members with the results from the internal audit and informed the members that the report will be uploaded to the website. The Chairman thanked the RFO for all her hard work in completing the audit.

16.b For members to consider the two recommendations from SALC

The members approved the recommendations.

16.c To update the members with the 2019 – 2020 Accounts

RFO updated the members with the accounts for 2019 -2020 and also informed the members that all the financial information will be uploaded to the website

16.d For the members to approve the earmarked reserves for 2019-2020

The members approved the earmarked reserves for the 2019 – 2020 Financial Year

16.e For members to approve the signing of Section 1 of the Annual Governance Statement 2019 -2020.

The members approved for the document to signed by the Chairman and RFO.

16.f For members to approve the signing of Section 2 Accounting Statements 2019 – 2020

The members approved for the document to be signed by the Chairman and RFO.

16.g To inform members that the Notice of Public Rights and Publication begins on Monday the 17th of August Until Friday 25th of September 2020

Parish Clerk informed the members of the dates of the Public Rights and Publication Notice

17. Payments to Consider: July 2020 Payments

A 002280	SA Meacock	Garden Services	£208.00		£208.00
B 002281	Print4U	N/Plan Printing	£128.00	£25.60	£153.60
C 002282	Print4U	N/P Printing	£52.00	£10.40	£62.40
D 002283	Print4U	N/P Printing	£58.00		£58.00
E 002284	PJB Garden Maintenance Ltd	Grass Cutting	£825.00		£825.00
F 002285	Suffolk Assn. of Local Councils	Annual Internal Audit 2019 -2020	£280.00	£56.00	£336.00
G 002286	Sharward Services Limited	N/P Printing	£222.00		£222.00
H 002287	Jill Davis	July 2020 Salary	£1019.17		£1019.17
I 002288	Jill Davis	July 2020Expenses	£141.88	£10.80	£152.68
TOTAL:			£2934.05	£102.80	£3036.85

The members approved by resolution for the payments to be paid.

Cllr Bareham abstained from the vote.

18.

**The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 1st of September 2020 at 7.30pm Held Remotely.**

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:

19.a To inform members of the clerk's holiday dates

Parish Clerk updated the members with the annual leave dates

19.b For members to approve the change to working from home procedure

Members approved by resolution the change to the working from home procedure

19.c For members to approve the clerk payment

Members approved by resolution the overtime payment for the parish clerk

19.d For members to approve the pension process

The members approved for the pension process to be paid by direct debit

There being no further business the Chairman thanked everyone and closed the meeting at 8.52pm.

Signed:Cllr David Cordle.....

Dated:02/09/2020.....

The members approved the minutes for August 2020 at the PC Meeting that was held on the 02/09/2020.