

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 02nd of August 2022 at 7.30pm.

Present: Councillors: David Cordle, D Barwick, R Bareham, Dot Cordle and Peter Ward

Parish Clerk: Jill Davis

Public: 1

Babergh and Suffolk Councillors: 0

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 7.31pm and welcomed everyone
2. **Apologies for absence:** to receive and note apologies
2.a For members to consider a 6-month sabbatical for Cllr Keeble
The members approved the consideration
Cllr Ian Melville – Illness
SCCllr Harley – Prior engagement
DCllr Gould – Prior engagement
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.
Item 13.g Cllr Bareham – Partner of Parish Clerk
Item 17.f Cllr Barwick – Own resolution
Item 18 Cllr Bareham – Partner of Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 3rd of May 2022**
The minutes were approved by resolution. The Chairman signed the minutes.
5. **To approve the minutes of the Parish Council Meeting held on the 28th of June 2022**
The minutes were approved by resolution. The Chairman signed the minutes.
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
10. Clerk's Report
7. **Reports:** to receive reports
7.a County Councillor Report
SCCllr Harley's report has been circulated to the members and will be uploaded to the website.
7.b District Councillor Report
DCllr Gould's report has been circulated to the members and will be 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
Cllr Bareham reported on the following:
No meeting due to not being quorate. Planning extensions requested.
8.b Village Hall
No report
8.c Playing Field
Cllr Barwick reported on the following:
The management team have completed the grant request from BDC and is waiting for the decision. Cllr Barwick to update when the decision has been made.
8.d Village Amenities
No report

8.e For members to consider which groups/committees they wish to join

The members approved to stay within the existing groups and committees.

9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
9. **Items circulated to members 9.a -9.g**
- 9.h **Congratulations letter sent to Chelmondiston Primary School – Pledge of £65k through the Condition Improvement Fund.**
Parish Clerk minuted that a congratulations letter will be sent to the Primary School.
10. **Clerk’s Report:** Items received after the publication of the agenda or for items needing discussion
10. **Items circulated to members 10.a – 10.f**
Parish Clerk introduced a member of CAS to the parish council. The members discussed funding opportunities for more outdoor furniture around the parish and also the possibility of supporting the reopening of the Chelmondiston playgroup. A working party has been set up with all the members to further discuss the playgroup. The CAS member is to be invited.
- 10.g **Paul (contractor) is on annual leave – Next in the parish on the 11th August**
Parish Clerk informed the members that the footpath contractor is on annual leave and will be in the parish on the 11th of August.
11. **Recycle Centre:** to inform
- 11.a **To inform members of the May Financial Information Running Total £23,146.07**
Parish Clerk informed the members that the running total reserves were £23,146.07
12. **Dinghy Park/Pin Mill:**
- 12.a **To inform members of a complaint regarding the car park (No Man’s Land). Our contractor has been organised to trim and clear the issue.**
Parish Clerk informed the members that there have been several requests. The footpath contractor has been organised to complete the work. Date to be confirmed
- 12.b **To inform members that there will be some work (If planning permission is granted) in Pin Mill Wood – Cutting down of trees**
Parish Clerk informed the members that the National Trust will be completing work in the woodland if planning permission is granted
- 12.c **For members to consider Realise Futures for the two memorial benches (Originally Wood) In connection with 12.d**
The members approved by resolution for the two memorials to be made by Realise Futures. Parish Clerk to inform the owners and action.
- 12.d **For members to consider replacing the 5 damaged benches on Pin Mill Common**
The members discussed the 3 quotes. Realise Futures were approved by resolution. Parish Clerk to action.
- 12.e **To inform members of the correspondence received from James Cartlidge MP/Member of the public**
Parish Clerk informed the members of the correspondence that has been received from James Cartlidge MP concerning a meeting about Pin Mill with other stakeholders. The members discussed the item and wished to minute that the parish council was not invited to that meeting.
13. **Administration:**
- 13.a **To inform members of ongoing ‘dog poo’ issues around the footpath connecting Red Lion.**
The members discussed the issue and approved for the bin to be moved to a more prominent place. Parish Clerk to organise our footpath contractor to complete the work.
- 13.b **For members to consider moving the Dog Bin to the end of the Footpath (If applicable)**
Please see 13.a.
- 13.c **For members to consider approving Cllr Melville training costs £156.00**
The consideration was approved by the members. Parish Clerk to action.
- 13.d **To inform members that all tasks from the May/June/August Meetings will all be completed by the September Meeting**
Parish Clerk informed the members that all the outstanding items will be completed by the September meeting
- 13.e **For members to consider a representative for the Village Hall in the absence of Cllr Keeble**
Cllr Ward offered to be the representative for the Village Hall temporarily while Cllr Keeble is absent from the parish council. The members approved the consideration by resolution. Parish Clerk to action.
- 13.f **For members to consider approving training opportunities with SALC for councillors**
Parish Clerk informed the members of the training opportunities at SALC. Members are to inform the Parish Clerk if/when they require further training.
- 13.g **For members to consider approving the costing for the CiLCA Qualification for the parish clerk £301.00 + VAT**
The members approved the consideration by resolution. Parish Clerk to action.
Abstained – Cllr Bareham
14. **Financial Matters:**
- 14.a **For members to consider approving a reissue cheque to Collins Skip Hire for £657.24**
The members approved the request by resolution.
- 14.b **To update members with the Bank Statements for April 2022 £82,780.07**

Parish Clerk minuted that the Bank Statements for April - £82,780.07

14.c To update members with the Bank Statements for May 2022 £79,679.44

Parish Clerk minuted that the Bank Statements for May - £79,679.44

15.

End of Financial Year 2021-2022:

15.a To inform members that the Financial Accounts have been posted to the external auditor.

Parish Clerk informed the members that the financial accounts have been posted to the external auditor

15.b To inform members that the Annual Internal Report has been received from SALC and has been circulated to members.

Parish Clerk minuted that the Internal report has been received and circulated to the members and will be uploaded to the website

15.c To inform members that the Full Internal Report has been received from SALC and has been circulated to members.

Parish Clerk minuted that the Internal report has been received and circulated to the members and will be uploaded to the website

15.d For members to consider approving SALC's suggestions from the Annual Internal report

The members approved SALC's suggestions by resolution

15.e For members to consider approving the CIL Form to be signed

The members approved the consideration by resolution. The Chairman and RFO signed the document.

16.

End of Year Reserves 2021-2022:

16.a To Inform members that the CIL funds are £2744.90

Parish Clerk informed the members that the CIL Fund for the year 2021-2022 ended at £2744.90

17.

Financial Year 2022 -2023:

17.a For members to consider SALC as the Internal Auditor

The members approved the consideration by resolution.

17.b For members to consider approving SALC's Annual Subscription

The members approved the consideration by resolution.

17.c For members to consider approving SALC as the Payroll Administrator

The members approved the consideration by resolution.

17.d For members to approve Jill Davis as the RFO for the Financial Year

The members approved the consideration by resolution.

17.e To inform members that the CIL Funds were £2744.90

Parish Clerk informed the members that the CIL Fund for 2022 -2023 was currently £2744.90

17.f For members to consider existing and new cheque signatories

Cllr Barwick offered to become a cheque signatory. His offer was approved by the members.

Abstained: Cllr Barwick

18.

Payments to Consider: August 2022 Payments

A 002519	SA Meacock Garden Services	July 2022 Account	£206.80		£206.80
B 002520	Realise Futures CIC	New Noticeboard	£757.96	£151.59	£909.55
C 002521	Realise Futures CIC	New Bench – Tudwick Foundation Pin Mill	£696.00	£139.20	£835.20
D 002522	Jill Davis	July 2022 Salary	£1155.59		£1155.59
E 002523	Sackers Limited	Final Invoice	£74.63	£14.92	£89.55
F 002524	Suffolk Assn. of Local Councils	Invoice for the Internal Audit 2021-2022	£249.00	£49.80	£298.80
G 002525	Collins Skip Hire	Skip and Haulage Charge	£483.90	£96.78	£580.68
H 002526	Collins Skip Hire	Skip and Haulage Charge – Reissue	£547.70	£109.54	£657.24
I 002527	PJB Garden Maintenance	122 Clearing and Tidy Pin Mill. Footpaths 35,37 and 19	£200.00		£200.00
J 002528	PJB Garden Maintenance	120 Support to install equipment at Pin Mill	£40.00		£40.00
K 002529	PJB Garden Maintenance	121 Footpaths 16,27 and 28	£200.00		£200.00
L 002530	PJB Garden Maintenance	119 Make safe Village Hall handrails and Materials	£32.00		£32.00
M 002531	PJB Garden Maintenance	116 Footpath 24 and preparing work for the Jubilee trees and materials	£227.88		£227.88
N DD	Nest Pension	July 2022 Pension Payment	£87.15		£87.15
		TOTAL:	£4958.61	£561.83	£5520.44

August Payments A-N approved by the members.
Abstained: Cllr Bareham.

**19. The Next Parish Council Meeting:
Tuesday 6th of September 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. Pin Mill Matter:
21. To discuss communications concerning Pin Mill
The members discussed the matter and requested for the Parish Clerk to contact the parish council legal representative. Parish Clerk to action before the September Meeting.

There being no further business, the Chairman thanked everyone and closed the meeting at 8.34pm

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

Dated:.....06/09/2022...

These minutes were approved by the members held on the meeting 06/09/2022