

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 7TH AUGUST 2018 at 7.30pm.

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

Public: DCllr D Davis (DD) SCCllr D Wood (DW)

Parish Clerk: Jill Davis

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.
2. **Apologies of Absence:** No notification of attendance received from DCllr Patrick
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.
No Dispensations requested.
Declarations of Interest:
Item 11. Cllr Bareham – His own proposal
Item 14. Cllr Deacon – Is a member of the steering group for the Neighbourhood Plan.
Item 20. Cllr Bareham – Partner of the Parish Clerk
Item 25. Cllr Bareham – Partner of the Parish Clerk
Item 27.1 Cllr Bareham – Partner of the Parish Clerk
Item 27.2 Cllr Bareham – Partner of the Parish Clerk
Item 27.7 Cllr Bareham – Partner of the Parish Clerk (A, B, F and G)
Item 27.7 Cllr Deacon – Is a member of the steering group for the Neighbourhood Plan (J)
Item 27.7 Cllr Keeble – Is a member of the Village Hall Committee (E)
Item 27.7 Cllrs Fox, Stevens and Barwick – Are members of the Playing Field Committee (C and D)
Item 31. Cllr Bareham – Partner of the Parish Clerk
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **3rd JULY 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 presented his report. Report has been emailed to the Parish Council and will be uploaded to the website.
 - b) **District Councillors:**
DD presented his report. The report will be uploaded to the website and circulated to the Parish Council
DCllr Patrick did not send a report.
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:** to report
Meeting held on the 7th August:
Planning Application: DC/18/03307
9, Wendy Close, Chelmondiston. Application supported.
Planning Application: DC/18/03208

The Ark, Houseboat, Pin Mill. Application confirmed that the resident had lived in the houseboat for over 10 years.

The Onderneming Barge has moved from Pin Mill

The next steering group meeting of the Neighbourhood Plan is set for the beginning of September.

Bylam Wood is for sale. The Parish Clerk has been requested to write to the selling agents, as Bylam Common is owned by the Parish Council.

The Planning Committee have requested the Parish Clerk to contact the **BDC** Enforcement in relation to the legality of the large shed in a resident's garden and also to trees that should have been retained that may have been cut down in another resident's garden after planning permission had been granted.

b) Village Hall: to report

No meeting held

c) Playing Field: to report

Cllr Stevens reported that the Pavilion's roof was leaking. Cllr David Cordle requested he sought 3 quotations.

Cllr Stevens reported on the exercise equipment had now been installed and was ready for use.

d) Village Amenities: to report

Cllr David Cordle thanked Cllrs Barwick, Hawkins and Stevens for checking the asset register. Cllr Barwick informed the Parish Council that some changes would be needed.

Parish Clerk to action: to change the asset register where needed

e) Housing Needs – WG: to report

The Parish Council agreed for this to be removed from the agenda until further notice.

f) Other:

None

6. Clerks Report: and to consider any action necessary

a) Updates: report from previous meetings

Parish Clerk reported on the following:

Sign Post 'Harkstead' chased down 27/07/2018

School Achievement Award- The award was not presented due the headmaster cancelling the event due to time restrictions. This will be re-addressed in September when the school re opens.

Resident quoting for notice board and sign holder Pin Mill.

b) Parish Council Vacancy: to update

Co-op from the 27/06/2018 (2 vacancies)

Parish Clerk reported that there were now two vacancies by co-option due to a councillor's resignation.

c) Laptop: to discuss

Technical Issues

Parish Clerk reported that there were ongoing issues with the Laptop and that Maytrees IT would be checking and repairing the problem in September.

d) Projector: to update

Awaiting value of funding

SCCllr Wood informed the Parish Council that £100.00 had been allocated towards the cost of a projector.

e) Meeting Dates 2019 – 2020: to approve

Dates for next financial year to approve suggested changes.

Parish Clerk requested that with approval she book next year's meeting dates.

Also, that the Planning Committee dates to be the same day as the Parish Council meetings. After a discussion the proposal was suggested.

Proposal: to book the meeting dates and to change the dates for the Planning meetings.

Proposed: Cllr Dot Cordle **Seconded:** Cllr Deacon **Vote:** All in favour

f) Clerk Topic: to inform

Parish Clerk requested that the Parish Council understand that when debate and discussions are happening that one voice be heard at a time so that information is not being missed.

7. Correspondence: to take any action deemed necessary on correspondence received

7.1 Parish Clerk informed the Parish Council that a thank you for the donation had been received from Age UK. No further action required.

7.2 Parish Clerk informed the Parish Council that a thank you for the donation had been received from Suffolk Neighbourhood Watch. No further action required

7.3 Parish Clerk informed the Parish Council that confirmation has been received from Lloyds Bank is removing a signatory from the bank account. No further action required.

7.4 Parish Clerk informed the Parish Council of a complaint received from a resident in relation to the 'banks of grass outside the Village Hall and down to the grit bin' looking untidy and also, in relation to the safety of the overgrown grass due to the hot weather. The Parish Clerk reported that the area is due to be cut 25th and 26th August 2018 and that the resident had been informed. No further action required.

7.5 Parish Clerk informed the Parish Council that a thank you for the donation had been received from SARS. No further action required.

7.6 Parish Clerk informed the Parish Council that a thank you for the donation had been received from St Elizabeth Hospice. No further action required.

7.7 Parish Clerk informed the Parish Council that a thank you for the donation had been received from St Andrew's Church. No further action required.

7.8 Parish Clerk informed the Parish Council that a thank you had been received from Suffolk Family Carers. No further Action required.

7.9 Parish Clerk informed the Parish Council that a thank you has been received from the Shotley Centenary Committee. No further action required.

7.10 Parish Clerk informed the Parish Council that an email had been received in relation to having a plaque on a memorial bench at Pin Mill. The applicant had been informed of no availability and would be added to the waiting list. No further action required.

7.11 Parish Clerk informed the Parish Council that the £300.00 cheque for **LCPAS** had been stopped by Lloyds Bank. No further action required.

7.12 Parish Clerk informed the Parish Council of an email that had been received from Suffolk Coast and Heaths updating Parish Councils of their recent activities. No further action required.

7.13 Parish Clerk informed the Parish Council of an email received from a resident in relation to the HMS Ganges Mast and that it had now been moved for restoration. No further action required.

7.14 Parish Clerk informed the Parish Council of an email received from Suffolk County Council that had decided not to move the finger post at footpath 50 Pin Mill. The reason being that the finger post is in relation to the path line of the footpath. No further action required.

8. Clerk's Holidays 2018: to inform

Minutes taking 04/09/2018

Cover for Clerk's holiday (2 weeks)

Parish Clerk informed the Parish Council of her annual leave.

Cllr David Cordle reported that he would be the contact while the clerk was on leave.

Cllr Keeble offered to take the minutes for the September meeting while the clerk was on leave.

9. GDPR: to inform

LCPAS – 41 access requests/ 6 breaches (since 25/05/2018)

Work Involved: tailored, read and understood. 6 Data Protection forms, 4 consent forms, 5 privacy notices, 11 policies, 3 safeguards, assessment of existing data and completed a risk assessment. Hard copies of all information documented and filed, Laptop all information documented and filed.

Website updated and all policies and relevant documents uploaded.

Parish Clerk informed the Parish Council that the project in relation to the new Data Protection Regulations (2018) were now in place and that item 31 could now be approved.

Parish Clerk reported that the main issues that **LCPAS** had received being the Data Protection Officer for several Parish Council's were due to emails and email addresses.

Parish Clerk suggested that the Parish Council have individual addresses. The Parish Council agreed to the request.

Action to Clerk: to contact Maytrees IT Service to deliver this agreement.

10. GDPR: to approve

- a) Assessment of Personal Data
(20/07/2018)
- b) Document and Electronic Data Retention Policy
(20/072018)
- c) Third Party Use of Council Resources Policy
(20/07/2018)
- d) Computer and telephone Misuse Policy
(20/07/2018)
- e) GDPR Risk Assessment
(20/07/2018) **Chairman to sign**
- f) Subject Access Request Policy
(20/07/2018)
- g) Lawful Process for Processing Data Policy
(20/07/2018)
- h) Technical and Organisational Safeguards 2018
(20/07/2018)
- i) Lawful Basis Safeguards 2018
(20/07/2018)

- j) Privacy Notices Safeguards 2018
(20/07/2018) **Chairman to sign**
- k) Electronic Policy
(20/07/2018)
Parish Clerk requested approval for Policies, Safeguards and Assessment of Personal Data (A, B, C, D, F, G, H, I, K).
Proposal: to approve the requested documents.
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** All in favour
Parish Clerk requested approval for the Chairman to sign the GDPR Risk Assessment and the Privacy Notices Safeguards.
Proposal: Authority for the Chairman item 10.E and item 10.J
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** All in favour
Parish Clerk informed the Parish Council that it was now fully compliant with the new regulations and that **LCPAS** would be contacted to arrange the Data Protection Officer visit.
11. **Website:** to approve
Responsibility and Training (Cllr request)
Cllr Bareham requested the approval of taking over the website.
Proposal: Cllr Bareham to take the responsibility of running and update the Parish Council's website.
Proposed: Cllr David Cordle **Seconded:** Cllr Deacon **Vote:** 8 in favour, 1 abstention (Cllr Bareham)
12. **Pin Mill Bay Management CIC:** to update
No update.
13. a) **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
Dinghy Park – Stolen dinghy 05/07/2018
Parish Clerk reported a stolen dinghy. The Police have been given the licence plate number of the car that was used. Parish Clerk will update further when information is available
- b) **Pin Mill:** to update
53 dinghy owners 2017 – present, 44 permits.
Parish Clerk reported that there were still outstanding permits and also several dinghies that seem to have been left. Cllr Fox to liaise with the Parish Clerk in removing the dinghies once the removal notice had been served.
- c) **Pin Mill:** to discuss
Mooring query
Parish Clerk reported that a resident had queried that since the Onderneming had left Pin Mill that the area was not available for visiting boats. Cllr Fox stated that the **PMBMCIC** were the organisation that needed to be informed of the query.
Action to Clerk: to inform the resident about contacting **PMBMCIC**
- d) **Pin Mill:** to discuss
Babergh -Public toilets and Health Matic Limited
Parish Clerk informed the Parish Council that **BDC** were looking to move ownership of the public toilets. After a discussion between the Parish Council and **DCllr** Davis, it was decided to wait for further information before further discussion. Parish Clerk was given the authority to speak to an independent company in relation to this matter.
- e) **Pin Mill:** to approve
Removal of tree £50.00
Parish Clerk informed the Parish Council that the quote was now for £100.00 as the contractor needed to purchase the top soil and fill the hole once the tree had been removed.
Proposal: to remove the tree
Proposed: Cllr David Cordle **Seconded:** Cllr Keeble **Vote:** All in favour
14. **Neighbourhood Plan:** to approve
£6.5k approx (reserves)
Parish Clerk requested an approval for £6.5k reserves to be earmarked for the Neighbourhood Plan.
Proposal: to earmark £6.5k reserves for the neighbourhood Plan
Proposed: Cllr Dot Cordle **Seconded:** Cllr Barwick **Vote:** 8 in favour, 1 abstention (Cllr Deacon).
15. a) **Recycling Centre:** to approve
Fiscal Study (Cllr request)
Cllr Bareham requested approval for a fiscal study due to increased costs in skips, the reduction in funds from **BDC** and the uncertainty of future grants. He also requested looking into the Health and Safety aspect and legal regulations for the site. A debate followed with an agreement for further discussion at October's Parish Council Meeting.
- b) **Recycling Centre:** to approve
Renew Certificate of Registration £105.00 +£5.00 for the cards
Parish Clerk informed the Parish Council that the Certificate of Registration was due for renewal. If purchased by December the cost would be cheaper.

- Proposal:** Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- c) **Recycling Centre:** to update
Financial Information
Cost of Sacker Skips from April 2018
Parish Clerk informed the Parish Council that the total profit for July was £144.00 and there was still a healthy reserve amount.
Parish Clerk informed the Parish Council that there had been an increase in skip hire and skip haulage. After a discussion it was agreed to write to Shotley Parish Council to request financial contribution.
Proposal: to request a financial contribution
Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- d) **Recycling Centre:** to discuss
Storage/ Gas Cannister/ Office
Parish Clerk informed the Parish Council that the volunteer who runs the Recycling Centre had requested an office/hut in 2012 when the recycling centre was taken over by the Parish Council. After a discussion it was decided to discuss this in October's Parish Council Meeting.
16. **Consultations:** to discuss
Process
Parish Clerk requested a discussion on the process of Consultations. After a discussion the Parish Council decided that the current procedure was adequate.
17. **Babergh East, Police and Parish Forum:** to update
Hadleigh Meeting Minutes
Parish Clerk gave a summary of the Hadleigh minutes. Parish Clerk also circulated the minutes to the Parish Council.
18. **Community Payback Team:** to approve
Village Hall
£209.00+ VAT (offset VH Grant)
Parish Clerk informed the Parish Council that the Community Payback Team (18) would tidy outside the Village Hall, paint the bus stop for the cost of a skip for two days at £209.00+ VAT.
Parish Clerk informed the Parish Clerk that a local contractor would tidy outside the Village Hall and the cost would be £300.00
After a discussion it was decided to appoint the Community Payback team. The reason was down to costing but wanted to thank the local contractor for his time.
Proposal: to appoint the Community Payback Team
Proposed: Cllr Keeble **Seconded:** Cllr Stevens **Vote:** All in favour
19. **Parish Councillor Vacancies:** to approve
In Touch Magazine
Shotley Peninsula News Website quote £40.00
875 houses: Councillors and Clerk =87 houses each
875 houses: Clerk (overtime)
Printing: £10.00
Parish Clerk informed the Parish Council about the two Parish Council Vacancies.
Clerk requested approval for the Shotley Peninsula News Website.
Proposal: to authorise the quote
Proposed: Cllr Dot Cordle **Seconded:** Cllr Deacon **Vote:** All in favour
Cllr David Cordle suggested deferring the debate about delivering house to house. This was accepted.
20. **Media Policy 2018:** to approve
Review Policy
Parish Clerk requested approval for an updated Media Policy due to the new Data Protection Regulations 2018. Parish Clerk also wanted to have a delegated power to communicate with media outlets as events happen rather than wait for a Parish Council meeting.
Proposal: to approve the review of the media policy.
Proposed: Cllr David Cordle **Seconded:** Cllr Stevens **Vote:** 8 in favour, 1 abstention (Cllr Bareham).
21. **Centenary Event 2018:** to inform
Poster / Invite
Parish Clerk informed the Parish Council the Poster and Invite were being designed and discussed for the centenary event.
22. **Primary School:** to discuss
Parish Councillor Representative
Parish Clerk informed the Parish Council that a representative was needed for the Primary School. Cllr David Cordle volunteered.
23. **Quotation for Village Hall:** to approve
£300.00 Quote (contractor)
See item number 18 for minutes.
24. **Community Emergency Plan:** to discuss
Parish Council members

Parish Clerk informed the Parish Council that at the moment there were only two members of the Community Emergency Plan. After a discussion it was agreed for the Parish Clerk to advertise for support in the in-touch magazine.

Action to Clerk: to contact the in-touch magazine

25. **Annual Appraisal:** to inform
Parish Clerk December 2018
Parish Clerk reminded the Parish Council that her annual appraisal was due in December 2018. Cllr David Cordle requested that Councillors contact him with their evaluations of performance for this year.
26. **Budget 2019- 2020:** to inform
Council's agenda/plans
Parish Clerk informed the Parish Council that discussions for next years budget will soon to be discussed and to give thought to projects or plans that the Parish Council may be interested in.
27. **Financial Matters:**
- 27.1 **Government Mileage Rate:** to approve
45p per mile
The annual mileage rate requires approval for the Parish Clerk
Proposal: Cllr Fox **Seconded:** Cllr Barwick **Vote:** 8 in favour, 1 abstention (Cllr Bareham).
- 27.2 **Amazon Business Account:** to approve
To be able to legally claim VAT Refund
Parish Clerk requested approval to open a Business account.
Proposal: to open a business account for VAT refunds
Proposed: Cllr Dot Cordle **Seconded:** Cllr Deacon **Vote:** 8 in favour, 1 abstention (Cllr Bareham)
- 27.3 **Transparency Code for Smaller authorities:** to approve
Democratic accountability
Parish Clerk informed the Parish Council that she wanted all documents to be uploaded to the website for transparency rather than just following the guidelines.
Proposal: to approve the request for transparency
Proposed: Cllr Deacon **Seconded:** Cllr Barwick **Vote:** All in favour
- 27.4 **Insurance Policy:** to approve
Renewal of Policy
Parish Clerk informed the Parish Council that the renewal was the same as the previous year and that with the new Data Protection Regulations 2018 there will be an update in due course.
Proposal: Cllr Fox **Seconded:** Cllr Stevens **Vote:** All in favour
- 27.5 **PCSO Funding:** to discuss
Costings
Parish Clerk informed the Parish Clerk of the costing, over £37,0000 per annum. After a discussion it was agreed not to pursue this due to costing.
- 27.6 **RFO's Monthly Report:** July's 2018 Bank Reconciliation
Bank Balance as of 30th July 2018
Payments in: £440.65
Unpresented Cheque: £42.48
Treasurer's Account: £6628.12
Business Instant Access Account: £77,199.07
TOTAL IN BOTH BANK ACCOUNTS = £83,827.19
- 27.7 **To Consider Payments to:** and other invoices arriving after the posting of this agenda
- | | | |
|----|---|-----------|
| a) | 2032 Jill Davis: July Expenses £331.96 [£42.80] | £374.76 |
| b) | 2033 Jill Davis: July's Salary | £972.82 |
| c) | 2034 Tomlinson Ground care: A/S Mower £224.73 [£44.95] | £269.68 |
| d) | 2035 Playing Fields Committee: Money transferred | £1000.00 |
| e) | 2036 Chelmondiston Village Hall: 3-month hire | £59.00 |
| f) | 2037 SALC: Networking event £17.00 [£3.40] | £20.40 |
| g) | 2038 SALC: Clerk's Training £51.50 [£10.30] | £61.80 |
| h) | 2039 Sackers: Skip costs £853.78 [£170.76] | £1,024.54 |
| i) | 2040 Age UK Suffolk: Donation | £40.00 |
| j) | 2041 Chelmondiston PCC: Room hire for Neighbourhood Plan | £12.50 |
| k) | 2042 Webbs Maritime Limited: Repair Wooden Bench £75.00 [£15.00] | £90.00 |
| l) | 2043 SARS: Donation | £40.00 |
| m) | 2044 Shotley Parish Council: Grant for Centenary Event | £300.00 |
| n) | 2045 Chelmondiston PCC: Grant for St Andrews Church | £250.00 |

o)	2046 St Elizabeth Hospice: Donation	£40.00
p)	2047 SNWA: Donation	£40.00
q)	2048 Home Start: Donation	£40.00
r)	2049 East Anglia's Children Hospice: Donation	£40.00
s)	2050 East Anglian Air Ambulance: Donation	£40.00
t)	2051 The Befriending Scheme: Donation	£40.00
u)	2052 Suffolk Family Carers: Donation	£40.00
v)	2053 Revitalise: Donation	£40.00
w)	2054 MAGPAS: Donation	£40.00

TOTAL: £4875.50

- Clerk paid the for stones to resurface the paths at Pin Mill Common £234.00
 - **Proposal:** to pay A and B
Proposed: Cllr Fox **Seconded:** Cllr Deacon **Vote:** 8 in favour 1 abstention (Cllr Bareham)
 - **Proposal:** to pay C and D
Proposed: Cllr Deacon **Seconded:** Cllr Dot Cordle **Vote:** 6 in favour, 3 abstentions (Cllrs Barwick, Fox and Stevens)
 - **Proposal:** to pay E
Proposed: Cllr Fox **Seconded:** Cllr Stevens **Vote:** 8 in favour, 1 abstention (Cllr Keeble)
 - **Proposal:** to pay F and G
Proposed: Cllr Dot Cordle **Seconded:** Cllr Fox **Vote:** 8 in favour, 1 abstention (Cllr Bareham)
 - **Proposal:** to pay H and I
Proposed: Cllr Dot Cordle **Seconded:** Cllr Fox **Vote:** All in favour
 - **Proposal:** to pay J
Proposed: Cllr Keeble **Seconded:** Cllr Barwick **Vote:** 8 in favour, 1 abstention (Cllr Deacon)
 - **Proposal:** to pay K to X
Proposed: Cllr Dot Cordle **Seconded:** Cllr Deacon **Vote:** All in favour
28. **Finance Advisory Committee:** to approve Hiring Meeting Room/Meeting in the Pavilion
Parish Clerk requested approval of having the financial meetings held in a meeting room. The Parish Council declined the request as they were happy with the current situation.
29. **Items to be Considered for Next Agenda:**
None
30. **The Next Parish Council Meeting:**
Tues 4th SEPTEMBER 2018 at 7.30pm in the Village Hall.
31. **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 GDPR) Parish Council: to approve
Parish Clerk informed the Parish Council that the agreed overtime work had been completed.
Proposal: for over time to be paid
Proposed: Cllr David Cordle **Seconded:** Cllr Fox **Vote:** 8 in favour. 1 abstention (Cllr Bareham).

There being no further business the Chairman thanked everyone and closed the meeting at 9.21pm.

These minutes were agreed to be a true record and were signed by the Chairman Cllr David Cordle at the meeting held on the 11th September 2018.

Signed:..... Dated:.....