

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 2nd OCTOBER 2018 at 7.30pm.

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

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

Parish Clerk: Jill Davis

Public: 1

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:
Cllr David Cordle opened the meeting at 7.29pm and welcomed everyone.
Apologies for Absence: Cllr Fox (illness) DCllr Patrick (no relevant information for the Parish).
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.
No dispensations
Cllr Bareham item 19.6 A (HIS OWN EXPENSES)
Cllr Bareham items 19.6 B AND C (PARTNER OF THE CLERK)
Cllr Bareham item 21 (PARTNER OF THE CLERK)
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **2nd OCTOBER 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:
No questions from the member of the public.
 - a) **County Councillor:**
DD's report was given and will be circulated to the Parish Council and uploaded to the website.
DCllr Patrick requested that his appreciation to the Red Lion Pub at Chelmondiston in hosting fundraising coffee mornings for the Shotley Pier be minuted.
 - b) **District Councillors:**
Cllr David Cordle expression his sorry to DW for the loss of his wife.
DW's report was given and will be circulated to the Parish Council and uploaded to the website.
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
Cllr Deacon reported on the Planning Meeting held on the 18/09/2018.
An enforcement Officer to visit a property on St Andrew's Drive in relation to a planning issue.
Joint Housing Strategy Consultation will be open from the 5th October 2018.
TPO Granted for Elm on Richardson's Lane.
Neighbourhood Plan – the next meeting is scheduled for 16/10/2018, information will be updated on the website and by the end of November 2018 the 1st real draft should be completed.
Planning Application Withdrawn – HMS Ganges Site.

Planning Application Granted – Shore Cottage, Pin Mill Road, Chelmondiston. IP9 1JR.

Planning Application Conditions Approved – Land Adjacent Highlands, Shotley Road. Chelmondiston. IP9 1EE.

Planning Application – Notification of Works to Trees in a Conservation Area – Prunus (T1) Fell Land Next to And North of the Car Park Entrance, Pin Mill Road, Chelmondiston.

b) Village Hall: to report
No Meeting.

c) Playing Field: to report
Cllr Stevens informed the Parish Council of 5 quotes for the work needed on the Pavilion Roof. After a short discussion it was decided that the Playing Field Committee would be discussing this at their next meeting.
Cllr Stevens also reported on 2 gates have been erected on the boundary within the Playing Field

Clerk to action: Parish Council requested that contacting both owners who have erected the gates.

d) Village Amenities: to report
Nothing to report

e) Housing Needs – WG: to report
Nothing to report and item to be removed.

f) Other: to report
SALC Meeting – Cllr Bareham reported on the recent SALC Meeting:
SALC have introduced a quarterly magazine.
Introductions of PSCO's being paid by Councils.
Lots of information available of the SALC website.
Website Training - Cllr Bareham informed the Parish Council that the date for the training is 9/10/2018.

6. Clerks Report: and to consider any action necessary

a) Updates: report from previous meetings
Grit Bin
Insurance
Parish Clerk informed the Parish Council that the grit bin is now in situ.
The Parish Clerk informed the Parish Council that the Annual Insurance documents had now arrived.

b) Laptop: to update
Technical issues
The Parish Clerk informed the Parish Council that there were still ongoing issues with the Parish Laptop and that Maytrees will need to do some more repair work.

c) Traffic Regulation order: to inform
The Parish Clerk informed the Parish Council that an email has been received from **SCC** in relation to new traffic regulations and that she was requested to check areas in the village. This has been completed and no further action is required.

d) Projector: to update
£100.00 received
The Parish Clerk informed the Parish Council that £100.00 has been received from the locality budget of SCCllr Wood in relation to purchasing a projector.

e) Clerks/Councils Direct: to inform
Publication for Councillors
The Parish Clerk informed the Parish Council of a publication that she has received and whether the Parish Council would like to subscribe to receive copies for distribution between themselves. This was decided to agenda this for the next meeting for approval.

f) Centenary Event: to update
The Parish Clerk informed the Parish Council of the following:
Poster has now been completed and will be distributed.
Invites will be sent to VIP's in the Parish.
The concert starts at 2.30pm on the 11/11/2018
The first world war grave – a pin will be placed by the Chairman of the Parish Council and a wreath by the local school at 11.00am on the 08/11/2018.
The wreath for the Chelmondiston War memorial – will be ordered.
Would Cllrs Stevens and Barwick to place the wreath on the war memorial – both agreed.
The 24 men who died from the Parish, their names will be printed on the programme.

g) Police and Parish Forum: to update
The Parish Clerk informed the Parish Council of the recent meeting held on the 15/08/2018:

24 vehicles caught speeding in the Parish and that the Police had sent 13 letters. Inspector Kevin Horton reported that it would be good for certain crimes to be reported online.

PC Wright is only available for Parish Council Meetings if there is an urgent community matter

The next meeting is scheduled for the 10th October 2018

h) Bonfire date: to inform

The Parish Clerk informed the Parish Council that the proposed date given to her is the 10th November 2018.

i) Memorial Bench: to approve

Repair of Bench

The Parish Clerk informed the Parish Council that a memorial bench on Pin Mill Common is damaged and that it will inform the owner of the bench. The Parish Council proposed a local contractor to repair if required.

Proposal: To repair the bench

Proposed: Cllr Dot Cordle **Seconded:** Cllr Keeble **Vote:** All in favour.

j) Annual Tree Survey: to approve

The Parish Clerk informed the Parish Council that the annual tree risk Assessment was due and that the quotation was the same cost as the previous year

Proposal: to approve the quote.

Proposed: Cllr Barwick **Seconded:** Cllr Deacon **Vote:** All in favour.

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

7.1 The Parish Clerk informed the Parish Council of a 'thank you' from Home Start that had been received in relation to a donation. No further action required.

7.2 The Parish Clerk informed the Parish Council that a complaint had been received in relation to overgrown branches on Hollow Lane. Cllr David Cordle informed the Parish Council that it has been resolved and no further action was required.

7.3 The Parish Clerk informed the Parish Council that the August AONB monthly update has been emailed to all of them. No further action is required.

7.4 The Parish Clerk informed the Parish Council that an email had been received from a resident in relation to the outdoor gym equipment. The resident sent her thanks. No further action is required.

7.5 The Parish Clerk informed the Parish Council that the Grant for the Zip Wire has been received from the National Lottery £9960.00. No further action is required.

7.6 The Parish Clerk informed the Parish Council that an email had been received from the local school in relation to the head teacher leaving and arranging a date for a meeting at the school. No further action is required.

7.7 The Parish Council informed the Parish Council that the next meeting of the Babergh East Police and Parish Forum will be on the 10/10/2018 at East Bergholt Sports Pavilion

7.8 The Parish Council informed the Parish Council that a letter has been received by a resident in relation to viewing Parish Council Minutes from the Second World War. The Parish Clerk informed the Parish Council she will check the container and let the resident know. No further action required.

8. SALC Information to inform

Councillor Workshop

The Local Councillor Publication

The Parish Clerk informed the Parish Council of an up and coming workshop for Councillors and also the new quarterly SALC publication that had been emailed to them.

9. 2019 Parish Council/Planning meetings: to approve

The Parish Clerk informed the Parish Council of the meeting dates for 2019. After a short discussion it was proposed to hold the Annual Meeting of the Parish Council on Wednesday 15th May in the Village Hall.

Proposal: to approve the 2019 meeting dates.

Proposed: Cllr Deacon **Seconded:** Cllr Barwick **Vote:** All in favour

Clerk to Action: to upload to the website and update the noticeboards.

10. Standing Orders: to approve

Updated August (NALC) 2018

The Parish Clerk informed the Parish Council that NALC has updated the Standing Orders. The updates consisted of 3 points and that the 3 points were minor and the information has been emailed to the Parish Council.

Proposal: to approve the August Standing Orders.

Proposed: Cllr Keeble **Seconded:** Cllr Bareham **Vote:** All in favour

11. Review Model Publication Scheme: to approve

An annual Review

The Parish Clerk informed the Parish Council that the annual review was required

Proposal: to approve the publication.

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

Clerk to Action: to upload to the website

12. **Policy and Procedure for Handling Requests for Information:** to approve
The Parish Clerk informed the Parish Council that a Freedom of Information Request Policy was needed. This was to ensure that the Council adheres to best practice and that if any members of the public wanted to put in a request that they understand the process.
Proposal: to adopt and approve the policy
Proposed: Cllr Dot Cordle **Seconded:** Cllr Barwick **Vote:** All in favour
Clerk to Action: to upload the policy onto the website.
13. **Recycling Centre:** to update
Financial Information
The Parish Clerk informed the Parish Council of the following: Year to date £385.98 in profit and the set a side amount is £8,459.35. The Parish Clerk highlighted that the 'set a side' amount needed to be discussed.
14. **Pin Mill Bay Management CIC:** to update
Meeting to Participate
This was deferred due to the absence of Cllr Fox.
15. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
Removed Dinghies
The Parish Clerk informed the Parish Council of the following:
5 dinghies and two trolleys have been removed. Cllr David Cordle suggested due to the damage of the dinghies that donations to be offered by anyone who buys them. Cllr Barwick has received several enquires and will liaise with the Parish Clerk. The Parish Clerk also wanted to thank Cllrs David Cordle, Bareham, Barwick and Stevens for their help in moving the dinghies.
Clerk to Action: Parish Clerk to organise the Sale.
16. **Pin Mill Toilets:** to update
Meeting with Babergh
Meeting with healthmatic
The Parish Clerk informed the Parish Council of the two meetings. After a discussion, the Parish Council were happy for Babergh District Council to continue to run the public toilets. However, if there are any other parties interested then the item needs to come back onto the agenda.
Clerk to Action: to inform Babergh District Council of the decision.
17. **Consultations:** to inform
Gambling Act 2005 Amendments
The Parish Clerk informed the Parish Council of a pending consultation in relation to a statement of principles under the Licensing Act 2003. No further action required at this time.
18. **Environment Agency Feedback:** to inform
FCERM Feedback
The Parish Clerk informed the Parish Council of a feedback form that has been received in relation to flooding and changes to the coast. After a short discussion the Parish Council requested the Parish Clerk to reply to the feedback request.
Clerk to Action: to complete the feedback form
19. **Financial Matters:**
- 19.1 **Budget 2019- 2020:** to remind
Council's agenda/plans
The Parish Clerk reminded the Parish Council that the Finance Committee was set for the 29th October 2018 and that suggestions needed to be sent to her before 23rd October 2019.
- 19.2 **External Auditor Report:** to inform
For Year Ending March 2018
The Parish Clerk informed the Parish Council of the external report from PKF LITTLEJOHN LLP. There was one error made. The error was in relation to the Asset Register and that if the amounts were changed that the word 'RESTATED' needed to be printed on the report. Also, that the information has been uploaded to the website and placed on the noticeboards as required.
- 19.3 **Internal Auditor:** to update
Outstanding issues.
The Parish Clerk updated the Parish Council that the two recommendations by the Internal Auditor that one had been completed in relation to 3.1 and the second one (3.2) was still to be actioned. The Clerk informed the Parish Council that she was still waiting for the information from the Insurance Company but had been chasing it down.
- 19.4 **Statement of Accounts:** to inform
April – August 2018
The Parish Clerk updated the Parish Council with an actual updated budget (up to 28/08/2018). The Clerk informed the Parish Council of the payments and receipts and that a further discussion was needed at the Finance Meeting.
- 19.5 **RFO's Monthly Report:** September's 2018 Bank Reconciliation
The Parish Clerk informed the Parish Council of the following:
Payments in: £23,731.89

Zip wire Grant £9,960.00
 Precept £12,375.00
 SCC Grant £100.00
 SCC Footpath Payment £322.60
 Bank Interest £3.29
 Metal (Recycle centre) £277.00
 Skip Days (Recycle centre) £640.00
 Dinghy Permits £54.00

Amount in Two Bank Accounts: £98,959.89
Unpresented Cheques £609.08(5 cheques)
Recycle Centre set aside funds £8,459.35
Neighbourhood Plan £12,916.50
Playing Field Management Committee £18,424.77

The Parish Clerk informed the Parish Council of her concerns re the amount of money being in the bank accounts and the fidelity Insurance Cover was £100,000.00.

The Parish Clerk informed them that she would contact the Insurance Company for advice in raising the fidelity insurance.

19.6 To Consider Payments to: and other invoices arriving after the posting of this agenda

a) 2063 Robert Bareham: Councillor Training	£23.40
b) 2064 Jill Davis: September Salary	£742.22
c) 2065 Jill Davis: September Expenses £127.89 [£14.60]	£142.49
d) 2066 Sackers: Village Hall Payback Team £209.00 [£41.80]	£250.80
e) 2067 Sackers: Recycling Cost £588.76 [£117.75]	£706.51
f) 2068 Mr Derek Davis: Parish Council Vacancy Advertisement	£40.00
g) 2069 BDC: Annual Brown Bin	£50.00
h) 2070 PKF: External Auditor Fees £200.00 [£40.00]	£240.00
i) 2071 Glasdon: Grit Bin £99.45 [£19.89]	£119.34
j) 2072 SA Meacock: Monthly Garden service	£72.50
k) 2073 SALC: Budgeting Workshop £29.00 [£5.80]	£34.80
l) 2074 HMRC: National Insurance Contributions Month 5	£90.88
m) 2075 HMRC: National Insurance Contributions Month 4	79.40

TOTAL: £2592.34

Proposal: TO PAY A AND B AND C

Proposed: Cllr Barwick **Seconded:** Cllr Keeble **Vote:** 7 in favour, 1 abstention (Cllr Bareham).

Proposal: TO PAY D THROUGH TO M

Proposed: Cllr Dot Cordle **Seconded:** Cllr John Hawkins
Vote: all in favour.

20. The Next Parish Council Meeting:

Tues 6th NOVEMBER 2018 at 7.30pm in the Village Hall.

21. 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 Dinghy Warden) Parish Council: to approve

The Parish Clerk informed the Parish Council of the overtime incurred whilst completing the Dinghy Ward Role.

Proposal: to approve the over time

Proposed: Cllr David Cordle **Seconded:** Dot Cordle **Vote:** 7 in favour, 1 abstention (Cllr Bareham).

Item for the Next Agenda: Cllr David Cordle informed the Parish Council that his brother and himself were considering selling a piece of land to help their respective churches with funding. Lindon Homes had been contacted in relation to the piece of land. Cllr David Cordle requested that Lindon Homes be allowed to give a summary at the next Parish Council Meeting on the 6th November 2018.

The Parish Council gave their approval for Linden Homes to attend the Parish Council Meeting.

Cllr David Cordle will not take part in any discussions with Linden Homes at the Parish Council meeting in November.

There being no further business the Chairman thanked everyone and closed the meeting at 9.20pm.

Signed:..... **Date:**.....