

# Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 01473 780159

## MINUTES of the CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON TUESDAY 6<sup>TH</sup> NOVEMBER 2018 at 7.30pm.

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

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

**Parish Clerk:** Jill Davis

**Public:** 34 approx

**Linden Homes:** 2

**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 Chairman:** and to receive and consider:  
Cllr David Cordle opened the meeting at 7.30pm and welcomed everybody. He formally thanked all the public and Linden Homes for attending. Cllr David Cordle explained that item number 5 Linden Homes would be moved up the agenda to number 4.
2. **Apologies for Absence:** DCllr Patrick (no report for the Parish) his apology was noted.  
**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.  
Cllr David Cordle informed the Parish Council of his register of interest in item number 4 (being the co-owner of the land) and has not asked for a dispensation to be considered so would be leaving the meeting when item 4 is being addressed. Vice Chairman Cllr John Deacon will be acting Chairman for that item.  
**Declaration of interest:**  
Cllr Bareham item 15.1 (Partner of Parish Clerk)  
Cllr Bareham item 15.5 (Cllr requested the training)  
Cllr Bareham item 15.6 (Partner of Parish Clerk)  
Cllr Bareham item 15.11 K AND L (Partner of Parish Clerk)
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **2<sup>ND</sup> 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. **Linden Homes:** to present  
Potential purchase of land.  
7.35pm Cllr David Cordle leaves the meeting room. Cllr John Deacon acting Chair. Cllr Deacon explained that he would ask Linden Homes to present and then allocate 5 minutes for any questions.  
**Linden Homes - a summary of the following:**  
Presented a draft plan of the potential development  
The objective of the presentation was to offer information to the public.  
They had secured an option on the land  
6 acres of land had been secured as the option.  
That the potential development was in its infancy.  
There have been no discussions with Babergh District Council.  
They will see the development through to the end.  
There has been no planning application to date.  
They are waiting for the publication of Babergh District's Council Local Plan.  
They want to work with and consult with the parish and the neighbourhood plan team.  
They want to continue a dialogue with the Parish Council.  
**Cllr Deacon requested questions from the public:**  
What would the density of the development be? **LH:** 10-15 dwellings per acre.

The potential development is in AONB Land? **LH:** There is a lot of work to be completed. Affordable housing? **LH:** 35% of the development would be allocated, which is the legal minimum.

When would the process start? **LH:** No date as no discussions have happened with Babergh District Council.

Concerns re traffic issue? **LH:** No traffic assessment completed as the development is in its infancy.

**Cllr Deacon concluded the questions from the public.** The Linden Homes representatives offered their email addresses and welcomed emails from individuals.

[david.hill@lindenhomes.co.uk](mailto:david.hill@lindenhomes.co.uk) / [james.bay@lindenhomes.co.uk](mailto:james.bay@lindenhomes.co.uk)

The Parish Clerk requested a copy of the draft plan so that it could be uploaded to the website. Also, further information received would be uploaded to the website.

7.55pm Cllr David Cordle re entered the meeting and resumed as Chairman.

5. **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 presented his report. His report has been circulated to the Parish Council and will be uploaded to the website.

b) **District Councillors:**

DCllr Davis presented his report. His report will be circulated to the Parish Council and uploaded to the website once received.

6. **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 on the 6<sup>th</sup> November 2018 – Full details on the minutes. A summary as follows:

**AONB Planning Event 25<sup>th</sup> January 2019.**

Legality of large shed St Andrew's Drive – **BDC** enforcement team have informed that the shed meets with Legal Permitted Development Rights.

Stutton and Woolverstone Parish Council have started the formal process of preparing their Neighbourhood Plans.

A member of the public requested whether the Planning Committee had any remarks to make in relation to a current Licensing Application. Planning Committee requested the clerk to clarify their responsibilities in relation to this matter.

An email has been received from the Secretary of State in relation to a review of the Woodlands Development. The secretary of State declined the request.

**Planning Application – DC/18/04728 Notification of Works to Trees in a Conservation Area.** The Planning Committee **SUPPORTS** the application with the caveat of a qualified tree surgeon completing the work.

**Planning Decision - DC/18/01069 Application of a new jetty Pin Mill.** Planning Permission **REFUSED**.

**Planning Decision - DC/18/03307 9, Wendy Close, Chelmondiston.** Planning Permission **GRANTED**.

**Planning Decision – DC/18/03867 Notification of Works to Trees in a Conservation Area.** Planning – no objection.

Neighbourhood Plan – the next meeting scheduled November or December.

Hopefully the Plan to be completed by the end of the year 2019.

Community Led Housing – a representative asked to attend a Planning meeting.

b) **Village Hall:** to report

No meeting

c) **Playing Field:** to report

Cllr Stevens reported that the Bonfire had been built ready for the 10/11/2018 event.

d) **Village Amenities:** to report

Cllr Barwick reported a directional sign at Pin Mill needed repairing.

**Action to Clerk:** to organise the repair.

e) **Other:** to report

**Website (Cllr Bareham)**

Cllr Bareham reported there had been an increase in usage of the website by 22%.

**Foresters - Pub Sign (Cllr Bareham)**

Cllr Bareham requested contacting the developer to keep the sign. Parish Council agreed to the request.

**Action to Clerk:** to contact the developers.

**Church Road (Cllr Stevens)**

Cllr Stevens reported on a resident's wall being knocked down again. After a short discussion in relation to researching the potential implementation of yellow lines, it was decided that the Parish Council were unable to help due to costing and also how the procedure would be managed.

7. **Clerks Report:** and to consider any action necessary

1) **Updates:** report from previous meetings

**2019 Parish/Planning meetings**

Parish Clerk reported that the dates have been published on the website and placed on the noticeboards.

**Memorial Bench**

Parish Clerk reported that she was looking for a contractor to repair the bench as the contractor that usually helps with the repairs is unable to help.

**2) Bonfire Night:** to update

Parish Clerk reported that the bonfire night is on 10/11/2018 – and the gates open at 5.00pm.

**3) Grit Bin:** to inform

Parish Clerk reported that the grit bin has been added to the Asset Register at no extra charge.

**4) Footpath Monitoring:** to discuss

Parish Clerk reported on the recent Footpaths that had been checked. Parish Council requested that the Parish Clerk organise the work needed.

**Action to Clerk:** organise the work.

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

- 8.1** Parish Clerk reported that an email had been received in relation to a car parked in the Village Hall Carpark for several days. This has now been removed and no further action required.
- 8.2** Parish Clerk reported that an email had been received in relation to Volunteers Wanted for Suffolk Coast and Heaths. Clerk reported that a poster has been placed on the noticeboards. No further action required.
- 8.3** Parish Clerk reported that an email had been received from Headway Suffolk in relation to an awards dinner on 22<sup>nd</sup> November. Clerk requested if any of the Parish Council were interested in attending, to let her know asap.
- 8.4** Parish Clerk reported that an email had been received from Holbrook Academy in relation to the Endeavour Award that is being presented on the 21<sup>st</sup> November. Cllr David Cordle informed the Parish Council that he would be attending the presentation as the Parish Council annually sponsor this award.
- 8.5** Parish Clerk reported on an email from Rosie Kirkup (gave her permission for her name to be recorded) in relation to the potential development at White House Farm. Rosie Kirkup requested that the clerk read out her letter in full – this was complied with.
- 8.6** Parish Clerk reported on an email received from **SALC**. **SALC** have informed the Parish Council that the subscription fee for 2019 – 2020 would remain the same as 2018-2019.
- 8.7** Parish Clerk reported on an email received from a resident in relation to the memorial bench needing repair. Clerk informed the Parish Council that she was organising the repair.
- 8.8** Parish Clerk reported on an email received from a resident in relation to a bugler being found for the ceremony at the War memorial on the 11/11/2018.
- 8.9** Parish Clerk reported on an email received from **SALC** in relation to reminding Parish Councils that with the Election in May 2019 being within 6 months any vacancies do not have to be filled. No further action required.
- 8.10** Parish Clerk reported on an email received from **PMBMCIC** in relation to changes in its articles, changes to appointments of directors and for transparency a new policy on recruitment and selection of directors that will be shared with the Parish Council.
- 8.11** Parish Clerk reported on an email received from **PMBMCIC** in relation to a meeting that has been confirmed between **PMBMCIC**, some members of the Parish council and a representative from **BDC**. The **PMBCIC** also cited that they hope that a member of the Parish Council will be able to attend their board meetings once again.
- 8.12** Parish Clerk reported on an email received from a resident in relation to the church bell ringing after the Church Service and up to 11.00am on the 11/11/2018. The Parish Council agreed to the suggestion.
- Action to Clerk:** to ask the Vicar whether this could be organised.
- 8.13** Parish Clerk reported on receiving October's Monthly **AONB** report. No further action required.

**9. Centenary Event:** to update

08/11/2018 St Andrews Church

11/11/2018 St Andrew's Church

11/11/2018 Shotley Village Hall – Concert

Parish Clerk confirmed the following:

Cllr David Cordle will be representing the Parish Council along with all the children from the local school in honouring the grave of Harry Briggs who lost his life in the Great War. The date will be the 08/11/2018 at 11.00am.

The service at St Andrew's Church would be at 9.30am on the 11/11/2018.

The bugler will be playing the last post at the War memorial after the 2 minutes silence.

The remembrance concert starts at 2.30pm and the doors open from 2.00pm. All is welcome and entry is free.

**10. Recycling Centre:** to update**Financial Information for October 2018**

Parish Clerk reported on the following:

Skip Cost £588.76

Recycling Credit £250.18  
 Total Income to date: £3,266.68 (April -October)  
 Total Cost to date: £2,880.70 (April – October)  
**Total Profit to date: £385.98** (April – October)  
**Set a Side Money £8,459.35** (April – October)

11. **Annual Staff Appraisal Form:** to approve  
 Parish Clerk requested feedback from the Parish Council in relation to the appraisal form. Parish Council were happy with the form, Cllr David Cordle requested that all the Parish Council completed their own individual form and return to him. The annual appraisal will take place before the end of 2018.
12. **Pin Mill Bay Management CIC:** to update  
 Please see item 8.11.  
 A member of the public was given the opportunity to speak in relation to concerns of transparency issues within the **PMBMCIC**. Another member of the public was given the opportunity to rebut those comments. Cllr David Cordle halted the discussion due to the meeting being a Parish Council meeting rather than a public meeting.
13. **Pin Mill Grindle/Dinghy Park:** to discuss – if required  
 No issues re the Dinghy Park.  
 Cllr Barwick reported that the Grindle needed to be checked re the annual inspection and he would organise for that to happen.
14. **Advisory Finance Group Recommendations to Full Council**
- 14.1 **Asset Register 2018 - 2019:** to approve  
 Parish Clerk reported on the amendments.  
**Proposal:** to approve the amendments.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 14.2 **Statement of Internal Control for 2018-2019:** to approve  
 Parish Clerk reported on the amendments. The Chairman was given the authority to sign.  
**Proposal:** to approve the amendments.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 14.3 **Terms of Reference:** to approve  
 Parish Clerk reported on the introduction of terms of reference for the Advisory Finance Group. The Chairman was given the authority to sign.  
**Proposal:** to adopt the Terms of Reference for the Advisory Finance Group.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 14.4 **Financial Regulations 2018 – 2019:** to approve  
 Parish Clerk reported on the amendments.  
**Proposal:** to approve the amendments.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 14.5 **Financial Risk Assessment 2018 – 2019:** to approve  
 Parish Clerk reported on the amendments.  
**Proposal:** to approve the amendments.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 14.6 **Appointment of Internal Auditor for 2019 -2020:** to approve  
 LCPAS to appoint Cost £200.00 (same as last year)  
 Parish Clerk reported that she would request that **LCPAS** again be appointed the Internal Auditor for 2019 – 2020.  
**Proposal:** to appoint **LCPAS**  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 14.7 **Grant Policy 2018:** to approve  
 Parish Clerk reported on the amendments.  
**Proposal:** to approve the amendments.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
- 14.8 **Grants Application Form 2018:** to approve  
 Parish Clerk reported on the amendments  
**Proposal:** to approve the amendments.  
**Proposed:** Cllr Fox                      **Seconded:** Cllr Keeble                      **Vote:** All in favour
15. **Financial Matters:**
- 15.1 **Nest Pension:** to approve  
 Nest Contribution Employer Increase  
 Parish Clerk reported that from April 2019 the Parish Council's contribution would be 3%.  
**Proposal:** to approve the changes  
**Proposed:** Cllr Stevens                      **Seconded:** Cllr Deacon                      **Vote:** 8 in favour, 1 abstention Cllr Bareham).
- 15.2 **Annual Wreath:** to approve  
 Parish Clerk reported the Annual Armistice Day Wreath would cost £40.00  
**Proposal:** to approve the purchase of the wreath  
**Proposed:** Cllr Stevens                      **Seconded:** Cllr Deacon                      **Vote:** All in favour

- 15.3 Clerks and Councils Direct:** to approve  
Parish Clerk reported on the cost for an extra copy of the Clerks and Councils Direct Magazine. £12.00 per annum.  
**Proposal:** to approve the payment  
**Proposed:** Cllr Stevens      **Seconded:** Cllr Deacon      **Vote:** All in favour
- 15.4 Projector Purchase:** to approve  
£359.99 / £259.99 to approve  
Parish Clerk reported on the cost of the projector. £100.00 had been received from SCC.  
Total cost £349.99.  
**Proposal:** to approve the purchase for the projector  
**Proposed:** Cllr Stevens      **Seconded:** Cllr Deacon      **Vote:** All in favour
- 15.5 Planning Workshop:** to approve  
Request for Training 16/01/2019 £26.00 + VAT  
Cllr Bareham requested the training  
**Proposal:** to approve the cost for the training  
**Proposed:** Cllr Stevens      **Seconded:** Cllr Deacon      **Vote:** 8 in favour, 1 abstention (Cllr Bareham).
- 15.6 Clerks Training:** to approve  
Notice, Agenda and Minutes 21/02/2019 £23.00 + VAT  
Parish Clerk requested the training – continued personal development for the role.  
**Proposal:** to approve the training  
**Proposed:** Cllr Stevens      **Seconded:** Cllr Deacon      **Vote:** 8 in favour, 1 abstention (Cllr Bareham).
- 15.7 Chelmondiston Tree Work:** to approve  
Risk Assessment Update £520.00  
Parish Clerk reported on the tree works that are needed from the recently completed Annual Tree Risk Assessment.  
**Proposal:** to approve the work required  
**Proposed:** Cllr Stevens      **Seconded:** Cllr Deacon      **Vote:** All in favour
- 15.8 Parish Election 2019:** to approve  
Estimated uncontested £110.78  
Estimated Contested £1107.68  
Parish Clerk reported on the potential costs for the Election for May 2019.  
**Proposal:** to approve the payment once the costing has been finalised.  
**Proposed:** Cllr Stevens      **Seconded:** Cllr Deacon      **Vote:** All in favour
- 15.9 VKM Gardening:** to approve  
Parish Clerk reported that the re planting at the War Memorial twice per year. Cost of £100.00 per year.  
**Proposal:** to approve the work for 2019  
**Proposed:** Cllr Stevens      **Seconded:** Cllr Deacon      **Vote:** All in favour
- 15.10 RFO's Monthly Report:** October's 2018 Bank Reconciliation  
Parish Clerk reported on the following:  
**TOTAL IN BOTH BANK ACCOUNTS: £96,338.02**  
**PAYMENTS IN:**  
**INTEREST £2.87**  
**RECYCLING CREDIT (RECYCLE CENTRE) £250.18**  
**RECYCLE CREDIT (RED LION) £206.72**  
**UNPRESENTED CHEQUES 3 TOTAL £149.78**  
Reserves/Ear marked Funds/Held:  
**NEIGHBOURHOOD PLAN £12,916.50**  
**RECYCLE CENTRE £8,459.35**  
**PLAYING FIELD £8,464.77**  
**EARMARKED £15,000**  
**GENERAL RESERVES £25,000**  
**PC AVAILABLE MONIES £16,537.40**  
Cllr Keeble highlighted that the balances would be reduced once funds are transferred to the relevant areas.  
Parish Clerk informed the Parish Council that she has clarified with the insurance company the fidelity insurance of £100,000.00 as the amount in both accounts is nearing that. Email received from the insurance company 15<sup>th</sup> October 2018 states that the insurance cover in place is adequate and will only need to be increased if the amounts exceed the £100,000.00.
- 15.11 To Consider Payments to:** and other invoices arriving after the posting of this agenda
- |   |         |
|---|---------|
| a) <b>2076 David Latter:</b> Pin Mill Noticeboards (prepaid)  | £30.00  |
| b) <b>2077 Community Action Suffolk:</b> Annual Website Subscription<br>£50.00 [ £10.00]            | £60.00  |
| c) <b>2078 Peninsula Tree Services:</b> Annual Tree Risk Assessment<br>£240.00 [community discount] | £150.00 |

d) <b>2079 SALC:</b> Payroll charge -6 months £45.00 [£9.00]	£54.00
e) <b>2080 SALC:</b> Clerk Training £51.50 [£10.30]	£61.80
f) <b>2081 SALC:</b> VAT Training £35.00 [£7.00]	£42.00
g) <b>2082 SACKERS:</b> Skip Cost £969.24 [£193.85]	£1163.09
h) <b>2083 Royal British Legion:</b> Poppy Wreath	£40.00
i) <b>2084 P J Mann:</b> War Memorial Plants	£28.00
j) <b>2085 Community Action Suffolk:</b> Website Training £40.00 [£8.00]	£48.00
k) <b>2086 Jill Davis:</b> October Salary	£906.71
l) <b>2087 Jill Davis:</b> October's Expenses £97.30 [£3.39]	£100.69

**TOTAL:**

**TOTAL: £2684.29**

**Cheque A** David Latter: Prepaid. Signed by Cllr David Cordle and Cllr Colin Keeble as contractor emailed invoice after the previous agenda had been produced.

**Items B – J**

**Proposal:** to approve the payments B – J

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

**Items K AND L**

**Proposal:** to approve payments K and L

**Proposed:** Cllr Deacon                      **Seconded:** Cllr Keeble                      **Vote:** 8 in favour, 1 abstention (Cllr Bareham).

**16. The Next Parish Council Meeting:  
Tues 4<sup>th</sup> DECEMBER 2018 at 7.30pm in the Village Hall**

There being no further business the Chairman thanked everyone and closed the meeting at 8.45pm.

Signed:.....

Dated:.....