

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 4TH DECEMBER 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: 6 approx.

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.
Apologies for Absence
None to report.
2. **Dispensations:** to consider requests
None requested.
Cllr Bareham did not ask for a dispensation in relation to item 22 – so he will leave the meeting room.
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Cllr Bareham: Item 14 (Partner of Parish Clerk)
Cllr Bareham: Item 17.2a (Partner of Parish Clerk)
Cllr Bareham: Item 17.2b (Partner of Parish Clerk)
Cllr Bareham: Item 22 (Partner of Parish Clerk)
Cllr Barwick: Item 11 (Dinghy Owner)
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **6TH NOVEMBER 2018**. These minutes were taken as read and 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 participation from the public.
 - a) **County Councillor:**
SCCllr Wood delivered his report. His report has been circulated to the Parish Council and will be uploaded to the Parish Council Website.
 - b) **District Councillors:**
DCllr Davis delivered his report. His report has been circulated to the Parish Council and will be uploaded to the parish Council 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
Meeting held on the 4th December and full minutes will be available on the Parish Council Website.
In summary:
9 items of correspondence
Planning Application DC/18/04892- Object
Planning Application DC/18/05075 -Support

Planning Decisions DC/18/04515 Babergh District Council no objection**Planning Decision DC/18/04728 Babergh District Council no objection**

Neighbourhood Plan please see item 15.

Licensing Applications – Parish Clerk confirmed that the Parish Council were not required to comment on any applications.

- b) **Village Hall:** to report
No report
- c) **Playing Field:** to report
No report
- d) **Village Amenities:** to report
Cllr Stevens informed the Parish Council of issues in the carpark with vehicles not adhering to the Parish Council Carpark notice. He was given authority by the Full Council to ticket the vehicles where necessary.
- e) **Other:** to report
No report

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

- 1) **Updates:** report from previous meetings
- 2) **Suffolk Coast and Heaths AONB:** to inform
Parish Clerk informed the Parish Council of an email received from Simon Amstutz AONB Manager of an event planned on the 14th December 2018. Anyone wishing to attend to let the Parish Clerk know. No further action required.
- 3) **Suffolk County Council:** to inform
Parish Clerk informed the Parish Council of an email received from SALC in relation to Suffolk County Council's Budget Strategy for 2019 -2023. No further action required.
- 4) **Centenary Event:** to inform
Parish Clerk informed the Parish Council that £157.00 had been raised for the Centenary Event on the 11th November in two hours. No further action required.
- 5) **Jubilee Gardens:** to inform
April 2019 onwards
1 Quote in £3940.00
Parish Clerk informed the Parish Council that she was looking into finding two other quotes for the work required at Jubilee Gardens.
- 6) **Memorial Bench:** to approve
Quote £150.00
Quote £200.00
Parish Clerk informed the Parish Council of the two quotes for the work to the memorial bench. After a discussion the Parish Council approved the quote for £150.00
Proposal: to approve the quote for £150.00
Proposed: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour
Action to Clerk: to organise the repair.
- 7) **Noticeboards:** to approve
Quote £250.00
Parish Clerk requested that this be deferred for the moment. Request granted.
- 8) **LCPAS Training Brochure 2019:** to inform
Parish Clerk informed the Parish Council of the Training Brochure received. Anyone interested please let the Parish Clerk know. No further action required.
- 9) **Wooden Sign:** to discuss
Pin Mill
Parish Clerk informed the Parish Council that she had looked at the cost of the repairing the sign however, the sign was no longer repairable and that Babergh District Council have been informed. Parish Clerk would chase Babergh District Council again.

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

- 7.1 Parish Clerk informed the Parish Council of an email received from a resident in relation to a gate interrupting the boundary of the Playing Field. The resident informed the clerk that the gate had been in situ since 1995. The resident also informed the clerk that the rubbish outside the gate would be removed. No further action required.
- 7.2 Parish Clerk informed the Parish Council of a thank you received from Holbrook Academy for once again sponsoring the Endeavour Award. No further action required
- 7.3 Parish Clerk informed the Parish Council that **LCPAS** have accepted the contract for the Internal Auditor for 2018 – 2019. No further action required.
- 7.4 Parish Clerk informed the Parish Council of an email received from St Andrew's Church in relation to organising the 11th November considerations. Parish Clerk informed the Parish Council she had diarised this for August 2019. No further action required.
- 7.5 Parish Clerk informed the Parish Council of a notice publicising objection to a proposed development near to White House Farm which has been received. It was agreed that advice

- should be sought as this has been signed by a member of the Neighbourhood Plan Steering Group.
- 7.6** Parish Clerk informed the Parish Council of an email received from Holbrook Academy informing them that the award was presented at the recent presentation evening. No further action required.
- 7.7** Parish Clerk informed the Parish Council of an email received from Clare, Countess of Euston of thank you for the support in relation to the Centenary Event. No further action required.
- 7.8** Parish Clerk informed the Parish Council of an email received from Babergh District Council in relation to the Electoral Roll being emailed by the end of the year. No further action required.
- 7.9** Parish Clerk informed the Parish Council of a reply to an email in relation to a gate that interrupts the boundary line of the Playing Field. The resident is concerned that there are a number of gates along the close that interrupt the boundary line. Parish Clerk has replied to the resident and awaiting consent for their letter to be forwarded.
- 7.10** Parish Clerk informed the Parish Council of an email received from **PMBMCIC** in relation to a statement that they requested to be read out at the Parish Council Meeting. This was complied with. No further action required.
- 7.11** Parish Clerk informed the Parish Council of an email received from Babergh District Council in relation to a Declaratory Licence Agreement signed by Associated British Ports, Babergh District Council and Pin Mill May Management Community Interest Company in relation to moorings at Pin Mill Bay. No further action is required.
- 7.12** Parish Clerk informed the Parish Council that the remedial work from the annual tree risk assessment would be completed on the 18th and 19th December 2018. No further action required.
- 7.13** Parish Clerk informed the Parish Council of an email received from Suffolk Minerals and Waste Local Plan in relation to a reminder of a consultation that closes on the 17th December. No further action required.
- 7.14** Parish Clerk informed the Parish Council of an email received from Natural England in relation to a meeting for Parish Councils to attend. The date is scheduled for the 14th January 2019. Date and time to be determined. Parish Clerk will keep the Parish Council informed of updates. No further action required.
- 7.15** Parish Clerk informed the Parish Council of an email received from a resident in relation to tree branches overhanging a right of way beside the Red Lion Pub. Cllr David Cordle offered to sort this out.
- 7.16** Parish Clerk informed the Parish Council of a letter received from James Cartledge MP in relation to the volunteer who runs the Recycling Centre congratulating him of his recent nomination of Keeping Suffolk Special Award. No further action required.
- 7.17** Parish Clerk informed the Parish Council of a letter received from the Chairman of the Parish Council in relation to replying to a correspondence item from the 6th November 2018 Parish Council Meeting. The Clerk attempted to read the letter however there were parts that were unreadable. The practical solution was that the Chairman was given permission by the Parish Council and the Clerk to read the item. No comments were made.
- 8. **Playing Field:**** to approve Legislation and Constitution.
The Parish Clerk requested the approval for the Recreation Ground Charity to be run independently from the Parish Council re its own governance and various pieces of legislation rather than the Parish Council being involved in its day to day running. After a lengthy discussion a motion was proposed.
Proposal: to defer to January's 2019 meeting.
Proposed: Cllr Barwick **Seconded:** Cllr Keeble **Vote:** 7 in favour, 1 against and 1 abstention (Cllr David Cordle).
- 9. **Recycling Centre:**** to update Financial Information (30/11/2018)
Waste Carrier Licence Purchased until 2021
The Parish Clerk informed the Parish Council of the following: (up to 30/11/2018)
Monies paid in for November £326.00 Metal
Monies paid in November £442.00 Skip days
Monies paid out in November £969.24 Skip Collections
Monies paid out in November £155.00 Waste Carrier Licence
Set – a – Side Total Funds £8,103.11
- 10. **Pin Mill Bay Management CIC:**** to update
Parish Clerk informed the Parish Council of an email that had been received from Babergh District Council in relation to a recent meeting between themselves, Cllr David Cordle and Cllr Fox in relation to issues at Pin Mill. All parties are hoping to continue meeting in due course.
- 11. **Pin Mill Grindle/Dinghy Park:**** to approve
Parish Clerk requested approval for the 2019-2020 Dinghy Permit Letter and the new fee structure.
Proposal: to approve the permit letter and the new permit fees.

- Proposed:** Cllr Keeble **Seconded:** Cllr Dot Cordle **Vote:** 8 in favour, 1 abstention (Cllr Barwick).
12. **Travel and Expense Policy:** to approve
Approval for adopting the Policy requested.
Proposal: to adopt the Policy
- Proposed:** Cllr Hawkins **Seconded:** Cllr Deacon **Vote:** All in favour
13. **Advisory Finance Group Recommendations to Full Council**
- 13.1 **Advisory Finance Group Minutes:** to inform
Parish Clerk informed the Parish Council that the minutes from the recent Advisory Finance Group had been emailed to them. No further action required.
- 13.2 **Reset of 2018 -2019 Budget:** to approve
Parish Clerk requested approval for reserves to be used to reset the budget for 2018 -2019. Due to the following reasons the budget has been overspent:
Employer's National Insurance Contribution
Auditor's (LCPAS Service)
Subscriptions
Training and Travel (new Parish Clerk in post)
Payroll Charge
Village Amenities
Training for new Parish Councillor
Overtime Payment
Proposal: to reset the 2018-2019 Budget
Proposed: Cllr David Cordle **Seconded:** Cllr Deacon **Vote:** All in favour
- 13.3 **S.A Meacock Garden Services:** to approve
Parish Clerk informed the Parish Council of the costing of S.A Meacock Garden Services for a 3-year contract and requested approval if acceptable.
Proposal: to approve the costing
Proposed: Cllr David Cordle **Seconded:** Cllr Deacon **Vote:** All in favour
- 13.4 **Budget 2019 - 2020:** to inform
Parish Clerk informed the Parish Council that the budget for 2019 -2020 would be available for discussion and approval at January's 2019 Parish Council Meeting. Parish Clerk also informed the Full Council that due to the development of the Forester's Arms, the Parish Council will receive £11,413.09 from the Community Infrastructure Levy Scheme.
- 13.5 **Donation to Charities 2019 -2020:** to approve
11 Charities at £40.00 each.
Proposal: to approve the payments April 2019
Proposed: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- 13.6 **Donation to St Andrew's church 2019 - 2020:** to approve
£260.00 Donation (applicable from April 2019)
Proposal: to approve the grant request
Proposed: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- 13.7 **Donation to Recreation Ground Charity 2019 - 2020:** to approve
£900.00 Donation (applicable from April 2019)
Proposal: to approve the grant request
Proposed: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- 13.8 **Village Hall Charity 2019 - 2020:** to approve
£1800.00 Donation (applicable from April 2019)
Proposal: to approve the grant request
Proposed: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- 13.9 **Good Neighbours Scheme 2019 -2020:** to approve
£160.00 Donation (applicable from April 2019)
Proposal: to approve the grant request
Proposed: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour
14. **Staff Appraisal Policy 2018:** to approve
Parish Clerk requested the Policy to be adopted and approved.
Proposal: to adopt the policy
Proposed: Cllr Deacon **Seconded:** Cllr David Cordle **Vote:** 8 in favour, 1 abstention (Cllr Bareham).
15. **Neighbourhood Plan:** to inform
Parish Clerk informed the Parish Council of the balance in relation to the Neighbourhood Plan Steering Group £12,904.00.
Cllr Deacon informed the Parish Council of the following:
October's 2018 meeting was held.
November's 2018 meeting was postponed until January 2019 pending publication of the latest draft of the Local Plan by Babergh District Council.
16. **Planning War Chest:** to approve
£1500.00 to consider

Parish Clerk requested a contingency to support future Planning Applications, for example specialist and technical advice if or when needed.

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

17. **Financial Matters:**

17.1 **RFO's Monthly Report:** November's Policy 2018 Bank Reconciliation

Parish Clerk reported on the following:

TOTAL IN BOTH BANK ACCOUNTS: £95,520.59

PAYMENTS IN:

INTEREST £3.07

RECYCLING CENTRE SKIP DAYS £10.00 (added to the recycle centre in December)

RECYCLE CENTRE SKIP DAYS £442.00

RECYCLE CENTRE METAL £326.00

UNPRESENTED CHEQUES 2 TOTAL £1,205.57

Reserves/Ear marked Funds/Held:

NEIGHBOURHOOD PLAN £12,904.00

RECYCLE CENTRE £8,103.11

PLAYING FIELD £8,464.77

ZIP WIRE £9,960.00

EARMARKED £15,000

GENERAL RESERVES £25,000

PC AVAILABLE MONIES £16,088.71

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

a) 2088 Jill Davis: November Salary	£929.56
b) 2089 Jill Davis Expenses: November's Expenses	£281.06
c) 2090 SA Meacock Garden Services: October Payment	£72.50
d) 2091 Holbrook Academy: Annual Endeavour Award	£30.00
e) 2092 Chelmondiston PCC: Neighbourhood Plan Room Hire	£12.50
f) 2093 CommuniCorp: Additional Publication	£12.00
g) DD ICO: Annual Data Protection Fee	£40.00

TOTAL:

TOTAL: £1,377.62

Proposal to approve A – G

Proposal: Cllr Dot Cordle **Seconded:** Cllr Barwick **Vote:** 8 in favour, 1 abstention (Cllr Bareham).

18. **Parish Council Vacancy:** to consider

Application Number 1.

Applicant gave a brief overview of their experience and also why he was interested in becoming a Parish Councillor

Proposal: to approve applicant number 1 by co-option

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

19. **Parish Council Vacancy:** to consider

Application Number 2

Applicant gave a brief overview of their experience and also why he was interested in becoming a Parish Councillor

Proposal: to approve applicant number 2 by co-option

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

20. **Holbrook Academy:** to inform

Please see correspondence items 7.2 and 7.6

21. **The Next Parish Council Meeting:**

Tues 8th JANUARY 2019 at 7.30pm in the Methodist Hall.

22. **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 – Contract of Employment 2019 - 2020: to approve

Parish Clerk and Cllr Bareham removed themselves from the meeting room.

The Employment Matters were approved by the Parish Council.

There being no further business the Chairman thanked everyone and closed the meeting at 9.45pm. This is a true record of the minutes and the Chairman signed the minutes on the 08/01/2019.

Signed: ...DAVID CORDLE.....

Dated: 08/01/2019.....