

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 1st of November at 7.30pm.

Present: Councillors: David Cordle, D Barwick, R Bareham, S Lyrick, P Ward, Dot Cordle and I Melville

Parish Clerk: Jill Davis

Public: 3

Babergh and Suffolk Councillors: DCllr Gould, SCCllr Harley

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 7.32pm and welcomed everyone.
2. **Apologies for absence:** to receive and note apologies
Not applicable – All in attendance
3. **Dispensations:** to consider requests
No dispensations offered
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
14.i Cllr Bareham – Partner of the Parish Clerk
15. Cllr Bareham – Partner of the Parish Clerk
15. Cllr Peter Ward – payment cheque included in the payments
18. Cllr Bareham – Partner of Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 6TH OF SEPTEMBER 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 4TH OF OCTOBER 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
8.b Village Hall handrail issues
7. **Reports:** to receive reports
7.a County Councillor Report
SCCllr Harley gave an overview of his report. His report has been circulated to the members and uploaded to the website
7.b District Councillor Report
DCllr Gould gave an overview of her report. Her report has been circulated to the members and 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:
One planning application was withdrawn by the applicant (Dawn House)
Two planning applications involving Anglian Water – both supported
Ralston development – has been withdrawn by the applicant
Various correspondence items have been received.
Full minutes available on the PC's website
8.b Village Hall
No report. Cllr Ward reported that the date for the AGM is 14/11/2022 and a VH meeting has also been arranged for 14/11/2022
For members to consider/ be informed concerning the handrail at the Village Hall

The members discussed the item. The meeting was adjourned from 7.50pm until 8.00pm for Cllr Melville and Mr Peter Cordle the contractor to visit the area. The members approved by resolution for Mr Peter Cordle to complete the work. Cllr Melville will liaise with Mr Peter Cordle in the next few days.

8.c Playing Field

Cllr Barwick reported on the following:

The new piece of play equipment is now in place on the playing field for the children

8.d Village Amenities

No report

9. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion

9. Report circulated to members

10. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion

10. Correspondence circulated to members.

11. **Recycle Centre:** to inform

11.a To inform members of the September Financial Information:

Skip Days: £211.00

Metal: £292.00

Total: £503.00

Reserves: £24,350.65

Parish Clerk informed the members of the financial information for September.

11.b For members to discuss and consider any actions concerning the reserve funds (Cllr Ward)

The members discussed the item and agreed for the Chairman to discuss what was needed at the recycling centre with the volunteers.

11.c For members to consider applying to SPS for the annual grant of £750.00

The members approved the consideration. Parish Clerk to action the grant request

11.d For members to consider applying to SCC for the annual grant of £1500.00

The members approved the consideration. Parish Clerk to action the grant request

12. **Dinghy Park/Pin Mill:**

12.a To inform members of an email received from a member of the public

Parish Clerk informed the members of a communication received from a member of the public concerning historical information regarding his family.

Cllr Barwick has given the details to the parish recorder to help with the matter.

12.b To inform members that Suffolk Scene (film company) will make a donation of £100.00 to the Parish Council for the use of Pin Mill Common

Parish Clerk informed the members that the PC will receive £100.00 for use of Pin Mill Common for the day.

13. **Administration:**

13.a For members to consider approving the meeting dates for 2023. Please note there are several date changes due to the elections.

The consideration was approved by resolution

13.b For members to consider approving the Reserves Policy (SALC recommendation)

The consideration was approved by resolution and the Chairman signed the policy.

13.c For members to consider allowing Anglian Water to present their scheme of works in the parish

The members discussed the item and agreed for Anglian Water to come to an arranged public meeting. Parish Clerk to action

14. **Financial Matters:**

14.a For members to discuss and consider a 'memorial' to the late Queen Elizabeth II

This item was deferred. Cllr ward requested that the item be discussed at the December meeting

14.b For members to discuss and consider any action concerning the Village Sign

The members discussed the item. The members agreed that the Village Sign needs repositioning and repairing. Parish Clerk to contact BDC concerning the repositioning and the item to be discussed at the December meeting.

14.c For members to consider the action required for Jubilee Garden – please see supporting paper

The members discussed the item. The members requested the Parish Clerk to contact the footpath contractor to ask for his availability

14.d For members to approve (retrospective approval) the Annual Insurance Cost (power to pay)

The members approved by resolution (Power to Play)

14.e To minute that the members have received a copy of the Policy Schedule

Parish Clerk minuted that the Policy Schedule for the Insurance documents has been circulated to the members

14.f For members to consider the request by SPCC (Shotley Peninsula Cycling Campaign)

The members discussed the item. The members approved the ongoing reserves of £10k. However, the SPCC's request for the PC to organise the work involved was refused. Parish Clerk to action the reply to SPCC

14.g For members to consider approving the Annual One Suffolk website subscription

This item was approved by resolution.

14.h To update members with the 2021-2022 External Auditor Interim Report (full report still outstanding)

RFO informed the members that the Interim Report has been received from the External Auditor. The report has been uploaded to the website and circulated to all members. RFO will chase the External Auditor for the full report

14.i For members to consider approving September and October 2022 expenses of £200.84

The item was approved by resolution. Cllr Bareham abstained.

14.j For members to consider the storage of the archives

The members discussed the three quotations and the costs involved. The members approved the quotation from the Redlands CL Site. The cost is £500.00 per year and the cost will remain at £500.00 for 10 years. Parish Clerk to liaise with the owners and update them when further information is available.

14.k For members to consider approving cutting of the grass at the Baptist Church

The members discussed the item as concerns had been raised regarding the condition of the outside area. The Chairman informed the members that the Pastor from the Diss Baptist Church would pay for the work but could the PC find someone to do the work. The members requested the Parish Clerk to contact the footpath contractor. Cllr Dot Cordle will liaise with him.

15. Payments to Consider: November 2022 Payments

A 002552	Collins Skip Hire	Skip Costs	£440.10	£88.02	£528.12
B 002553	Realise Futures CIC	Memorial Bench	£686.00	£137.20	£823.20
C 002554	The Royal British Legion	Remembrance Wreath	£40.00		£40.00
D 002555	CommuniCorp	Annual Subscription	£12.00		£12.00
E 002556	Suffolk Assn. of Local Councils	6-month Payroll costing	£48.00	£9.60	£57.60
F 002557	SA Meacock Garden Services	October Monthly Payment	£206.80		£206.80
G 002558	P E Ward	Tree Shrub	£57.50		£57.50
H 002559	Lucy Powell	War memorial plants	£42.00		£42.00
I 002560	Jill Davis	October 2022 Salary	1155.59		£1155.59
J 002561	Jill Davis	September and October 2022 Expenses	£173.77	27.07	200.84
K DD	Government Nest	October 2022 Pension Payment	£87.15		£87.15
TOTAL:			£2949.31	£261.89	£3211.12

Cheque Number 002551 was presented after the publication of October's agenda.

To: Scout Insurance Services Ltd t/a Unity Insurances Services – for the annual insurance payment (LT Agreement) £941.45 – Approved by the members.

A-K Payments – The members approved November's payments. (Cllrs Bareham and Ward abstained)

**16. The Next Parish Council Meeting:
Tuesday 6th of December 2022 at 7.30pm in the Village Hall**

17. Temporary exclusion of press and public: 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

18. Employment Matters:

18.a For members to consider approving the authorised overtime

The members approved the consideration by resolution. (Cllr Bareham abstained)

18.b For members to consider approving the overtime The members approved the consideration by resolution (Cllr Bareham abstained)

There being no further business, the Chairman thanked everyone and closed the meeting at 8.55pm

Signed: Cllr David Cordle

Dated: 06/12/2022

The members approved the minutes at the meeting held on the 06/12/2022