**Chelmondiston Parish Council**

Chairman: Cllr Rosie Kirkup

**chairman@chelmondistonpc.info**

Interim Parish Clerk from 01 August 2023: Ms. Jo Hazlewood

**MINUTES** of the Meeting of **CHELMONDISTON PARISH COUNCIL** held In the Village Hall on **WEDNESDAY 2nd August 2023 AT 7.30PM.**

**Present:** Cllr R. Kirkup(Chairman), Cllr D. Barwick, Cllr A. Beacon, Cllr D. Cordle, Cllr S. Lyrick, Cllr I. Melville, Cllr C. Price, Cllr M. Stevens, Cllr P. Ward.

**In Attendance:** Jo Hazlewood (Interim Clerk) District Councillor Daniel Potter and 1 member of the public

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| **1. Welcome by the Chairman**: the Chairman welcomed everyone to the meeting and read out the notice regarding recording/filming/photographing at the meeting. | **Action by** |
| **2. Apologies for absence:** Cllr C. Keeble sent apologies as he was unwell. Cllrs **consented** to the absence. County Cllr Simon Harley also sent his apologies. |  |
| **3. Declarations of Pecuniary and local non-pecuniary interest**  **3.(a):** to receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25. There were no relevant declarations made.  **3(b):** to receive requests for dispensations – no requests for dispensations were received. |  |
| **4. To approve the minutes of the Parish Council Meeting held on 4th July 2023:**  It was proposed by Cllr Beacon and seconded by Cllr Melville that the minutes of the meeting held on 4th July be approved. **All Councillors in favour** and the minutes were duly signed by the Chairman. |  |
| **5. To approve the minutes of the Extraordinary Parish Council Meeting held on 18th July 2023**  It was proposed by Cllr Beacon and seconded by Cllr Cordle that they be approved and they were duly signed by the Chairman**. All Councillors in favour** and the minutes were duly signed by the Chairman. The Chairman also signed copies of the minutes (already approved) of 4th April, 16th May and 20th June 2023, as fair copies had not been available for signing at those meetings. |  |
| **6. Public Participation Session:** no matters were raised. |  |
| **7. Reports:** to receive reports from  **7(a) the County Councillor** – Cllr Harley was unable to be present at the meeting.  **7(b)** **the District Councillor**. Cllr Potter went through his report and invited questions. There were no questions and the Clerk agreed to circulate his written report to all councillors, once received. | **Clerk** |
| **8. Reports from Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and to agree on any actions needed  **8(a) Planning Committee**: Cllr Ward reported that the consent for Elm Cottage has been granted, the approval for which had included the conditions recommended by Chelmondiston Council regarding delivery times etc to minimise disruption to other users of the access footway and Church Road. In addition, Longwood Cottage, Richardson Lane have discharged the conditions re bats and newts. It was agreed that the next planning committee would discuss the outstanding houseboat planning application yet to be resolved.  **8(b) Village Hall**: no report  **8(c) Playing Field**: it was reported that a skip has been installed for the summer holidays, an AGM had been held and there were proposals for a further festival to be held in the future.  **8(d) Village Amenities – Chelmondiston** – no report  **8(e) Village Amenities – Pin Mill**: Cllr Barwick reported that the dog litter bin was laying on the ground and will need reinstating. The Chairman will ask PJB if they will sort it.  **8(f) Footpaths**: Cllr Barwick reported that several paths had been trimmed recently.  **8(g) Website** – nothing further to report at this stage.  **8(h) School** – Cllr Lyrick reported that the SATs results from the primary school had been particularly good. Cllr Lyrick agreed to liaise with Diocesan representatives re the issues with the nursery. | **Chairman**  **Cllr Lyrick** |
| **9. Correspondence report:**  **9(a) letter regarding Boat Dwellers in Pin Mill** – to be discussed at item 17a  **9(b) letter regarding Jubilee Gardens –** the horticultural group have suggested some remedial work.  It was proposed by Cllr Ward and seconded by Cllr Melville that The Chairman should get into touch with PJB Maintenance to get an estimate for the cost of the work. **All in Favour** | **Chairman** |
| **10. Vote of thanks to resident who fitted the Parish Council’s new letterbox:** The Chairman proposed and Cllr Barwick seconded that a letter of thanks be sent to M. Watkins for the work carried out on the letterbox. **All in favour**. The Chairman agreed to write a letter of thanks. | **Chairman** |
| **11. Handover from outgoing clerk/final payments/cessation of direct debit pension:** the outgoing clerk’s employment finished on 31st July. The handover to the interim clerk has been agreed for Tuesday 9th August. The outgoing clerk has been invited to give to the interim clerk any final claim for expenses (if any) up until and including 31st July. The interim clerk has a copy of the amended handover list. The direct debit for the pension would be cancelled as soon as the final payment had been made.  Cllr Melville raised some concerns which he proposed were noted and minuted by the Council. The proposal was not ratified with 2 councillors in favour (proposer and seconder) 1 against and 6 abstentions. | **Interim clerk** |
| **12. Interim Clerk:**  **12(a)** It had already been agreed at the extraordinary meeting on 18th July that J Hazlewood be appointed interim clerk. It was proposed by Cllr Ward and seconded by Cllr Cordle that the clerk also be appointed as Proper Officer. **All in favour.**  **12(b)** Contract of Employment for interim clerk and notification of payroll; The Chairman outlined the details of the contract for the interim clerk and confirmed that the payroll details would be forwarded to SALC. The Chairman proposed and Cllr Cordle seconded that the contract be signed**. All in favour.** |  |
| **13. To consider appointing Foreshore Accountancy as the Parish Councils interim RFO:**  The Chairman reported that Foreshore confirmed they could carry the main functions of the RFO with the exception of collecting cash from the recycling centre which the Chairman agreed to undertake until a new clerk was appointed. The accounts system used by Foreshore called Xero, would cost £28 plus VAT per month. The system would give councillors an opportunity to view the accounts. Foreshore would do payroll, VAT returns, etc. and would charge £25 per hour plus VAT. The Chairman estimated that the RFO portion of the clerk’s work last year, including overtime, oncosts, etc, worked out at approximately £24 per hour. The Chairman proposed and Cllr Ward seconded that Foreshore be appointed for up to one year on a trial basis to carry out the role of the RFO. **All in favour** |  |
| **14. Banking issues:**  **14(a) Appointment of additional signatories/removal of ex-Chairman**. It was proposed by Cllr Cordle and seconded by Cllr Kirkup that there be 5 signatories on the bank account and that Cllr Beacon and Cllr Ward be added to the account as signatories. **All in favour**.  **14(b) To agree future access to the account**: it was proposed by the Chairman and seconded by Cllr Barwick that the Chairman and the Clerk have access to the bank account **All in favour**.  **14(c) To consider online banking** – **it was agreed** the clerk would assist with setting this up and the next steps will be discussed fully at the next meeting.  **A Bank Statement to 29th June had been received.** Councillors noted that the balance on the Business Bank Instant account was £47,160.88 and on the Treasurer’s account it was. £20,185.68 | **Clerk** |
| **15. Wind-up of Pin Mill Bay Company:** the Chairman reported that legally the funds held by the Pin Mill Bay Company, as a CIC company, can only be transferred to another CIC company and could not be used for other areas of Pin Mill. |  |
| **16. Dinghy Park Pin Mill:** Cllr Melville confirmed that it had not been possible to move forward until the register is available, but he believed there were more dinghies than those registered. |  |
| **17. Other Pin Mill issues**  **17(a) issues raised in letter agenda 9a**: the letter had been circulated to all councillors re houseboats on the river. Cllr Melville reported that Ipswich Council own the river, but Babergh DC are responsible for any planning issues re the houseboats. Babergh also lease the hard from Ipswich. Cllr Melville reported that following a meeting last November, Babergh had agreed to take action against the two illegal houseboats as well as undertaking work on the toilets. There should only be 28 houseboats to the East of the Butt and Oyster, but it is believed that there are more there at the moment. The legal houseboats have certificates and pay council tax. Councillor Melville was asked to draft a letter to Babergh DC to chase up the commitments made at the November meeting. Cllr Melville agreed to circulate the draft letter to Councillors  **17(b) Pin Mill Common future seating/swings/tree planting**: It was noted that there are swings on an old tree which could be dangerous. Cllr Lyrick was asked to bring a plan to the next meeting of how to involve residents in decisions re planting more trees and any other proposals for swings/seating. | **Cllr Melville**  **Cllr Lyrick** |
| **18.To discuss contacting SCC transport Planning Team regarding Ganges S106 for a SID:** The Chairman will write to County Cllr Simon Harley to find out who to contact. | **The Chairman** |
| **19.To discuss contacting SCC Highways regarding request for Chelmondiston to have temporary ANPR equipment –** the Chairman will ask Cllr Harley for the contact for this as well. | **The Chairman** |
| **20. The Archive Storage – to discuss future plans:** The cost of the current storage facility is £500 per year, but Councillors noted it was not necessarily fit for purpose. Councillors were asked to consider ideas for sustainable future storage solutions which will be discussed at another meeting. | **Councillors** |
| **21. Recycling Centre: security and other matters:** Cllr Price had investigated options for security cameras at the Recycling Centre and tabled some information. It would cost £215 per camera, plus £120 p.a. for the operation - total £550 initial outlay, with an ongoing annual cost of £120. Cllr Price proposed and Cllr Wood seconded that Council should proceed with the purchase. **All Councillors in favour**. Cllr Potter suggested that if it was a fly tipping hot spot, Babergh may help with the costs and he offered to discuss the proposed plans further with the appropriate people at Babergh. If funding was unavailable from Babergh the cost would come from the from the Recycling Centre funds. It was proposed by Cllr Lyrick and seconded by the Chairman that appropriate PPE was purchased for the volunteers from the ~~surplu~~s Recycling Centre funds. **All in favour** | **Cllr Potter**  **Cllr Lyrick** |
| **22. Payments to consider**: the following payments were considered and agreed   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No** | **Chq/DD** | **Payee and Details of Payment** | **Amount** | **VAT** | **TOTAL** | | 22a | DD | Government Nest – Clerk’s pension | £ 94.43 |  | £ 94.43 | | 22b | 2642 | Jill Davis – July Salary including holiday pay, 24hrs overtime and working from home allowance | £1933.98 |  | £1933.98 | | 22c | 2644 | Collins Skip Hire Invoice 228260 | £ 384.12 | £ 64.02 | £ 448.14 | | 22d | 2645 | Collins Skip Hire Invoice 228261 | £ 799.92 | £133.32 | £ 933.24 | | 22e | 2646 | SA Meacock Garden Services – Invoice 68 01 July ‘23 | £ 206.80 |  | £ 206.80 | | 22f | 2647 | SALC – Internal Audit Fee | £ 368.40 | £ 61.40 | £ 429.80 | | 22g | 2648 | PJB Garden Services, Invoice 155 - £160 ) |  |  |  | |  |  | PJB Garden Services, Invoice 156 - £160 ) | £ 720.00 |  | £ 720.00 | |  |  | PJB Garden Services, Invoice 158 - £200 ) |  |  |  | |  |  | PJB Garden Services, Invoice 159 - £200 ) |  |  |  | | 22h | 2649 | Jill Davis postage – cheque book, etc. | £ 7.65 |  | £ 7.65 | | 22i | 2650 | Rosie Kirkup/Abensour – Village Hall Letterbox costs | £ 107.37 | £ 20.08 | £ 127.45 |   It was proposed by Cllr Cordle and seconded by Cllr Price that all the above payments be authorised **(**Cllr Kirkup abstained from Payment 22i,)**. 5 in favour – 2 abstentions – agreed by majority vote.**  The Chairman proposed and Cllr Beacon seconded that the outstanding demand from Babergh District Council which had just been received, be paid once it was established what the outstanding invoice referred to. **5 in favour and 2 abstentions – agreed by majority vote.**  The Clerk to contact Babergh Finance Department to ascertain the details of the demand | **Clerk** |
| **23. Date of the next Parish Council Meeting;** the next Parish Council Meeting will be held on Tuesday 5th September 2023 at 7.30 p.m. at the Village Hall  **Rosie Kirkup 05.09.23**  **Chairman……………………………. Date……………………..** |  |

The Meeting finished at…9.27 p.m.

*These minutes were agreed and adopted at the Council meeting held on 5th September 2023. The original signed copy is held by the clerk in the Minute Book and can be viewed on request.*