

# Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 07984733352

## Minutes of the Meeting of CHELMONDISTON PARISH COUNCIL held In the Village Hall on TUESDAY THE 10<sup>th</sup> of January 2023 at 7.30pm.

**Present:** Councillors: David Cordle, D Barwick, R Bareham, S Lyrick and P Ward

**Parish Clerk:** Jill Davis

**Public:** 3

**Babergh and Suffolk Councillors:** None in attendance

**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.

**SALC:** Suffolk Association of Local Councils.

**RoW:** Rights of Way. **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 7.30pm and welcomed everyone.
2. **Apologies for absence:** to receive and note apologies  
Cllrs Dot Cordle and Melville – Prior commitments. The apologies are noted.  
SCCllr Harley – Prior engagement  
DCllr Gould – Prior engagement
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.  
Item 14.e – Cllr Bareham – Partner of Parish Clerk  
Item 15.h Cllr Bareham – Partner of Parish Clerk  
Item 17 – Cllr Bareham – Partner of Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 6TH OF DECEMBER 2022**  
Deferred – Budget and holidays
5. **Public Participation Session: for the public to talk to Cllrs about items only on the agenda**  
Item 12.a – Parishioner raised concerns about the speed of the traffic on Pin Mill Road and hoped that the Parish Council could help with the situation. He has met with SCCllr Harley to discuss the matter. SCCllr Harley informed the parishioner he would need to contact the Parish Council in the first instance.
6. **Reports:** to receive reports  
**6.a County Councillor Report**  
SCCllr Harley was not in attendance. His report has been circulated to the members and will be uploaded to the website  
**6.b District Councillor Report**  
DCllr Gould was not in attendance. Her report will be circulated to the members and will be uploaded to the members.
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports and proposals/requests and considerations** and agree on any actions needed:  
**7.a Planning Committee**  
Cllr Bareham reported on the following:  
Five planning applications. All applications are supported with three applications with comments.  
Three planning decisions – BDC all granted  
Terms of Reference approved and signed  
Full minutes are available on the website.  
**7.b Village Hall**  
No report  
**7.c Playing Field**  
Cllr Barwick reported on the following:  
The Playing Field were meeting on the 10<sup>th</sup> of January 2023.  
The Oak tree that was causing issues- work will be completed

The Chairman had authorised a tree survey and work has been identified but needs to be costed.

#### **7.d Village Amenities**

No report

#### **7.e Primary School**

Cllr Lyrick reported on the following:

The school has only just returned from the Christmas break and will liaise with the head teacher in due course.

8. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion  
**8. Report circulated to members**  
 The members requested for the Parish Clerk to keep on trying to contact the AONB Ranger until a reply is received.  
 No further items were reported to the members
9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion  
**9. Correspondence circulated to members**  
**9.a To formally minute that the queries raised by a parishioner concerning Pin Mill Common, Bylam Common and Page's Common have been completed and no further communication will be entered into (Per Parish Council's instructions)**  
 Parish Clerk reaffirmed item 9.a  
**9.b Further communication received from Shotley Peninsula Cycling Campaign. Will be itemised for the February meeting.**  
 Parish Clerk reaffirmed that further communication received from SPCC will be itemised at the February meeting.  
**9.c Thank you received – Footpath contractor for help with the payment concerning the Baptist Church**  
**9.d Thank you received (email and letter) – Village Hall for getting the handrail replaced**  
**9.e Email for a parishioner concerning highways issues – Email has been forwarded to SCCllr Harley**  
**9.f Email received from a member of the public informing the PC of the years of service that the cleaner has completed working at Pin Mill Toilets – Parish Clerk has informed BDC.**  
 Parish Council agreed for the Chairman to write a letter of thanks.
10. **Recycle Centre:** to inform  
**10.a To inform members of November's Financial Information**  
 Parish Clerk informed the members of the November financial information. There were no queries from the members.  
**10.b To update members concerning the communications with the volunteers (Cllr David Cordle)**  
 This item was deferred. The Chairman assured the members that he would speak with the volunteers before the meeting in February.
11. **Dinghy Park/Pin Mill:**  
 The Parish Clerk informed the members that there were no matters to discuss or consider
12. **Traffic Matters:**  
**12.a For members to consider any actions concerning the parishioner's letter concerning Pin Mill Road**  
 The members discussed the item. Cllr Ward informed the members that he was looking into Pin Mill Road designated a Quiet Lane due to the speeding. The members requested for the Parish Clerk to organise an informal meeting with SCC Highways, PC and Woolverstone Parish Council.  
**12.b For members to consider requesting an ANPR Camera from SCC**  
 The PC requested for the Parish Clerk to look into the process.  
**12.c For members to consider any actions from the traffic issues information**  
 Cllr Lyrick informed the PC of the issues of parked cars at Woodlands on the corner with Main Road. The parked cars belong to parishioners and cause log jams and other problems. Cllr Lyrick will collect further information to forward to the Parish Clerk for action.
13. **Administration Matters:**  
**13.a To update members concerning the work at the Baptist Church**  
 The Chairman updated the members concerning the work at the Baptist Church. It was agreed that £200.00 would be considered for approval at item 14.a  
**13.b To update members concerning the repositioning of the Village Sign - Deferred**  
 awaiting info from SCC  
**13.c For members to discuss and consider a 'memorial' to the late Queen Elizabeth II**  
 The item was deferred.  
**13.d For members to consider any actions from the Public Liability Insurance Overview (updated from December's PC Meeting 2022)**  
 The motion was amended to be withdrawn due to a double item. Please see 13.g.  
 Resolved - withdrawn  
**13.e To inform members of the Village Commons and Green information (previously requested)**

Parish Clerk informed the members that the Village Commons and Green information has been circulated to the members for reference.

**13.f To inform members of the BDC Town and Parish liaison meeting 01/02/2023 – (information within the supporting papers)**

Parish Clerk informed the members of the BDC Town and Parish Liaison meeting on 01/02/2023. Cllr Ward wished to attend. Parish Clerk to action to inform BDC of Cllr Ward's attendance.

**13.g For members to consider actions from the Public Liability Overview Update**

The item was discussed by the members.

It was Resolved by the members that any work contracted to third parties would need Public Liability Insurance. Standing Orders are to be updated from April 2023.

**14. Financial Matters:**

**14.a For members to consider approving £200.00 to PJB Garden maintenance (Baptist Church)**

Resolved – The members approved the item.

**14.b To inform the members of the PC's bank balance of £80,025.55**

Parish Clerk informed the members that the September 2022 bank statements = £80,025.55

**14.c To minute that the bank statements have been circulated to the PC members**

Parish Clerk formally minuted that the September 2022 bank statements have been circulated to the PC

**14.d For members to consider approving the Tree Works**

Resolved – The members approved the item. Parish Clerk to action

**14.e For members to consider approving the Parish Clerk's December expenses of £183.39**

Resolved – The members approved the item. Cllr Bareham abstained.

**15. Budget 2023 -2024:**

**15.a For members to consider approving the budget for 2023 – 2024**

RFO presented the Budget for 2023 -2024. The budget was discussed. Resolved the members approved the Budget by a majority., For 4 – Against 1.

**15.b For members to consider approving Chelmondiston Good Neighbours Scheme request of £173.00**

Resolved – The members approved the motion. Parish Clerk to action.

**15.c For members to consider approving the Playing Fields Committee request of £3380.00**

Resolved – The members approved the motion. Parish Clerk to action.

**15.d For members to consider approving the 11 charity donations of £440.00**

The motion was amended. It was resolved by the members that £50.00 was to be allocated to each of the 11 charity donations. Parish Clerk to action.

**15.e For members to consider approving the Library Bus donation of £40.00.**

The motion was amended. It was resolved by the members that £50.00 be allocated to the Library Bus. Parish Clerk to action

**15.f For members to consider approving the Holbrook Academy donation of £30.00**

The motion was amended. It was resolved by the members that £50.00 was to be allocated to Holbrook Academy. Parish Clerk to action.

**15.g For members to consider approving Chelmondiston C OF E Primary School donation of £30.00**

The motion was amended. It was resolved by the members that £50.00 was to be allocated. Parish Clerk to action.

**15.h For members to consider the Cost-of-Living Increase of Parish Clerk £6.00 per week £312.00 (approved by the Advisory Finance Group)**

Resolved – The item was approved by the members. Cllr Bareham abstained.

**15.i For members to consider approving the Precept Figure £29,015.00**

After a discussion, the item was resolved – by a majority. Members For – 4. Against members 1.

**15.j For members to consider approving the Chairman and RFO to sign the Precept Charging Form**

Resolved – The members approved for the Chairman and RFO to sign the document. Chairman and RFO signed the document.

**15.k For members to consider the annual Jubilee Garden Charge of £450.00 Budget £450.00 PJB Garden Maintenance**

The item was deferred. Members requested the Parish Clerk contact the Horticultural Society in the parish before making a decision.

**15.l For members to consider the quotation of £600.00 for Jubilee Garden Charge of £600.00 PJB Garden Maintenance**

This item was deferred

**16. Statutory Documents 2022 - 2023:**

**16.a For members to consider approving the Financial Regulations**

Resolved – The members approved the item

**16.b For members to consider approving the Standing Orders**

Resolved – The members approved the item

**16.c For members to consider approving the Internal Control Document**

Resolved – The members approved the item

**16.d For members to consider for the Chairman and RFO to sign 16.c**

Resolved – the members approved the item. The Chairman and RFO signed the document

**16.e For members to consider approving the Financial Risk Assessment**

Resolved – The members approved the item

**17. Payments to Consider: January 2023 Payments**

A 002567	Jill Davis	December Pay 2022	£1158.26		<b>£1158.26</b>
B 002568	Jill Davis	payment			
		December 2022	£165.03	£18.36	<b>£183.39</b>
		Expenses			
C 002569	PJB Garden Maintenance	Baptist Church	£200.00		<b>£200.00</b>
D 002570	HMRC	Quarter Payment	£508.55		<b>£508.55</b>
E DD	Government Nest	Pension – December			
		2022 payment	£87.15		<b>£87.15</b>
		<b>TOTAL:</b>	<b>£2118.99</b>	<b>£18.36</b>	<b>£2137.35</b>

Items A-E – Resolved by the members. Cllr Bareham abstained.

Item F – 002571 Collins Skip Hire £456.70 VAT £91.34 Total £548.07.

Item F arrived after the publication date of the agenda.

Item F – Resolved by the members

**18. The Next Parish Council Meeting:  
Tuesday 7<sup>th</sup> of February 2023 at 7.30pm in the Village Hall**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.40pm

**Signed:.....Cllr David Cordle.....**

**Dated:.....07/02/2023.....**

**The members approved for the minutes to be signed at the meeting held on the 07/02/2023**