

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 7th of March 2023 at 7.30pm.

Present: Councillors: David Cordle, D Barwick, R Bareham, S Lyrick, P Ward, Dot Cordle C Keeble and I Melville
Parish Clerk: Jill Davis

Public: 2

Babergh and Suffolk Councillors: 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.

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. He welcomed back Cllr Keeble
2. **Apologies for absence:** to receive and note apologies
DCllr Gould – Prior meeting
3. **Dispensations:** to consider requests
No dispensations requested
Declarations of Interest: to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Item 11.b – Cllr Barwick – Dinghy Owner
Item 11.c – Cllr Barwick – Dinghy Owner
Item 14.g – Cllr Bareham – Partner of Parish Clerk
Item 17 – Cllr Bareham – Partner of the Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 7TH OF February 2023**
Cllr Melville queried item 15.k Village Sign from the February 2023 minutes. He believed the minutes were inaccurate concerning the item. Several members disagreed with Cllr Melville's query. The February minutes were approved by a majority with 1 member objecting.
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Two members of the public were in attendance. No items requested
6. **Reports:** to receive reports
6.a County Councillor Report
SCCllr Harley delivered his report. His report has been circulated to the members and will be uploaded to the website.
6.b District Councillor Report
DCllr Gould's report has been circulated to the members and will be uploaded to the website
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:
One planning application – Longwood Cottage. Supported with comments.
One planning decision – BDC granted 51, Woodlands
One appeal decision – Dismissed Little Barnes
The developers of the Woodlands have requested from BDC Planning to release the site so that they commence the development.
7.b Village Hall
No meeting
7.c Playing Field
Cllr Barwick reported on the following:
The Insurance Premium for the playing field is cheaper than the previous year
7.d Village Amenities
No report
7.e Primary School
Cllr Lyrick reported on the following:
The Primary School thanked the PC for the grant request for the buddy bench.

The celebration for the 50th birthday of the school is due to take place on the 1st weekend of June. The school will confirm in due course.

7.e1 To inform members that the buddy bench and plaque have been ordered for £531.05 No delivery charge plus VAT

Parish Clerk that the buddy bench and plaque have been ordered.

7.e2 To update members – Biodiversity Information (Cllr Lyrick)

Cllr Lyrick informed the members that he had met with a member of BDC's biodiversity team at the primary school to discuss what trees could be planted at the school. The school chose a tree to sit next to the buddy bench. The BDC's team offered to support the PC with a suggestion of trees for Pin Mill Common. The PC asked Cllr Lyrick to liaise with them.

7.e3 To consider approving the wording of the plaque for the Buddy Bench

The members discussed the suggested wording for the plaque. A quotation from author A.A. Milne was approved. Parish Clerk to action.

8. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
8. Report circulated to members
8.a Telephone call was received from a parishioner concerning a leaning tree before the woodland area near to the houseboats. The PC agreed that the land is not owned by the PC and requested that the parishioner contact The National Trust.
8.b The Parish Clerk informed the members that a grant request of £8700.00 has been applied from The National Lottery.
9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
9. Correspondence circulated to members. No further items were received after the agenda was published.
10. **Recycle Centre:** to inform
10.a **To inform members of January's 2023 Financial Information**
Parish Clerk informed the members of the financial information for January 2023. No questions were raised by the members.
Cllr Ward requested financial information concerning transferring of reserves and the status of grants of the recycling centre. It was agreed for the information to be provided at the May meeting.
Parish Clerk to action.
11. **Dinghy Park/Pin Mill:**
11.a **To inform members that 46 Dinghy permits were sold in 2022 -2023 and all outstanding fees have been paid**
Parish Clerk informed the members that 46 permits were sold in 2022 -2023
11.b **For members to consider approving the annual charge for the Dinghy Permit Labels - £131.00 plus VAT**
Resolved – the members approved the consideration. Cllr Barwick abstained
11.c **For members to consider approving the annual Dinghy Park Forms: Privacy Notice, Permit Holder Agreement, Consent Form and Application Form**
Resolved – the members approved the consideration. Cllr Barwick abstained
12. **Election Matters:**
12.a **To inform members of the Election Process for 2023**
Parish Clerk informed the members of the process for the election.
12.b **To inform members - Election Overview Pack**
Parish Clerk supplied the members with an election overview pack
12.c **To inform members of the Guidance for Members Information Pack**
Parish Clerk supplied the members with the guidance
12.d **To inform members – Nomination Packs**
Parish Clerk supplied the members with the nomination papers for the election.
13. **Administration Matters:**
13.a **To update members with the feedback from the Babergh Town and Parish Liaison Meeting (Cllr Ward)**
Cllr Ward reported on the following:
He was able to meet with the people behind the names
The Director of Planning is happy to help Parish Councils with the phrases that could be used when making comments on planning applications.
13.b **To update members concerning Quiet Lanes**
SCCllr Harley informed the members that SCC is working on Wave 4 of quiet lanes and cannot add any more. However, SCCllr Harley suggested that the PC contact quiet lanes Suffolk to request Pin Mill Road to be highlighted for the next wave. Parish Clerk to action.
13.c **To update members with the Storage Facility and Agreement**
Parish Clerk updated the members with the following:
The storage has been cleaned. Internal and external light has been fitted. The unit does not need painting and a new door has been put into place. The PC need to purchase a lock and racking.
Cllr Ward suggested a combination lock. Parish Clerk to action
13.d **To inform members that the cost of hiring the Village Hall is £22.00 from March 2023**
Parish Clerk informed the members that the cost of hire will be £22.00 per meeting date for the PC.

13.e To update members concerning the highway issue at Collimer Close

SCCllr Harley informed the members that he had visited the issue on Collimer Close. SCC Highways have highlighted that it is not a high priority but it has been logged. The PC requested for the Parish Clerk to contact the parishioner and explain that Highways are responsible for the issue and that they can no longer help with the matter.

14.

Financial Matters:**14.a To minute that the October Bank Statements 2022 have been circulated Total:****£73,002.85**

Parish Clerk minuted the October Bank statement has been minuted and the total amount in the bank is £73,002.85

14.b To minute that the November Bank Statements 2022 have been circulated Total:**£69,959.63**

Parish Clerk minuted November Bank Statement has been minuted and the total amount in the bank is £69,959.63

14.c To minute that the December 2022 Bank Statements have been circulated Total:**£69,754.90**

Parish Clerk minuted December Bank Statement has been minuted and the total amount in the bank is £69,754.90

14.d To minute that the January 2023 Bank Statements have been circulated Total:**£65,910.18**

Parish Clerk minuted January Bank Statement has been minuted and the total amount in the bank is £65,910.18

14.e To inform members that £15,000 has been transferred from the Business Savings Account to the Treasurer's Account to ensure March and April 2023 Payments are made

Parish Clerk informed the members that £15,000.00 has been transferred from the Business Savings Account to the Treasurer's Account.

14.f For members to consider approving all/some of the suggested works concerning Jubilee Garden

Resolved – the members approved PJB Garden Maintenance to maintain the garden on an annual basis of £450.00. To be paid in arrears after the season ends.

Resolved – The Horticultural Society to liaise and advise PJB Garden Maintenance

Resolved – To ask PJB Garden Maintenance to work at an hourly rate of £20.00 to get the garden ready for the season

Resolved – For the Horticultural Society to advise on the costs for the plants, soil replacement etc.

14.g For members to consider approving the purchase of the Printer (Emergency powers Used Chairman informed) £149.99

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

14.h For members to consider approving the Grant Request of the Village Hall £2000.00

The members deferred the item and requested the following information from the Village Hall. Accounts 2021- 2022, accounts audited/unaudited 2022-2023, budget 2023-2024 reasons for reserves. Parish Clerk to action

14.i For members to consider approving the invoice from IP9 IT Services £20.00

Resolved – the members approved the item

14.j For members to consider approving January/February Expenses 2023 £260.22

This item was considered in item 17.d

15.

Budget 2023 -2024:**15. To inform members that the VAT Reclaim will be requested quarterly**

Parish Clerk informed the members that the VAT will be claimed quarterly from 2023 -2024 onwards.

16.

End of Year Matters 2022 - 2023:**16.a To minutes that the Cheque Signatories for 2022 -2023 are Cllrs David Cordle, Dot Cordle and Keeble.**

Parish Clerk to minute that the cheque signatories are: Cllrs David Cordle, Dot Cordle and Colin Keeble

16.b For members to consider approving the review of the Data Protection Policy

Resolved – the members approved the item.

16.c For members to consider approving the review of the Cookie Policy

Resolved – the majority of members approved the item. 1 member objected and 2 members abstained.

16.d For members to consider approving the review of the Privacy Notice

Resolved – the members approved the item

16.e For members to consider approving the review of the Insurance Premium

Resolved – the members approved the review of the insurance premium

16.f For members to consider approving the review of the Asset Register

Resolved – the members approved the review of the asset register

16.g To inform members that the HP Printer 6960 has been disposed of on 07/03/2023

Parish Clerk informed the members that HP Printer 6960 has been disposed of and removed from the asset register

16.h To inform members that the VAT Reclaim has been requested £2057.25

Parish Clerk informed the members that £2057.25 has been reclaimed

Payments to Consider: March 2023 Payments

A 002577	Mr Anthony Gould	Investigate Printer Issues	£20.00		£20.00
B 002578	Jill Davis	February Salary 2023	£1224.62		£1224.62
C DD	Government Nest	February Pension 2023	£94.43		£94.43
D 002579	Jill Davis	February Expenses 2023	£225.32	£34.90	£260.22
E 002580	Chelmondiston Village Hall	Room Hire	£60.00		£60.00
TOTAL:			£1624.37	£34.90	£1659.27

A – E approved by the members. Cllr Bareham abstained.

18. **The Next Parish Council Meeting:**
Tuesday 4th of April 2023 at 7.30pm in the Village Hall
19. **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
20. **Employment Matters:**
20.a For the Chairman to sign the overtime payment (deeds – approved 06/09/2022)
Resolved – the Chairman signed the overtime payment
20.b For the Chairman to sign the overtime payment (website – approved 01/03/2022 carried forward 2022-2023 by 07/03/2023)
Parish Clerk asked for the item to be deferred as some of the work was still outstanding.
21. **Correspondence Matter:**
21. To inform members of correspondence received
The Chairman and the Parish Clerk updated the members with the correspondence received.
22. **Other Matters:**
22. For members to consider forming a Complaints Committee
Resolved – the members approved the consideration. The members Cllrs Barwick, Dot Cordle and Ward to liaise a date and time to meet.

There being no further business the Chairman thanked everyone and closed the meeting at 9.05pm.

Signed:.....Cllr Rosie Kirkup.....

Dated:.....16/05/2023.....

The minutes were approved at the meeting on the 16/05/2023