

Chairman: Cllr Rosie Kirkup Parish Clerk: Mrs Jill Davis e-mail: <a href="mailto:clerk@chelmondistonpc.info">clerk@chelmondistonpc.info</a>
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## **CHELMONDISTON PARISH COUNCIL MINUTES**

Of the Extraordinary MEETING held in the VILLAGE HALL  
on **TUESDAY 20<sup>th</sup> of JUNE 2023 AT**  
**7.00PM**

**Present:** Cllrs Beacon, Cordle, Keeble, Kirkup, Melville, Price, Stevens, Ward.  
Cllr Barwick joined the meeting at 7.20pm. Cllr Lyrick joined the meeting at 7.24 pm.  
4 members of the public were present at various times.

- 1. Welcome**  
The Chairman welcomed all present and read out the notice regarding recording/filming/photographing the meeting.
- 2. Apologies for Absence:**  
The Clerk sent apologies due to illness and these were accepted by the Council.  
In her absence Minutes were taken by the Chairman.
- 3. Dispensations and Declarations of Interest:**  
None declared.
- 4. Public Participation Session:**  
None of those present wished to speak.
- 5. Reports**
  - a. County Councillor:** The Cllr was not present and the meeting had received no report.
  - b. District Councillor:** Not present and the meeting had received no report.
- 6. Reports from Committees/Groups/Meetings.**  
Councillor roles within Council activities and responsibilities were agreed. (See addendum 1)  
Prop: Cllr Kirkup Sec: Cllr Ward. Vote: All in favour.  
  
**6a.** Annual Village Meeting: Cllr Kirkup has circulated Draft Minutes to all Members and items raised at the meeting are discussed under item 12.
- 7. a-f. The Clerk's Report** listed organisations sending thanks for Donations received from the Council: St Elizabeth's Hospice, Citizens' Advice, E. Anglian Air Ambulance, Revitalise, Home Start in Suffolk, Holbrook Academy.  
  
**g.** The resident concerned about lack of grass cutting had been informed by the Clerk that the contractor would be in the village next week.  
  
**h.** Discussion took place about a complaint concerning lack of cats' eyes on the Main Road and the state of the road surface and line markings. The Council had been informed some

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years ago that cats' eyes can only be placed where the carriageway meets specific road width standards, which was not the case in the section from near Woodlands to the Jubilee Garden area.

**ACTION: Ask Clerk to report concern re lack of cats' eyes to Suffolk Highways.**

i. Request received from a resident for the Council to ask Suffolk Highways to place Hedgehog Warning signs along the Main Road. After discussion the Council decided it was not appropriate at this time and other measures were being discussed to reduce speeding which may help. (see Item 12d).

j. Councillors were informed of the SALC virtual AGM taking place on 19<sup>th</sup> July 2023.

k. A resident's concerns about motorcycle use of bridleways 27 and 28 were discussed and it was decided to report this to the Police as not within Council's powers to prevent.

**ACTION: Ask Clerk to make a brief report of the issue to the local Police.**

**8. Correspondence Report:** Nothing received by the meeting.

**9. Recycling Centre**

a. Current financial information was reported to the Council. Current balance (excluding recent invoice from Collins) £25,164.16.

b. A letter to the Council received from the Recycling Centre Volunteer by the Clerk on 16<sup>th</sup> May was summarised as well as a supporting letter from an unnamed resident. Both letters point out to the Council that monies accumulating in the account from the Centre should first and foremost be for improvements to the working conditions of the volunteers, for maintenance and repairs to the site, and security equipment.

**ACTION:** Cllr Price is looking into appropriate security cameras and will liaise with the volunteers on other issues. Cllr Ward will be visiting Mr. Nunn informally to discuss financial matters.

**10. Dinghy Park/Pin Mill**

a. Request received from Pin Mill resident who does not have a garden for permission to hold a birthday party celebration on the Common. The resident (who was in attendance for this part of the meeting) assured the Council that no barbecue would touch the grass, therefore no risk of scorching, there would be no music, only a small gazebo would be erected as shelter for youngsters and the resident would ensure all litter etc was removed afterwards. The Council thanked the resident for having the courtesy to ask permission, which they were pleased to grant.

prop: Cllr Kirkup, Sec: Cllr Barwick, Vote: all in favour.

b. Cllr Lyrick reported the advice from Richard Parmee Environmental Officer with Suffolk CC regarding free trees potentially to replace some of the missing trees from the Common.

**ACTION: \*Ask Clerk whether Pin Mill Common trees have recently been surveyed by a tree surgeon, and if not to arrange a safety survey as soon as possible given potential risks.**

N.B.\* Following the meeting, the Chairman was made aware by a Councillor of a recent tree survey report so this action is no longer necessary.

**11. END OF YEAR ACCOUNTS 2022 – 2023**

**These items were discussed at the meeting AFTER item 15 but are minuted in the order appearing on the Agenda. Some of the documents emailed by the Clerk to the Council**

**needed further explanation and the Council was unable to approve some of the items for this reason.**

**a. Internal Audit**

The Council notes that the SALC Internal Audit Report has now had its front cover corrected to record the actual roles of Jill Davis and David Cordle, and that the auditors appeared satisfied with the paperwork presented to them. However, a note in brackets in the Agenda item “(work involved)” meant that a **decision to approve was deferred** until further clarification at the suggestion of Cllr Ward.

**b. Internal Audit Form 2**

The Council reviewed and approved this document.

Prop: Cllr Ward, Sec: Cllr Cordle. Vote: all in favour.

**c. Bank Reconciliations**

The Council accepted these as a true record.

Prop: Cllr Ward, Sec: Cllr Lyrick. Vote 9 in favour, 1 abstention

**N.B. Cllr Kirkup declared a non-pecuniary interest as she is a member of the SPCC (see “earmarked reserves”).**

**d. For Members to consider approving the accounts.**

The council felt that this document was too long to take in properly and there were too many unexplained hand-written notes we could not match to account items. The Council could not, therefore, make a proper judgement.

**Item deferred.**

**e. Record of Bank Reserves**

This was approved by the Council. Prop: Cllr Ward, Sec: Cllr Barwick. Vote: all in favour.

**f. Explanation of Variances**

This was accepted by the Council, despite Members feeling it required clarification.

Prop: Cllr Ward, Sec: Cllr Barwick. Vote: all in favour.

**g. Treasurer’s Account**

This was reviewed by the Council.

**h. Instant Access Account**

This was reviewed by the Council.

It was proposed by Cllr Melville that items 11g and 11h be approved.

Seconded by Cllr Ward. Vote: all in favour.

**i. ANNUAL GOVERNING AND ACCOUNTABILITY RETURN 2022/2023 (AGAR)**

The document was reviewed by the Council.

**j. AGAR Section 1 Annual Governance Statement**

Section 1 was approved by the Council.

**k. Signing**

The Chairman was authorised to sign Section 1 of the document in the presence of the Clerk/RFO and with her countersignature when she is available.

**l. AGAR Section 2 Accounting Statements 2022/23 for Chelmondiston Parish Council**

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The Council reviewed AGAR Section 2 and authorised the Chairman to sign it.  
Proposer: Cllr Cordle, Seconder: Cllr Price. Vote : 8 for the proposal, 2 abstentions.

**m. AGAR Section 2:** The document was signed by the Chairman.

**n. Annual CIL Report**

The Council approved the Annual Community Infrastructure Levy Report.  
Prop: Cllr Ward, Sec: Cllr Barwick. Vote: all in favour.

**o. Publication dates for Notice of Public Rights**

The Council approved the dates for publication Monday 3<sup>rd</sup> July 2023 – Thursday 11<sup>th</sup> August 2023. Prop: Cllr Ward, Sec: Cllr Barwick. Vote: all in favour.

**p. Address for Notice of Public Rights:**

Chelmondiston Parish Council, The Village Hall, Main Road, Chelmondiston, Suffolk. IP9 1DX  
(see Item 12c)

**q. Posting of notices etc by 30<sup>th</sup> June 2023**

The Council was unable to state whether this would happen as the Clerk was not present and it her role to post such notices. We do not know when she will be able to do this, therefore the Council cannot guarantee any date.

**12.**

**a. Clerk/RFO Vacancy**

The Chairman informed the Council that to date 3 enquiries had been received by her regarding the vacancy/vacancies. The Council agreed on which Members should form the Interview Panel and that they should have the power to interview suitable candidates and make an appointment.

INTERVIEW PANEL: Cllrs Kirkup, Ward, Price  
Prop: Cllr Barwick, Sec: Cllr Cordle. Vote: all in favour.

**b. Handover Process**

The Council discussed a list of items and/or actions which they wish the Clerk to deal with fully either on or before the date of the next Parish Council meeting (4<sup>th</sup> July 2023). See Addendum 2.

Prop: Cllr Ward, Sec: Cllr Lyrick. Vote: all in favour.

**c. Change of Parish Council Address:**

It was proposed by the Chairman and agreed by the Council that as soon as it can be arranged, the address of the Parish Council will be:

CHELMONDISTON PARISH COUNCIL  
THE VILLAGE HALL, MAIN ROAD, CHELMONDISTON.  
IP9 1DX

Proposer: Cllr Kirkup, Seconder: Cllr Beacon. Vote: all in favour.

**ACTION:** Cllr Kirkup will follow up on costings and liaise with the Village Hall Committee then report back to the Council.

**d. Speeding through the village**

Following discussion it was agreed to pursue loan of Number Plate Recognition Equipment via SCCllr Harley, and to make more detailed investigation of having our own Speed Indicating Devices, possibly using Section 108 monies from the Ganges planning agreement or with help from SCCllr Harley's Locality Budget.

**ACTION:** Ask Clerk to inform the Resident concerned about hedgehog deaths of our decision (see Item 7i.) and to follow up Cllr Harley's request to Suffolk Highways for us to have the ANPR (number plate recognition) equipment on loan while we pursue further information about SID ("smiley face" speed indicators).

**ACTION:** Cllr Kirkup will follow up whether we can use monies allocated in the Ganges development Planning Conditions for road safety measures on the B1456.

**e. and f. Council website and Facebook Page**

Cllr Price was mandated by the Council to explore what improvements could be made to the Council's website. He reported that he has set up an experimental Facebook page with links to the Clerk's Council email address which could be used for posting local information as well as Council information. This will be actioned when we have a new Clerk in place.

Proposal that Cllr Price continue with his investigations into improving the website and making the Facebook page useful: prop: Cllr Kirkup, Sec Cllr Lyrick. Vote: all in favour.

**g. Bank Signatories**

Cllr Dot Cordle and Cllr Keeble to continue as cheque signatories; Cllr Kirkup to be added  
Prop: Cllr Ward Sec: Cllr Barwick. Vote: all in favour.

**ACTION:** Clerk to set this up as soon as possible.

**h. View only access to the bank accounts**

It was agreed that Cllrs Barwick and Kirkup should have "view only" access to the bank account.

Prop: Cllr Ward, Sec: Cllr Lyrick. Vote: all in favour.

**ACTION:** Clerk to set this up as soon as possible.

**i. Recognition of long service as a Councillor**

It was already mentioned at the Annual Village Meeting that Councillors would like to recognise with a gift of some kind (privately funded) the long service to the Council of the previous Chairman, David Cordle, after 43 years of being a Councillor and many years serving as Chairman. Arrangements are in hand, and this has been mentioned to David Cordle. Given current circumstances of the Clerk's imminent departure it is not likely to take place before late August or possibly September. Councillors who have any ideas about appropriate gifts should let the Chairman know.

**13.**

**FINANCE MATTERS**

**a. SALC subscription**

The Council approved the annual subscription to SALC: £421.34

Prop: Cllr Ward, Sec: Cllr Cordle. Vote: 9 for, 1 against (Cllr Melville). Proposal therefore carried.

**b. Annual dog/litter bin emptying charge from BDC**

The Council approved payment of the annual charge of £971.12 inc. VAT

A query was raised about why we have this invoice and also a different one for dog bin emptying. This was clarified to the Chairman earlier by email. Babergh team do not empty the bin on the way into Pin Mill Woods at the junction of F.paths 7 and 7A. The Shotley Odd Job Man does that one.

Prop: Cllr Price, Sec: Cllr Beacon. Vote : all in favour.

**c. Cheque returned by CAF Bank**

The Council was informed that cheque 002615 (Payment to the Village Hall) had been returned by CAF Bank. The Chairman of the Village Hall Committee was in the audience and confirmed the reason being that the cheque was not filled in correctly. The payment has been re-issued by the Clerk (Item 15B).

**14. PARISH CLERK MATTERS**

**a. Clerk's Overtime request**

Whilst not doubting that there was an agreement for the Clerk to receive overtime payment for completing end-of-year reports, the **Council would like the Clerk to provide the specific minute in which this resolution is clearly recorded with the reason and the number of over-time hours agreed by the previous Council. The Clerk is also requested to provide a note of when the additional hours were worked.**

**b. Clerk's resignation.**

All Councillors now having received by email a copy of the Clerk's resignation letter, the Council hereby records that it formally accepts the resignation of Jill Davis from her post as Clerk/RFO to Chelmondiston Parish Council effective on 13<sup>th</sup> August 2023 (The Clerk states her given departure date as 13<sup>th</sup> August 2023.)

Prop: Cllr Kirkup, Sec: Cllr Melville. Vote: all in favour.

**15. PAYMENTS CONSIDERED BY THE COUNCIL:**

16 Items A-M and O-Q (there was no item 15N) were considered for payment and an additional item lately received:

Item R Shotley odd Jobs £90.00

The Council was surprised to see two monthly salary payments for the Clerk (May 2023 and June 2023), with two corresponding pension contribution payments. It was felt that the June salary and pension should be included for next month's payments (the meeting will take place in two weeks' time) as the Council's usual practice is to pay salaries monthly in arrears, and the Clerk had not explained why there was a request for two payments in one month.

**Cllr Ward proposed that the Clerk be mandated to make payments as listed in the Agenda Items 15A – 15M, plus Item 15P and Item 15R. Seconded: Cllr Barwick Vote: all in favour.**

**NB** As the Clerk was not in attendance and therefore the cheque book was not available, the mandated payments will have to be made as soon as the Clerk is able to arrange for the appropriate signatures.

**16. DATE OF NEXT PARISH COUNCIL MEETING : TUESDAY 4<sup>th</sup> of July 2023  
TO BE HELD IN THE VILLAGE HALL AT 7.30PM**

There being no further business, the Chairman closed the meeting at 8.48 pm.

(Minutes Compiled by Cllr Rosie Kirkup in the absence of the Clerk.)

Cllr R. Kirkup (Chairman) 2<sup>nd</sup> August 2023  
Signed:..... Dated:.....

These minutes were signed by the Chairman of Chelmondiston Parish Council on 2<sup>nd</sup> August 2023, but were approved and adopted on 4<sup>th</sup> July 2023. The original signed copy of the minutes is held by the Clerk in the Council's minute book and can be viewed on request.

Addendum 1.

**Planning Committee:**

Cllrs Beacon, Cordle, Keeble, Kirkup, Melville, Price, Stevens, Ward.

**Complaints Committee:**

Cllrs Cordle, Kirkup, Ward

**Finance Advisory Group:**

Cllrs Beacon, Keeble, Kirkup, Ward.

**Footpath Monitoring:**

Cllr Barwick

**Village Amenities Monitor (Chelmondiston village)**

Cllr Lyrick

**Village Amenities Monitor (Pin Mill)**

Cllrs Beacon, Melville

**Dinghy Park Monitor :**

Cllr Melville

**PC Website Improvements :**

Cllr Price

**Defibrillator Monitor :**

Cllr Stevens (with a member of the public)

**Playing Field Liaison/Assistance:**

Cllrs Barwick, Page, Stevens

**Village Hall Liaison:**

Cllr Ward

**School Liaison:**

Cllr Lyrick

**Recycling Centre Liaison**

Cllr Price

Addendum 2.

The following are requested and required of the Clerk to be provided to the Council on or before the next Parish Council meeting (4<sup>th</sup> July 2023):

1. A copy of the Contract of employment between herself and Chelmondiston Parish Council.
2. A forwarding address for herself now and for any future need to contact her following her departure.
3. A personal e-mail address.
4. All of the necessary banking information such as how to access Parish bank accounts, details of names and numbers of those accounts etc.
5. All security information relating to access to the Parish Council computer in her care and access to other Parish Council data, with passwords etc.
6. All keys relating to Parish Council premises and equipment with details of what they relate to.
7. A list of all Parish Council equipment in her care with dates and details of how the items will be returned to the Council.
8. A list with contact details of all of the contacts of the Parish Council (contractors, volunteers etc) with names and what services they provide the Council.
9. Copies of any contracts between the Parish Council and any outside contractors.
10. Confirmation that the Clerk has received, on behalf of the Council, a letter of resignation from David Cordle which should be produced at the next Parish Council meeting.

In Addition the Clerk is request to expedite with great urgency the addition of the Chairman, Rosie Kirkup, as a signatory to the Council's bank, and to confirm the continuation in this role of Cllrs Cordle (Dot) and Cllr Keeble.

The Clerk is also requested to arrange with the Bank to add as "view only" access to the Council's bank accounts both Cllr Barwick and Cllr Kirkup.

**Proposed by Cllr Peter Ward, Seconded by Cllr Scott Lyrick, voted for unanimously by all Councillors.**